



**MINUTES OF THE INFRASTRUCTURE COMMITTEE MEETING  
HELD ON WEDNESDAY 30<sup>TH</sup> AUGUST 2017 AT 7.30 PM  
AT KEMPSEY COMMUNITY CENTRE**

**PRESENT:** - Cllr Smith (Chair), Cllr Michael, Cllr Waller, Cllr Hanmer, Cllr Dodge, Cllr Fraser-Cann, Cllr Gerrard and Cllr Ferguson.  
Mike Biddle (arrived 7.40pm), Peter Griffiths (PGA Management- Infrastructure Manager) and Zain Shariff (Representing Kempsey Cricket Club).

**IN ATTENDANCE:** - 1 member of the public

1. Apologies: Cllr Geens - (Personal) - accepted
2. 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.

3. The minutes of 17.07.17 having been previously circulated were signed as a true and correct record. No matters arising from these minutes.
4. Peter Griffiths offered guidance to members referring to the MHDC Section 106 Fund Guidance Notes, highlighting the necessary requirements/criteria, emphasizing that the main focus of the project should concern the new Community Centre as oppose to the Sports Facilities. He confirmed that MHDC are the accountable body who allocate Section 106 funds subject to the Parish Council meeting their approval. The question being do we wish to submit a preliminary Section 106 application at this stage?
5. Cllr Waller provided an update following a very informative meeting with two members from NJK Parish Council which took place on the 15<sup>th</sup> August 2017 at Norton Parish Hall where useful information and advice was gathered based on their experience of building a new sports/community centre. Some ideas discussed included design, architects, contractors, location and layout, residential manager, usage, facilities on offer, and how to run it - charity status. It was highlighted it was easier to obtain funding in respect of personal fitness rather than sports funding. Cllr Waller highlighted that any new facility needs to provide maximum use for the community as a whole. We need to think about the broader context and determine the future operations. It would be beneficial to look at how other halls are run.
6. Progress is being made by the cricket club regarding their Sports Development Strategy. Thanks were expressed to Zain Shariff. The next stage is that a formal meeting is to be arranged with Zain Shariff and Peter Griffiths. Awaiting a response from football. To help with the progression of obtaining the various sports strategies required as supporting evidence for the Section 106 application Peter Griffiths suggested allocating one person to one particular sports area. He agreed to supply a list of sports recognised by Sport England which could be accommodated at the new Community Centre. Clerk to circulate.

**Action**

Clerk

The following Committee members agreed to look at the following Sports Activities:-

- Cllr Waller - Badminton
- Cllr Michael - Tennis
- Cllr Frazer-Cann - Football
- Peter Griffiths – Cricket & Bowls.

- 7. Appointment of Project Manager  
Peter Griffiths has started to prepare a guideline specification. He will forward to the Clerk who will circulate for comment. Clerk
  
- 8. Appointment of Designer/Architect and other principal consultants  
A fee proposal costing £5600 (RIBA stages 1&2) had been obtained for Architectural Services in connection with the construction of Kempsey Community Sports Hall. Clerk to circulate letter and meeting note. Clerk
  
- 9. Reports on Communications with Planning Authorities and Taylor Wimpey  
Peter Griffiths reported since there had been a change in personnel at Taylor Wimpey, following the departure of Edward Elliman there had been little communication with either Neil Ballett or Ben Jowett. He will chase. PG

Following discussion and update to agenda items 4-9 inclusive, the following actions/recommendations were agreed:-

**RECOMMENDATION - To submit one section 106 application for professional fees and costs.** (PG agreed to document and evidence costs on the appropriate application form). This will be discussed at the next Infrastructure Committee meeting.  
 To help determine what business strategy to follow i.e. Charity or Parish Council run, further research is to be carried out:-  
 Cllr Smith to engage with The Plunkett Foundation to seek charity advice.  
 Cllr Smith to liaise with Community First regarding advice on business structures.  
 Cllr Michael to obtain information about Malvern Vale.  
 Clerk to try to source information about Martley.

- 10. Timescales and objectives  
The next Infrastructure Committee meeting is to take place on Monday 25<sup>th</sup> September 2017 at 7.30pm at the Community Centre
  
- 11. Any Other Business – None

Meeting Closed 9.26pm  
Sharon Baxter  
Clerk

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