

PITSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 29 July 2021
at Pitstone Pavilion commencing at 7.30pm

General Matters:

117/21 ATTENDANCE AND APOLOGIES

1. Council present

Cllr Saintey (Chairman), Cllr McCarthy, Cllr Mitra, Cllr Heyman, Cllr Weber, Cllr Hawkins, and Cllr Mrs Crutchfield plus the Parish Clerk Mrs Eagling.

2. Others present.

Buckinghamshire Councillor P Brazier plus 8 members of the public.

3. Apologies

It was **RESOLVED** to accept apologies for absence from Cllrs Blunt, Nicholls, and Kirk plus Buckinghamshire Councillor D Town.

118/21 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

- It was noted that all councillors have standing declarations of interest as the council, as a corporate body, is trustee of the Recreation Ground Charity and Pitstone Parish Charity.
- The Clerk declared that she was a resident at the end of Castlemead affected by the changes to Westfield Road but has no pecuniary interest.
- Cllrs Saintey & Crutchfield declared an interest as allotment tenants.
- Cllr Crutchfield declared an interest as a trustee for Pitstone Memorial Hall Charity.

119/21 QUESTIONS FROM MEMBERS OF THE PUBLIC/PRESS

- No councillors with declared interests wished to speak about those matters during the public session.
- The Chairman agreed to take public comments relating to 72 Vicarage Road planning at that point in the agenda.
- No members of the public wished to table any questions relating to other matters.

120/21 REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

Buckinghamshire Councillor Derek Town had submitted the Buckinghamshire Councillors report for August which will be published via the parish council media channels for the benefit of residents.

Councillor Peter Brazier provided updates on (1) the increased funding for roads including £2.5m for potholes (2) winning an award for the Zero Waste map and (3) the re-start of the community boards and funding available this year. Councils were encouraged to submit any project ideas.

121/21 MINUTES OF THE MEETING held on 24/6/2021

It was **RESOLVED** that the draft minutes of the Pitstone Parish Council Meeting held on 24 June 2021 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

122/21 CLERK'S REPORT ON MATTERS ARISING

This section provides updates on issues that are ongoing. Resolutions cannot be passed on items in this section of the agenda as insufficient detail will have been provided to councillors to satisfy the legal requirements, therefore minor updates will only be noted. This information is provided to keep members of the public up to date on the numerous ongoing matters.

1. Where third parties are responsible

- Castlemead Highways Issues: BC and TW liaising. Latest eta for adoption by BC is end of 2021.
- Castlemead Lighting: PPC advised BC and TW that they would be willing to adopt any LED lighting if other conditions also met. Unable to adopt non-LED lighting & associated liability to upgrade due to SOX/SON being discontinued. PPC and DM at BC liaising re options for upgrading to LED and will advise in due course.

