

## CALVERHALL – IGHFIELD PATHWAY STEERING GROUP MEETING NOTES:

**Date:** 9 September 2019

**Location:** Old Jack Pub

**Attendees:** Chair: David Price (Ightfield Parish Council)  
Secretary: Mark Astley (Ightfield Church Council)  
William Heywood Lonsdale (Shavington and Cloverly Estate)  
Linda Roberts (Old Jack Pub)  
Henry Hitchman (Ightfield Parish Council)  
Matt Procter (technical support volunteer)  
Elaine Griffiths (Calverhall Village Hall)

**Meeting started 19:35**

### **1. The Meeting Agenda:**

- Open Meeting - Dave
- Apologises
- Approve previous meeting minutes - Mark
- Overview of the current status - Mark
- The CIL Technical Check Form and Project Plan - Matt
- The PWLB loan - how much and when Mark
- The Lease status - William
- Planning application updates - William
- The Build start - Footpath
  - The Fence
- Finalise Decisions:
  - Approve CIL Project Plan
  - Approve CIL Technical Check Form
  - PWLB application for funds against approved amount
- Clarify individual tasks for the next month
- Any other business

**2. Minutes from the 1<sup>st</sup> July 2019 Steering Group Approved. Mark** to secure publication on the Parish Council web site.

### **3. Overview of the current status**

Mark advised we had secured funding for the Footpath with CIL, PWLB, and Grants from Twemlows and National Lottery. The Steering Group now needed to confirm The Construction Project Plans and confirm accessing the secured money.

### **4. The CIL Technical Check Form and Project Plan**

**The meeting reviewed Matt's propose Project Plan:**

- The meeting requested that The Old Jack participates in The Monitoring of the Footpaths affect on the Community, this is in addition to the points already advised in The Project Plan. Action: **Linda**
- William clarified some points on the build e.g. topsoil, number of gates. Action **Matt** to update Project Plan.
- **William and Matt** to confirm the costs in the Project Plan. Action: William to update cost spreadsheet.
- To comply with SCC procurement regulations, we need to obtain the hardcopy of a third footpath build quote. Action **Dave**
- The meeting appreciated and recommended that the plan be presented to the PC for final approval.

### **5. The PWLB loan - how much and when**

The Steering Group decided the best option was to draw down on the secured PWLB loan as and when required for the amount and the timing.

### **6. Land lease of the Footpath route to P.C**

Action **Mark and William** to follow up with legal representatives for both parties. The build cannot be started until the lease arrangements have been finalised.

### **7. Planning application updates**

- William advised amendments to the planning application have been submitted
- No work can be started until this latest application has been discharged
- Timescale is not expected to be extensive to complete the application.
- Plan of the new access areas at Ightfield and Calverhall were presented.
- **Dave and William** to advise the Parishioners at each end of the footpath access area.

Action **William** to progress with Peter Richards the planning application process to secure no delays for the build.

## 8. The Build start – Footpath and The Fence

AR Richards are planned to start the Footpath build by the end of September 2019. The fence will start two weeks later. This is proviso upon The Lease and Planning Applications being completed.

**Action William, supported by Matt to** secure Risk Assessment and CDM Compliance for the footpath build.

### 10. Finalise the Decisions and Actions:

- Matt's Project Plan was appr appreciated for quality and presentation
- The Technical Check Form to be approved at the next PC Meeting on 16<sup>th</sup> Sept 2019
- All actions by Steering group members were reviewed and are recorded in these minutes. All members are requested to secure their responsibilities.

### 11. Any other business:

The **PC** to confirm the setting up of a separate account from PC funds for the Link Footpath

The **PC** to apply for dog litter bins at each end of the footpath

**The Parish Clerk** to advise the PC's public liability Insurer regarding the use of the completed path and the activities of the contractors during the build.

**Meeting Conclusion:** The next Steering Group should be the last as the path will be near completion.

**Date of Next Steering Group Meeting:** TBA once the footpath build has started.

**Meeting Closed 20:40**