

POULTON & PULFORD PARISH COUNCIL

Minutes of Special Meeting to Discuss Pulford Playing Field Issues

Tuesday 19th January 2016

PRESENT : Cllr Fair (Chair) : Cllr Moore : Cllr Fay : Cllr Board : Cllr Ewins : Cllr Clark

APOLOGIES : Cllr West : Cllr Pryce

1 – SUMMARY OF ADDITIONAL INFORMATION PROVIDED TO WREN – by Cllr Ewins on 12 Jan 2016

- – **Signing of WREN Funding Agreement** – Cllr Ewins or Cllr Fay
- – **Tender Documents** – should be prepared by end of Jan 2016
- – **Cost Review** – currently no changes
- – **S106 obligations** – confirmation letter provided by CW&C (Elaine Grant)
- – **Project Publicity Plan** – notice boards, local magazines, website, local radio, newspapers, local businesses to be used/contacted at each project stage
- – **Grant Payment** – to be paid directly to P and P account
- – **No of Grant Claims** – 3 separate probably required, amounts and dates to be advised

In addition WREN were sent a Signed Authority Letter, S106 Letter and a Draft Press Release

- – **REPLY FROM WREN – by Richard Smith on 14 Jan 2016**
 - – only one signatory needed. Funding Agreement / Project Registration needs tendering details. Wants information in next month or two
 - – wants to be kept informed on tendering progress
 - – suggests cost review when decision made on contractor
 - – S106 letter OK
 - – wants lots of detail on publicity opportunities, dates, opening event etc. The Publicity Plan is sent to WREN Operations Manager for comment
 - – noted
 - – agree payment schedule when contractor chosen
- – **TENDERING COMMENTS**
 - – John Seiler(JS) is responsible for the tendering process. The PC needs to agree the tender specification – **Action Cllr Ewins**
 - – Once tenders have been received the PC require to vet them prior to a contractor being appointed – **Action Cllr Ewins**
- – **PUBLICITY COMMENTS**
 - – WREN have indicated they want maximum publicity
 - – Louise Minchin may be prepared to attend the opening event. Need to find out if she is prepared to and if so when available – **Action Cllr Clark**
 - – Children very important at the opening event. Need support from Spinney Play Group and Eccleston. Suggest youngest Eccleston school child who is a Pulford resident and oldest Pulford resident perform opening ceremony – **Action Cllr Clark**
 - – Above actions cannot be formalised until definite opening date decided
 - – Need to issue the formal notice of the successful bid as per 1.5 above – **Action Cllr Ewins**

- **– SUPPORT COMMENTS**
 - – A generic letter need to be prepared to be sent to residents who have offered their support. In addition a specific letter is required for the following residents and businesses : -
 - Lady Edna Wilson (£ 5000 offered) : * Mr Dave Roberts (£ 1000 offered) : Mr Tom Walker (£400 offered) : Grosvenor Pulford Hotel (sponsor equipment)
 - Grosvenor Garden Centre (sponsor shrubbery) – **Action Cllrs Fay & Ewins**
 - – A Friends of Pulford Playing Field now needs to be set up. Mr Dave Roberts may be prepared to Chair this Group – **Action Cllr Clark**
 - – Do we advise Eaton Estate also and ask about Grant Application ? – **Action Cllr Fay**

- **– GROUND COMMENTS – Cllr Ewins to ask JS**
 - – The state of the ditch on the side of the field is a cause for concern. Consideration should be given to cleaning it out and fencing it off to avoid potential H&S issues. JS to be made aware and to advise
 - – Is Hedge cutting going to be possible with a 2m wide strip ?
 - – What provision has been made for sorting out the soggy ground on one side of the field ?
 - – Cllr Moore queried ownership of the strip of land by the ditch – **Action Cllr Fair**

- **– FINANCE COMMENTS – Cllr Ewins to ask JS**
 - – Clarification is needed on the ongoing m'ce and inspection fees. Account should be taken of voluntary m'ce by residents and inspection by another friendly Parish Council who have received the appropriate training

Signed by Cllr Fair (Chairman) : -

Date : -