

# HONEYBOURNE PARISH COUNCIL

Minutes of the Parish Council Environment meeting held at Honeybourne Sports Field  
(Pavilion), Bretforton Road, Honeybourne.  
on Tuesday 4<sup>th</sup> July 2023

**Members present:** Cllrs: A Attridge, C Clear, H Jobes, C Steward and S Sidwell

**In attendance:** Parish Clerk, Linda Stanton.

## EC-001 Election of Committee Chairman.

Cllr Attridge asked members of the committee if anyone would like to be considered for the position of Committee Chairman. Cllr S Sidwell agreed to be chair of the committee.

**Resolved:**

That Cllr S Sidwell be elected to the position of Committee Chairman.

## EC- 002 To receive and note any council member's apology for absence.

Cllr G Clelland – prior engagement

## EC-003 **Declarations of Interest:** Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

There were none.

## EC-004 To consider any dispensations

There were none.

## EC-005 **Open Session Participation to hear from members of the public.**

- a) Cllr Clear made a request to the committee to consider the installation of solar panels in their future agenda.

## EC-006 To agree and approve Environment Committee Terms of Reference. (Appendix 1)

**Resolved :**

To approve the Environment Committee Terms of Reference.

## EC- 007 **For discussion and agreement:**

- a) Members to consider allocation of some funds from the CIL monies for field enhancement in Spring 2024. Hardcopy report circulated to members at the meeting. **(Appendix 2)**

**Resolved:**

- I. To reserve £25,000 from the CIL monies to carry out field enhancement work in 2024/25.
- II. That the £25,000 agreed by Council at the budget setting meeting in January, will remain ring-fenced in the general reserve for future maintenance of the Sports Field.

- b) Arrange an open day following completion of the works at the Sports Field and Wildflower Meadow.

Clerk to contact Legacy Officer to check if officers from WDC are available at weekends to attend the open day.

- c) To consider seating for Sports Field and gabion seating for Wildflower Meadow. **(Appendix 3)**

**Resolved:**

- I. To approve the purchase of 2 park benches without arm rest ( 4 person seat in green) at the cost of £696.00 each. Total cost £1392.00. Clerk to request for a discount on the price.
- II. To approve the purchase of 2 gabion seating benches (excluding rocks) for the wildflower

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| meadow at the cost of £390.00 each. The total cost to include rocks is £997.50 |
| III. Purchase of the above will be funded by CIL monies.                       |

- d) Clerk to get a quote for full council to approve at their next meeting for additional picnic table for the Leys (from the same supplier as the Sports Field seating).
- e) To consider adding additional sporting equipment for the Sports Field.  
Cllr Sidwell would like to head up a rounders team and has requested for the Clerk to source for some rounders equipment. The rounders will be open to all.
- f) To consider and approve quotations for a base for the golf/cricket cage. **(Appendix 4)**

**Resolved:**

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| <ul style="list-style-type: none"><li>I. To approve Quotation A at the cost of £6458.00. The work will be funded by CIL monies.</li><li>II. Clerk to get quote from Quotation A contractor to concrete the cricket/golf cage.</li><li>III. Work will be funded by CIL monies.</li></ul> |
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- g) To consider what to do with the unused hollow paving blocks stored at the pavilion.  
Clerk to discuss with handyman to find a place to store the blocks.
- h) To explore other sports for the Sports field.  
Cllr H Jobs reminded members that the Sports Field was to be used by adults and children for multi-sports.  
Clerk to contact the adult football team that approached the Council last year to ask if they could use the sports field.  
Cllr Jobs advised that there are no issues with adult and children's teams using the field at the same time. This has been checked with WDC.

**EC-008** Items for discussion for the next meeting.

- i) Electricity consumption figures for the pavilion.
- ii) Quotes for storage facilities
- iii) Car parking arrangement

Meeting concluded : 9:30 pm

Stephen Sidwell

Status	Approved – 11 <sup>th</sup> July 23
Minute number	Min 23/215
Date of next review	July 2024

## Honeybourne Parish Council

### Terms of Reference Environment Committee

#### 1. Legal Standing

Unless a statutory prohibition applies, the performance of the statutory powers and functions and related work of a local council can be delegated to a committee. This committee is appointed in accordance with the Local Government Act 1972, s101:1(a)

#### 2. Purpose of the committee:

The committee is established to:

- manage, maintain and improve the sports, recreational and leisure facilities at the Sports Field and The Leys Playing Field.
- protect and enhance the biodiversity and preserve the environment of the Wildflower Meadow at The Leys Playing Field.
- to take note that the Community Infrastructure Levy Neighbourhood fund must be used to support development by funding:
  - The provision, improvement, replacement, operation or maintenance of infrastructure.
  - Anything else concerned with addressing the demands that development places on the Parish at the Sports Field and The Leys Playing Field.
- overseeing and maintenance of Parish Council's street furniture.

#### 3. Membership

- I. The committee shall be comprised of five members of the Parish Council.
- II. Committee members will usually be appointed at the Annual Parish Council meeting.
- III. The committee chairman will be elected annually at the first meeting of the committee after the annual parish council meeting in May.
- IV. The committee quorum is 3 council members.

