



**MINUTES OF THE INFRASTRUCTURE COMMITTEE MEETING
HELD ON MONDAY 30TH JULY 2018 AT 7.30 PM
AT KEMPSEY COMMUNITY CENTRE**

PRESENT: - Cllr Geens, Cllr Michael, Cllr Ferguson, Cllr Frazer-Cann, Cllr Hanmer, Cllr Thompson and Cllr Waller

Mike Biddle, Peter Griffiths (PG) - (PGA Management), Andy Dallow (Representing Kempsey Colts Football) and Richard Davis (Representing Tennis Club)

IN ATTENDANCE: - District Cllr Harrison plus 1 member of the public
Sharon Baxter – Clerk and Responsible Financial Officer

1. Appointment of Committee Chairman: Cllr Geens stood as temporary Chairman for this meeting only.
2. Apologies: Cllr Allen (Personal) – accepted. Cllr Waller also confirmed he needed to leave at 9.00pm.
3. Declarations of Interest
 1. Register of Interests: Councillors were reminded of the need to update their register of interests.
 2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature - None.
 3. To declare any Other Disclosable Interests on items on the agenda and their nature - None.

No Questions for Public Question Time

4. The minutes of 26.03.18 having been previously circulated were signed as a true and correct record. One amendment was made to include Peter Griffiths (PGA Management) under apologies.
5. The Chairman had previously circulated an email advising members of the following:-
 - Planning permission has been granted for the hybrid application. Full planning for 99 houses and outline permission for our new sports field.
 - Because the application had to be reduced from 113 houses to 99, TW (Taylor Wimpey) have had to relocate the attenuation pond into the north-east corner of our field rather than the underground cellular scheme in the housing estate as shown on the 113 house scheme.
 - Nothing can happen instantly as TW now have to go through the legal process of taking up their option on all the land to purchase it from the landowners.
 - The agreement in the planning documents is that TW cannot start work on the housing development until they have transferred ownership of the sports field to us.
 - The passing bays in Pixham Ferry Lane have been approved and will be constructed by TW.
 - TW to construct the entrance way.

6. Report from PGA Management regarding current status.
PG advised of the formal process and sequence of events that have to take place surrounding land ownership. Clerk to circulate a summary of work required (devised by PGA Management) until the land has been handed over to KPC, which is envisaged to occur by the end of this current year.

Question/Comments

Cllr Harrison confirmed that before S106 agreement can be drawn up MHDC solicitors require the name of the solicitor KPC intend to use including some contact details.

Action

Clerk

CW/TG

	Action
<p>7. Action to be taken from now until the land is passed to KPC:- PG suggested</p> <ul style="list-style-type: none"> • To identify/appoint a professional team including a Project Manager, Agronomist, Archaeologist, Architect, Structural Engineer, Environmental Consultant and agreeing Terms of Reference (subject to land agreement) • Progress forward with S106 funding • Planning Conditions – Method Statement • Stage 1 Design feasibility work • Appoint Agronomist and Pitch Consultants to establish grassing of the area. • Development Programme • Apply External Funding • Develop wider design and ongoing management process. Need a Champion as a point of contact • Extra liaison with Sports Clubs <p>To proceed with this work it was decided to form two groups:-</p> <ol style="list-style-type: none"> 1. <u>Design Group</u> – Focussing on the Community Centre/ Changing Rooms – Members include Cllr Michael, Cllr Waller, Cllr Thompson, Mr Biddle and Peter Griffiths 2. <u>Sports Delivery Group</u> – Focussing on pitches, all weather areas, play areas and trim trail. Members include Cllr Frazer-Cann, Andy Dallow (Football) Zain Sharif (Cricket), Representation from Tennis and Peter Griffiths. 	
8. Subject to some minor amendments, the S106 application ,to request £50K, is ready for submission to MHDC.	PG
9. Cllr Waller together with Peter Griffiths will proceed to work on the project manager appointment process including specification and advertising.	CW/ PG
10. Cllr Waller will seek to find legal representation for this project.	CW
11. Management structure of the construction project – The Design Group and Sports Delivery Group will progress forward.	
12. Management structure of the completed facility – It was considered that this is an important step to consider sooner rather than later. Information will be gathered by The Design Group from visiting other community facilities and weighing up the pros and cons before deciding what management structure to implement i.e. Charity, Trustees, Parish Council Outside Management Team.	Design Group
13. Establishment of a delivery programme/timetable of events – PG to devise for circulation.	PG
14. The Design Group will visit Community Centres and Sports Centres at Inkberrow, Stoke Orchard, Peopleton, Leigh Sinton and Honeybourne and report on their findings.	Design Group
15. The Sports Delivery Group will look at the tentative layout of proposed sports facilities. Clerk to circulate Model Sports England document for guidance.	Sports Group Clerk
16. A solution will have to be found to limit the impact the attenuation pond will have on the sports field.	
17. A question asked was could the northern boundary of the Parish Council’s proposed playing field be amended, as this is shown on the line of the existing 450mm Severn Trent surface water sewer. Severn Trent will require a strip of land clear of any obstruction 5 metres each side of this sewer.	PG
18. A Public Meeting will be arranged to establish views of parishioners regarding requirements, after the Design Group and Sports Delivery Group have met and reported back.	

19. Any Other Business

David Harrison raised the question of fundraising and this was discussed.

PGA Management could undertake this under the current instructions, as they have paved the way with a lot of information embodied in the business plan and have already established contact with the FA and ECB as well as Sport England. PGAM will prepare a proposal for carrying this forward.

PG

Cllr Thompson expressed his concerns with the new Community Centre and asked questions regarding security, how toddlers would be catered for and use of outside terrace space. It was felt his input would be beneficial to the Design Group and therefore would join it.

The next meeting will take place on Monday 1st October 2018 at 7.30pm in the Community Centre

Meeting Closed 9.40 pm
Sharon Baxter
Clerk

Signed.....Chairman.....Date