

# Clutton Parish Council

Monday 8<sup>th</sup> March 2018, 6.30pm in the Village Hall

Public Submissions: None

## Minutes of the Clutton Station Park sub-committee meeting

Present: Councillors J Bush, D Worskett, D Veale and Mrs H Richardson (Clerk); 0 members of the public

Item		Action
SP1/18	Cllr D Worskett was elected as chair.	
SP2/18	Apologies were received and accepted from A Starr.	
SP3/18	The terms of reference for the sub-committee were agreed as follows:  In order to take forward the Parish council's decision in principle to purchase Station Park, the sub-committee is asked to: <ul style="list-style-type: none"><li>• Identify the main issues that need to be addressed before proceeding with the purchase;</li><li>• Develop options for the future use of Station Park in order to be able to consult residents on the basis of a robust rationale for making the purchase;</li><li>• Propose a timetable and process for consultation that meets the statutory requirements;</li><li>• Bring forward suggestions for how the project will be managed;</li><li>• And to report back to the parish council no later than the May meeting with a recommended way forward.</li></ul> It was noted that it was right and proper that these proceedings are carried out by a sub-committee (rather than a working group) as the Parish Council will be asking the village to borrow a large amount of money. Therefore, it needs to be done formally and transparently and in full view of the residents, who are able to sit-in and listen to meetings.  All Meetings will be restricted to one hour in length.	
SP4/18	It was agreed that the Sub-committee would ask the Parish Council for a total of 5 members that could commit to attending the majority of agreed future dates.	
SP5/18	The dates of further meetings of the sub-committee were set as follows: <ul style="list-style-type: none"><li>• Thursday 22<sup>nd</sup> March</li><li>• Thursday 5<sup>th</sup> April</li><li>• Thursday 19<sup>th</sup> April</li><li>• Thursday 3<sup>rd</sup> May</li></ul> All meetings will take place at 6.30pm in the Village Hall.	
SP6/18	The sub-committee considered the need to commission external appointments and the following requirements were agreed: <ul style="list-style-type: none"><li>• <b>A Site Survey.</b> DV to send OS map of site to Anthony Brooks asking for a quote to carry out a Site Survey.</li><li>• <b>A Site Investigation Report.</b> Parts of the site (the old railtrack) had been re-filled and so a Site Investigation Report maybe necessary at a later stage. Quotes would be obtained.</li></ul>	DV & Clerk

- **Public engagement consultations.** The importance of a professionally administered public consultation was agreed and so three quotes / proposals would be obtained.
- **Landscape designer.** Following public consultation there may be a requirement for a Landscape designer to establish options for the best layout. Quotes would be obtained.

SP7/18 The Sub-committee reviewed the 3 phase plans from the last public consultation. It was agreed that while these provided a valuable basis for further work, it was essential that the Sub-committee remained completely open-minded about all options and ideas at this stage.

**Close:** The meeting ended at 7.05pm the next meeting will be held on Thursday 22<sup>nd</sup> March at 6.30pm