- Castlemead Public Open Space Phase III: TW to transfer to BC.
- Taylor Wimpey/Anglian Water transfer/management of balancing pond: TW to advise.
- Rushendon Furlong Street Lighting: the parish council has agreed with Croudace to adopt the street lighting and illuminated bollards on provision that the stipulated conditions and contributions are met. BC to adopt highways prior to PPC adopting. Not on maintenance yet as unresolved sewerage issue. PPC not required to adopt until close of 12-months maintenance period.
- Bellway Open Space & LEAP: PPC has agreed to adopt the open space within Vicarage Road post completion certificate being issued by BC & 2-year maintenance period by developer. Playground opened to public at end August 2020. S106 also provides for maintenance monies (£tbc). Monitor drainage problem to ensure resolved.
- Bellway Street Lighting: the parish council has resolved that it would be willing to adopt the street lighting within the development. BC to adopt internal highways (following 12m maintenance period) prior to PPC adopting lighting.
- Vicarage Road footpath (Bellway site entrance to Marsworth Road bus stop): Agreement between Bellway and BC. Eta now August 2021.
- PDA: £58,800 per hectare open space land; £74k towards enhancing local bus services; £216,584 sports & leisure contribution and £37k contribution to Pitstone Safety Scheme.
- PDA Lighting: The Parish Council has approved the one column on Vicarage Road opposite the new entrance (replaces previous column 4 from other side of road). Internal roads will be private and therefore no requirement to adopt lighting.
- PDA Replacement Woodland: Replacement woodland to be planted in 2021 planting season.
- PDA replacement car park: Illuminated car park will pass to the parish council along with the MUGA. Extra lighting column agreed by NKH. ETA end July 2021 (triggered by 50% of dwellings being sold).
- PDA MUGA: Works commenced by NKH, eta for completion and handover late July 2021 (triggered by 50% of dwellings being sold).
- PDA commercial areas: Been on the open market since April 2020.
- Land off Westfield Road/'The Mounds': with Taylor Wimpey.
- TfB Issues:
Reconstruction of Vicarage Road footpath from Tun Furlong towards Church Road added to capital footway program.
Glebe Close carriageway resurfacing.
Parts of Queen Street and Albion Road carriageway resurfacing.
Collapsed Queen Street footpath.
Replacement of Westfield Road roundabout street lighting/signage following collision damage – parts on order and will be installed upon receipt.
Marsworth Road (not currently on resurfacing list)
- Safety Scheme works by Brookmead School. PPC resolved to contribute £7,332 to the scheme. The BC Community Board approved their match funding in November 2020. BC/TfB issued a TTRO to cover the period 1/6-3/9/21. TfB attended the Ivinghoe Parish Council annual assembly and explained that the detailed design work will start 13th July and is due to finish by the end of September. Final details and timings will be available after the design work is complete, there could be a change to the cost although the figures agreed already include a 15% contingency costing.
- Safety Scheme works by Westfield Road junction: unable to progress until Westfield Road adopted by BC.
- Feasibility Study re declassification of B489: Would require application to LAF Transport Scheme next funding round and 50% match funding.
- Safety Scheme works along Marsworth Road: On hold until funding can be identified.
- Cycle Path to Tring station: Canal & River Trust and Hertfordshire Council may be willing to install cycle channels by steps at station end of towpath. Awaiting confirmation of project details.

- Mapping Rights of Way 2026 legal deadline: Pitstone aspect of project being undertaken by local resident volunteer.
- Tennis/Netball/5-aside floodlit court: No action can be taken by the parish council at this point. Unable to progress until the landowner confirms able to negotiate.
- Pitstone Memorial Hall Charity car park: trustees to investigate alternative car park solutions and respond to the parish council in due course.
- Footpath 2: Buckinghamshire Council carrying out remedial works to the surface of the footpath within the fenced area during summer of 2021/22.
- HS2 advised Pitstone is not on official construction route although lorries may pass this way if they have additional deliveries etc. Monitor volumes.
- Unauthorised roadside advertising – TW to address.
- PAA investigating potential provision of water tap at site & will provide further details in due course so that PPC can apply for approval by National Trust
- I&PUCC installation of double cricket nets – funding now identified & work to commence shortly.
- Parking restrictions near quarry – BC progressed to next stage.

2. Within the scope of the parish council:

- Village web site: Cllr Nicholls creating Whistle Blowing/Safeguarding page.
- Recruitment of Assistant Youth Worker: On hold.
- Community Bus investigation: On hold pending lifting of Covid-19 restrictions. BCC holding £10k of funds for Sustainable Transport arising from Rushendon Furlong development, plus approx. £7k of funds that were unused from the shelter/rtpi project (figure provided by BCC). Therefore approx. £17k available from BC.
- Switch to gas contract supplier – progressing eta 1/9/21.
- Tree risk assessment – oak and ash were both OK but silver birch had died and needed removing. Contractor appointed.
- Local Wildlife Site information boards – investigating artwork, design, and photography implications prior the applying to Community Board for funding.
- Bird box project – order placed with supplier re boxes for PPC & information for residents. Best installed during autumn.
- Noticeboard repairs – contractor appointed.
- MUGA bins/litter – once facilities/land handed back to PPC may wish to consider additional litter bins for this location.
- Playground repairs arising from annual inspection – contractor appointed.
- Pavilion Facilities Manager & Cleaner – closing date for applications 12/8/21.
- PPC noticeboard for pavilion – ordered, eta October.
- Commemorative picnic bench – on order.
- Huck Teck remedials agreed, commencing w/c 24/7/21.
- Please refer to Sports & Leisure Committee minutes for full list of S&L related Matters Arising.
- External Audit – waiting for response from PKF Littlejohn.
- Exercise of Public Rights – 1/7/21-11/8/21
- Community Broadband / Fibre to Cabinet: PPC to set up a Zoom meeting with residents to facilitate discussions. PPC resolved, in principle, to provide up to £500 funding to produce A5 leaflets and banners.

