

Recreation, Events & Amenities Advisory Group

Meeting of 15th February 2024 - 8pm in Parish Hall Committee Room

Present: Chris Neale (Chair), Clare Atkinson, Ed Hancocks & Jan Hipkins

Draft MINUTES

1. **Apologies:** Keenan Pratt & Allun Evans
2. **Minutes from 25th January 2024** ~ approved
3. **Matter arising** ~ (*anything from the above minutes not listed separately on the agenda*)
 - (4) Advisory Group structure & Terms of Reference: John Hellens has also left the group. ToR - outstanding/work in progress; help requested from the clerk.
 - (9) Christmas Tree event: Hall booked for 23rd November. Lights stored with electrician.
 - (10a) Annual Fun Day: Various ideas were put forward for sporting events for children such as Egg&Spoon and Sack races; Tennis coaching; Basketball; Football; Cricket; Bouncy Castle. Agreed to put on a display at CC2 to invite comments/suggestions/interest / volunteers. Possibly to be staged in June or July.
 - (10b) Classic Car Show: No progress; awaiting further information. Group to put this on the table for discussion at CC2.
 - (10c) Website: (i) Groups remit statement (ii) Private area (iii) Online MUGA report forms. All points have been passed to the Digital Comms group for review.
 - (10d) Rota: Reconfigured for reduced membership

4. **Community Conversation 2 (CC2) 28th February 2024 ~ Final planning**

Tables: same lay out as per CC1 with easels and displays; post-it notes & forms.

1. Digital Comms/Social Media: ~ Andrew & John H
- 2&3. Events: Scarecrow; Xmas Tree; possible Annual Fun Day ~ Clare & Chris
Hartlebury Hero & Classic Car Show ~ Allun & Clare
Parish Games ~ Chris & Jan (plus Doug Langdon)
Youth Council ~ Keenan
4. Crime, Speeding, T&RS: VAS & Community Speed Watch ~ John C & Mark
5. Planning: including Solar Farms ~ Ed & Ray
6. General enquiries & Feedback from CC1 ~ Kevin

Hospitality: serving refreshments ~ Louise, Graham Hipkins & ?A N Other ?

Set up: on 27th (5:30pm /7pm) Ed & Graham to get easels out from storage and stack on the stage.

Clare ~ to provide the post box for enquiry forms, also a display for Scarecrow event

Ed ~ to provide blue tac, cable ties, thought prompt balloons & marker pens.

Jan ~ to provide table covering

Chris ~ to provide all catering ingredients & make cakes; to print posters & flyers and feedback forms; to provide post-it notes & pens; to do the Risk Assessment and submit to clerk. To provide display posters for Xmas Tree event & Parish Games.

5. Scarecrow Event - 3rd & 4th August

A display will be prepared by Clare to promote this event on the CC2 events table. The clerk has booked the hall 4:30pm - 6:30pm Sunday 4th for judging & refreshments.

6. RoSPA Inspection

The clerk had circulated details for this inspection, and it has been confirmed that it will be carried out sometime in March, at a cost of £78 +vat per area x4 areas.

