

OXBOROUGH DOORSTEP GREEN ACTION GROUP (ODGAG)

Minutes of Meeting on Monday 25th August 2003, 7pm Venue: Whippletree House

Present: Charles Ashley, Chris Heatley, Susan Hernandez, Henry Lambert, Chris Mathews
Apologies: Barbara Pritchard and John Voaden

- 1) WREN has awarded ODGAG with a grant of £6750, Chris H. has all the details and informed the committee that the money will only be available after some necessary paperwork and procedures have been completed by WREN, which will take about a month.
- 2) As WREN has not awarded the expected amount, we will have to think about dropping the specification for the project, e.g. wooden railings in place of metal railings.
- 3) Chris has been asked by WREN not to contact them until he hears from them next; however he will suggest to them that the figure of £6750 could be used as the 30% match funding (as required by the C.A.) for actual creation work costs (and not for using entirely on funding the path as we would lose our 70% funding from the C.A.) Chris is hoping that the WREN letter of confirmation of the grant award will NOT specify the path only to be funded.
- 4) Of course, as WREN has reduced the award, the 11% they required for match funding is also reduced and is now £742.50, which means that Breckland Council's award to ODGAG is now £2459.50, which is to be used as 30% match funding against the C.A. award.
- 5) The legal costs which Ian will incur will **not** be met by ODGAG funds, however, as there was scope in the district valuer's valuation ODGAG will pay £12750, which is £250 more than the original figure proposed by Ian and represents goodwill between ODGAG and Ian. Charles will speak to Ian urging him to instruct his solicitor to keep negotiations simple and uncomplicated, to avoid delay and costs.

ACTION A.

- 6) Charles asked the committee to consider Ian's suggestion that the land should be owned by the Village Hall Committee and not Oxborough Parish Council. Chris H (who is also a member of the Village Hall Committee) said that the VHC already has problems in fundraising to maintain the hall and owning the land would double its workload. The land does not have an earning income potential either. Henry and Chris H both supported the Parish Council's willingness to take on the ownership, which should not see the precept being affected (which possibility concerns Ian) as ODGAG has already discussed in previous meetings fundraising ideas to cover maintenance costs after the first three years of ownership has passed.
- 7) Should everything go to plan, the best time for planting will be between November and February, so in the meantime, as Allison has urged ODGAG to do, tenders need to be produced and three civil engineering contractors need to be agreed on. Charles suggested May Guernsey and other similar-sized contractors who would be able to deliver the whole package, which would be the prudent thing to do in order to limit the match funding figure.

ACTION B

- 8) Appointing a Project Management Consultant is vital: Henry will speak to Malcolm Whittlely about meeting up with ODGAG next week (Susan will give Henry a copy of the Project Preparation Plan to pass on). We have a budget of £2200 plus VAT, but as we have to find 30% (£660 plus VAT) we will try and negotiate a more modest fee with Malcolm! Malcolm will be required to write the specific tender for works, so we will need to fully advise him of exactly what is required.

ACTION C

- 9) Henry will also speak to Malcolm about producing the Site Management Plan for the next twenty years (the grant provides £600 as in-kind voluntary work of up to 4 days X £150). Although Malcolm has recently officially retired from his work, Charles thought it very unlikely that he would allow his professional indemnity insurance to lapse, although we are not really sure whether the C.A. would find this a matter of concern or not. Henry thought that Malcolm had reacted positively to being asked in the first place.

ACTION D

- 10) Chris H related his run-in with the C.A. regarding the final expenses charged against the Stage 1 grant and the request from the C.A. to refund them about £100 as ODGAG had been over-paid for in-kind work. Considering the number of man hours that ODGAG has already put into the project, Chris expressed his disappointment in the matter.
 - 11) Chris H reminded the committee about the 'free trees' available from Norfolk County Council. Charles mused on whether they would be standards or smaller- Alastair Rhind would know about this probably.
 - 12) Chris M showed the committee informal written quotes for wooden benches available from Mike Elliott of Feltwell. All the committee agreed that Mike was a reputable and reliable source and would certainly bear him in mind.
 - 13) Chris H informed the committee that, after some considerable email correspondence with Breckland Council Planning Department, a Change of Use is required, which costs £110 as the Parish Council will be submitting the application (half-price for Parish Councils!). However, Henry suggested that Graham Donachie has evidence that the land has been used as a football pitch for about ten years, also the VHC has been using the land for hosting events for years – all activities which should preclude the need for any Change of Use application. Unfortunately, as Chris had stirred up a bit of a vipers nest at the Planning Department in his search for a response, someone in their wisdom had already contacted Ian, who had informed them that the land had been used agriculturally as well, over the last few years! So, Susan will prepare the application form for a Change of Use (which includes serving Ian with Notice No.1, informing him of this intent) and Chris will draw up a cheque for £110.
- ACTION E**
- 14) The Parish Council is meeting the next day, when Henry, Chris and Susan will present the Framework Agreement which needs to be discussed by the councillors.
 - 15) The meeting ended at 8.30pm.

| Action | Content | Who to action |
|----------|---|---------------|
| ACTION A | Discuss sale of land with Ian | Charles |
| ACTION B | Choose three contractors | Charles |
| ACTION C | Arrange meeting with Malcolm | Henry |
| ACTION D | Ask Malcolm to work on site management plan | Henry |
| ACTION E | Prepare Change of Use | Susan/Chris |

Next Meeting to be held on the green next week, starting at 7pm. Day to be agreed on with Malcolm.