#### 4. Committee Meetings

- I. This committee will meet every 2 months on the evening of the first Tuesday of the month or as required.
- II. The Parish Clerk as the Proper Officer to the Council shall call for the meetings.

#### 5. Conduct of Meetings

- I. All meetings of the committee will be convened in accordance with the Parish Council's Standing Orders with which the meetings will comply.

- II. Agendas will be prepared, and minutes of all meetings will be taken by the Parish Clerk, or any member nominated at the meeting.
- III. Any decision and recommendations discussed at these committee meetings will be reported to the following Council meeting either for noting or approval.
- IV. Items for the committee meetings' agenda may be requested by any councillor either through a meeting or by contacting the Clerk.
- V. The meetings are open to members of the public and press.

stephen Sidwell

## **Appendix 2 - Agenda item – EC -007 (a)**

The Council agreed at their budget meeting that a sum of £25,000 will be ring fenced from the Council's general reserve fund for further work on the field enhancement in 2024/2025. At the time of the preparation of the budget the Council was not aware that they were due to receive any CIL monies. Members of the Environment Committee may want to consider and recommend to Full Council using some of the CIL money which has since become available for the field enhancement work in 2024/2025. In the field condition report that was commissioned by the Council in April 22 the recent field enhancement work must be carried out again in 2024 to promote grass root network and develop and sustain a strong grass cover at the surface. By using the CIL monies for the work this will help with not increasing the precept when setting the budget for 2024/2025.

Below is the breakdown of the CIL monies received from two developments in the village.

The CIL monies can be used for;

- The provision, improvement, replacement, operation or maintenance of infrastructure.
- Anything else concerned with addressing the demands that development places on an area.

<b>Site Address</b>	<b>Description</b>	<b>Development Commencement Date/Deemed Date</b>	<b>Total CIL Charge Payable</b>	<b>Date Payment Received (GL)</b>	<b>% payable to Parish</b>	<b>Amount Due to Parish h786/c001</b>
Elgar House, High Street, Honeybourne, Evesham, Worces. WR11 7PQ	Change of use from Community Building and associated car park to residential development of 2 x dwellings and associated car parking	01/10/2020	£4,899.52	08/01/2023	25%	£1,224.88
Land off Stratford Road, Honeybourne, Evesham	Development of 60 x dwellings approval for appearance, landscaping, layout and scale	04/07/2022	£198,356.23	24/03/2023	25%	£49,589.06

Total CIL Monies received to date	£50,813.94
Total spent on creation of path for Pétanque Court	£ 4,757.00
Balance available.	£46,056.94

### **Appendix 3 - Agenda Item EC 007 (c)**

#### (a) Seating for Sports Field



#### **Specification:**

- Manufactured from 100% recycled plastic
- Strong and robust
- Does not splinter and is resistant to insects & bacteria
- UV resistant and will not fade
- Completely maintenance free
- Recycled plastic is manufactured to have an attractive wood grain effect
- 25 years warranty. Replacement parts available

Cost for Treble Seat with arm rest

- Brown - £408.00
- Grey - £444.00

Cost for park bench seat with back without arm rest

- 3 person seat – Black £612.00
- 3 person seat – Grey £636.00
- 4 person seat- Black £696.00
- 4 person seat – Grey £708.00

#### **(b) Gabion seating for wildflower meadow.**

Seating to be located next to the path. Gabion seating with planters is a requirement by the Network Officer as the planters will be used to create more areas for different varieties of plants to create a biodiversity for the wildlife.

A planter will be placed on each end of the gabion bench seating.

#### **Quote**

Description	Quantity	Cost of each	Total cost
Fibreglass Trough Planter	4	£285.00	£1,140.00
Gabion Bench (excluding rocks)	2	£390.00	£ 780.00
Atlantic Cobbles for one gabion set	0.5	£395.00	£ 197.50
Total cost			£2,117.50



This was the only supplier willing to quote for a complete package. Otherwise quotes will be required for a) wire gabions, b) suitable planters, c) seating, d) rocks, e) contractor to place the rocks in the gabions. This process would be uneconomic.

#### **Appendix 4 - Agenda Item – EC 007 (e)**

Quote for golf/cricket base. The following work is required to improve the playing surface which is currently unsuitable.

##### **Quotation A**

Specification:

- Take up existing mat
- Dig out 150mm of soil
- Lay membrane
- Put down and compact 120mm of MOT type one
- Put down and compact 30mm of 6mm to dust
- Install shock pad
- Relay exiting mat

Total cost - £6458.00

##### **Quotation B**

Specification:

- Take up existing mat
- Dig out 150mm of soil
- Lay membrane
- Put down and compact 120mm of MOT type one
- Put down and compact 30mm of 6mm to dust
- Install shock pad
- Relay exiting mat

Total cost - £7,807.00

Signature:   
[stephen sidwell \(Sep 6, 2023 13:38 GMT+1\)](mailto:stephen.sidwell@nhs.net)

Email: [stephen.sidwell@nhs.net](mailto:stephen.sidwell@nhs.net)

stephen sidwell






# Honeybourne Parish Council Environment Committee Meeting - 4th July 2023

Final Audit Report

2023-09-06

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