

Recreation, Events & Amenities Advisory Group

Meeting of 25th January 2024 - 7pm at 20 Groves Way, DY11 7TU

Present: Chris Neale (Chair), Clare Atkinson, John Cosham, Allun Evans, Ed Hancocks,
John Hellens & Jan Hipkins

Draft MINUTES

1. **Apologies:** Keenan Pratt
2. **Minutes from 10th January 2024** ~ approved
3. **Matter arising** ~ *(anything from the above minutes not listed separately on the agenda)*
 - (3) Local SNT / PCSO Ben Mawby unable to attend the CC2 but will supply information to help with the Speed Awareness Group recruitment.
 - (3) John H., Ed Hancocks & Mark Harris met with Patrick Connelly (North Wychavon DC Community Officer) on 16th January. JH felt the outcome was encouraging, Patrick wants to be involved and would take a mentoring role with HPC.
 - (5) Annual Parish Meeting 24th April 2024 ~ Jan had circulated information from SLCC (Society of Local Council Clerks) which explained everything.
 - (6.f.) Block booking of the Committee Room for Advisory Groups meetings. Agenda proposal for Feb.6th to be circulated to group for approval before submitting.
 - (6.g.) Seeking alternative venues. Agenda proposal for Feb.6th to be circulated to group for approval before submitting.

4. **Advisory Group structure & Terms of Reference**

John C announced that, due to work load and other commitments, he was leaving this group. Discussion on the size of this group and whether the group needed to split or revert back to BL&E AG plus Recreation & Amenities AG ensued. It was agreed to go on as is for the time being.

Clare, Chris, Jan & John H had all researched Terms of Reference, Good Practice Guides and Standing Orders for Working Parties / Advisory Groups. After a brief discussion it was agreed to ask the Clerk to look at this and supply the advisory groups with what, in her experience and expertise, would be appropriate.

5. **Community Conversation 2 (CC2) Wednesday 28th February 2024 ~ Update**

(A) Parish Games ~ John H, Chris & Jan attended the WPGA AGM at Pershore on 24th January and came away with a clearer idea on how the games are structured and operated. The Chair had asked for help to promote the Games in the northern part of the county through neighbouring local parish councils. He was in the process on enlisting the Droitwich Community Officer to promote it and was hopeful that it would generate scope for holding regional activities which would culminate in Wychavon finals. It was suggested that an editorial piece could be written in the Parish Magazine and that our Clerk could write to other nearby parish councils to join with us in its promotion.

(B) Catering ~ Chris agreed to provide the catering for CC2 along the same lines as CC1, but this time will submit an invoice for the ingredients (as she will not be donating them again). It was calculated that approximately £50 would be needed to cover the outlay for catering and other consumables (such as post-it notes, printing flyers & posters).

(C) Advertising & flyers ~ John H had inserted a half page advert in the February edition of the Parish Magazine. Chris produced a colour version of the advert and had overlaid it on the previous artwork used for CC1. This was generally felt to be suitable for the flyers and posters, (pending approval by full council) and Chris will print 200 flyers for hand delivering to the houses on the various estates in order to engage with the youth and young families of the parish. Posters to be placed on all noticeboards and in the shop, plus anywhere else we can manage to place them.

6. Hartlebury Hero Award Scheme

Allun had prepared artwork which was circulated to the group for discussion; one was chosen to be put forward full council's approval together with an agenda proposal outlining this monthly award. The group acknowledged this event would need to be carefully monitored and audited with rules drawn up for nominations and how the scheme will run. It was suggested that the District Councillor should be asked to be the impartial judge. Nominations will be made via the HPC website and a £20 voucher (hopefully sponsored) will be given as the monthly award. The publicity for entering the Hartlebury Hero Award Scheme could be through an article in the magazine &/or local newspapers, through school parents email groups and on posters on the noticeboards.

7. Youth Council

Ed had prepared the following for the Clerk to use when writing to the Head teacher at Hartlebury CofE Primary School:

HPC R.E. & A. Advisory Group ~ Proposed project outline - Youth Council

The aim is to promote the idea of democracy - working as part of a team and the notion of government.

We are not talking about a 'school council' as such but a one off series of activities supported by HPC with a definite conclusion to be developed with the teachers. At this stage we are asking if the school would welcome the proposal.

We are thinking along these lines-

- *Start with some councillors introducing themselves and explaining some of the things we do, where our funds come from etc.*
- *then Q & A sessions*
- *Pupil volunteers - who like the idea to stand for election*
- *School wide elections with hustings?(based on policy)*
- *Voting*
- *Counting of votes*
- *Declaration of winners to the Youth Council*
- *1st. meeting - election of Chairperson - Agenda - Debate*

Voting - needs to be meaningful! Perhaps a pot of money to be spent within the school or within Hartlebury. This should give pupils the chance to say what they would like to see in school or around the Parish/Village. We look forward to a lively and wide ranging debate.

8. Scarecrow Event

The group discussed the idea of holding a Scarecrow weekend based on information from other parishes/villages who have held similar events. The entrants could upload photos of their Scarecrow to the HPC website and they could be plotted on a virtual map to create a Scarecrow Trail. A prize for the winning entrant - a family prize perhaps - would need to be provided. The group thought to seek the help of a celebrity to judge the competition. Clare will submit a proposal to full council suggesting Saturday 3rd & Sunday 4th August.

9. Christmas Tree Event

Having checked the Parish Hall calendar, the group suggests Saturday 23rd November for the Christmas Tree lighting event. Last year JH had put forward ideas which could be incorporated to extend the event by using the hall. An agenda proposal to book the hall is to be put forward on 6th February.

10. Any Other Business

(a) Annual FunDay ~ Clare put forward the suggestion of holding an Annual FunDay on the Green, with the idea of finding volunteer organisers and support at the CC2.

(b) Classic Car Show ~ Allun suggested holding a Classic Car Show on the Green, along the lines of what is held at Chaddesley Corbett and Ombersley. If possible, inviting Richard Hammond to the event as guest celebrity. The Clerk is to be asked to check the Title Deeds of the Green to make sure there isn't a covenant preventing vehicles being driven onto the field.

(c) Website ~ (i) Jan mentioned that clarity on what HPC groups are, and what they do, ought to be made on the website with a statement to explain their remit.

~ (ii) John H suggested that HPC councillors could have a password protected "Members Area" dedicated to secure messaging, documents and other useful postings exclusively for internal use.

~ (iii) Jan enquired whether an electronic/online form could be built on the website for reporting the weekly inspection of the MUGA etc. instead of filling out paper forms and scanning them to send to the Clerk. Could an online form could be hosted within the "Members Area"?

(d) Rota ~ As a result of JC leaving the group, the rota for inspecting the MUGA etc. needs to be amended as follows: CHRIS - Week commencing 29th January ** repeats every six weeks*

ALLUN - W/c 5th February ** repeats every six weeks*

JOHN H - W/c 12th Feb. ** repeats every six weeks*

ED - W/c 19th Feb. ** repeats every six weeks*

JAN - W/c 26th Feb. ** repeats every six weeks*

CLARE -W/c 4th March ** repeats every six weeks*

11. Next Meeting ~ tbc (?? Thursday 15th February ?? Venue - Committee Room??)

Meeting closed at 8:58pm.