7. Proposal for maintenance of grass Inn Lane

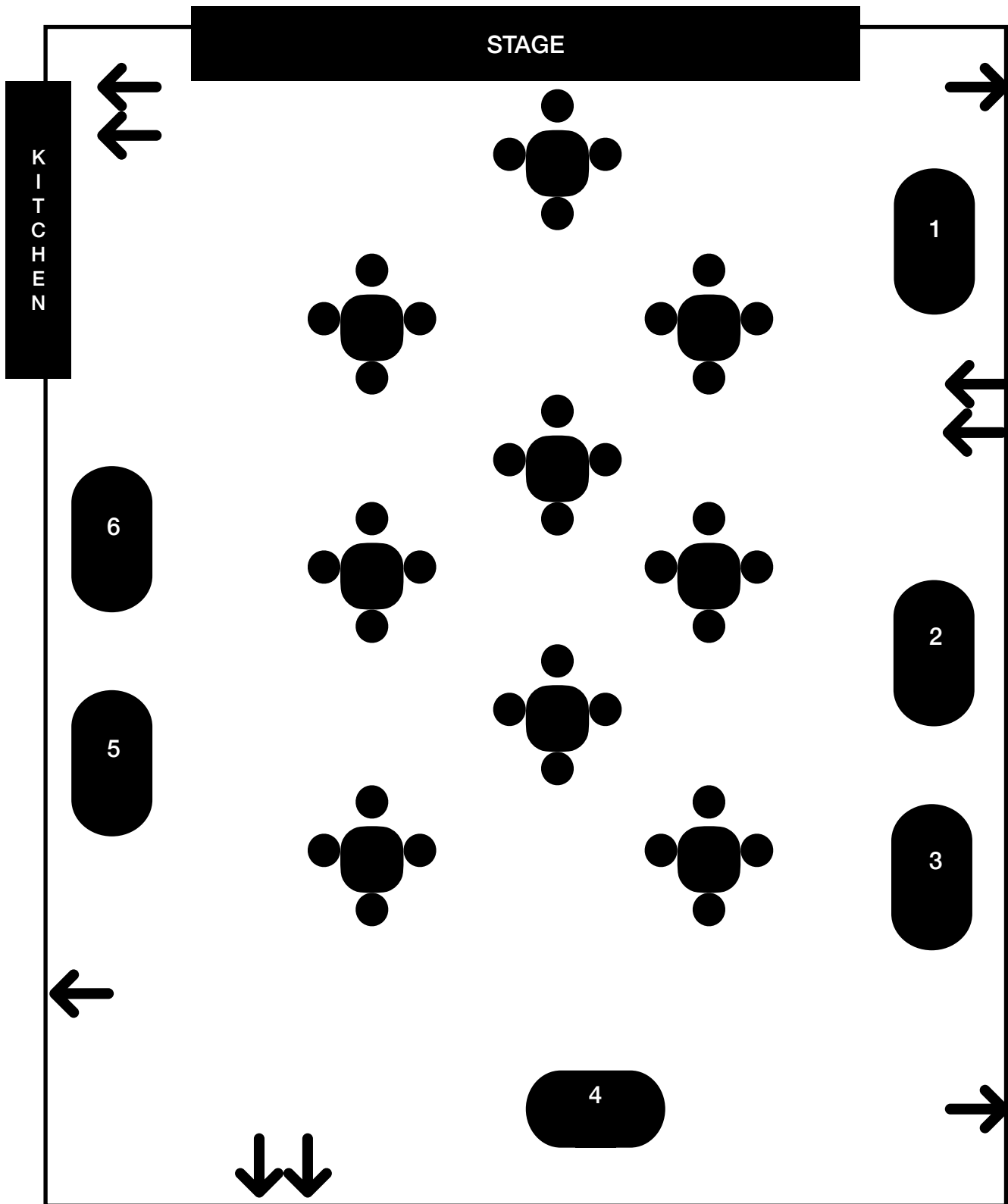
This item had been introduced during the full council meeting by Jan following a complaint from a resident. Area of grass on Inn Lane just after the turning for Old Forge Gardens (*what3words: /// shakes.undulation.perky*) The council had agreed that the group should write a proposal to instruct the maintenance man to reinstate the posts, back fill the soil and make good. It was suggested that reflectors be put on the posts for better visibility. Jan stated she had some posts that could be used for this job.

8. Any Other Business

- a. Quarry Bank bench ~ Clare expressed concerns that this green painted bench was in a precarious state due to the disintegration & water erosion of the sandstone bank above it. A large tree directly above has most of its roots exposed. The group thought it wise to contact the owners of this boundary to ask them to make it safe. A search on the Land Registry to be made via the clerk through the WDC planning department.
- b. Poor signal: Ed brought attention to the poor state of Broadband & phone network coverage in the area. He hoped HPC could raise this matter with WCC & WDC, possibly engaging the help of the parishioner who'd volunteered their expertise at the CC1 event.
- c. EnviRecover: Jan had received a request from Graham asking if a display, similar to the one he did for CC1, could be placed at CC2. The group thought that it was a good idea to include this information on an environmental issue.
- d. Rota: Ed asked for instruction and any relevant forms to help with doing the inspections.
- e. Newsletter: Clare suggested that HPC could produce a monthly Newsletter updating on what's happening in the Parish and what projects HPC are working on. Thoughts were that it could be from the Chair and circulated via the website and on parish notice boards. This would be more of an editorial piece and in addition to formal minutes.
- f. Projector: Ed enquired if Andrew Scheps would be able to provide the projector & screen to project the HPC website during the CC2 event.
- g. Posters: Jan asked if some A4 laminated posters of CC2 should be displayed in bus shelters. Chris agreed to make these for Jan to put up.

9. Next Meeting ~ tbc (??14th March - Venue ??)

Meeting closed at 9:15pm



- 1) **Comms.** Andrew & John H
- 2) **Events.** Allun, Clare & Keenan
- 3) **Events.** Chris & Jan (with Doug Langdon as consultant)
- 4) **Crime & Speeding.** John C & Mark
- 5) **Planning.** Ed & Ray
- 6) **General Enquiries & CC1 Feedback.** Kevin