123/21 **CORRESPONDENCE**

The list of correspondence received was noted.

Members to advise the clerk if they wished to attend the BMKALC AGM on 22/9/21 – 2 members permitted.

Members to advise the clerk if they wished voting for the Chiltern Society parish membership added to the August agenda.

Committee Matters:

124/21 PLANNING COMMITTEE – CLLR CRUTCHFIELD

1. Minutes

It was **RESOLVED** to note receipt of the draft minutes arising from the Planning Committee meeting held on 15/7/21.

2. Applications

- a. 72 Vicarage Road, 21/02864/APP, dropped kerb to provide disabled access to rear of the property (previously granted). The Chairman granted permission for the residents present to speak in relation to this application. It was noted that all the residents of Ship Lane, along with another affected resident, tendered objections to the application, and a number of residents from Ship Lane also attended the parish council meeting to present their concerns. It was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to oppose this application on the following grounds:
 - i. The application title is misleading, and this planning application actually seeks to establish a new vehicular access to the rear garden of the property and thus should be treated by BC as an application for full vehicular access, rather than just a dropped curb as no permitted rights for entrance/egress onto Ship Lane are evident within the existing documents on the planning portal and officers are requested to ensure that legal rights have been granted.
 - ii. Could Buckinghamshire Council please also note that the details of the property planning history submitted by the applicant does not match the actual property history detailed on the portal. Therefore, officers should review the historic documentation when considering this application.
 - iii. The provision of vehicular access at this location would remove one parking space from Ship Lane. Ship Lane is a short and narrow lane with limited parking capacity and loss of this parking space would cause detrimental impact on the residents & visitors to Ship Lane and displace parking into Vicarage Road, where parking is also difficult.
 - iv. Provision of another vehicular access into Ship Lane from this location will generate an unreasonable level of loss of amenity to the residents of Ship Lane & adverse impact in terms of privacy/noise on the immediate neighbouring property in Ship Lane.
 - v. This property already benefits from wide dropped curbs to the frontage in Vicarage Road and gated parking for four vehicles & garage within their curtilage. There is therefore adequate fully accessible (including disabled) access and parking provision for this property from their primary entrance. Can officers please check the application vs legislation relating to number of dropped curbs permitted per property.
 - vi. Vehicular access to the rear garden would be difficult and require substantial building works as the ground level is approximately 1m higher within the application site than that in Ship Lane & the application states that the gates would open inwards onto hard standing. Officers should therefore validate the proposals.
 - vii. Should Buckinghamshire Council be minded to approve the application, the parish council requests that a condition be applied to prevent any use of the land/access for commercial purposes. Vehicle repair works are carried out at this property and there are concerns that the rear garden could be utilised for commercial purposes in the future.
 - viii. Should Buckinghamshire Council be minded to approve the application, the parish council requests that a condition be applied to tie use of any use of such access & hard standing to the main dwelling only as provision of a separate access at this location could enable a future application to build a separate dwelling within the rear curtilage.
 - ix. The parish council confirms that it will be willing to attend and speak at the Buckinghamshire Council planning committee meeting. The parish council requests that this application be 'called in' to committee should the case officer be minded to approve, and will be requesting our Buckinghamshire Councillors also request call in.

- b. 113 Windsor Road, 21/02807/ACL, certificate of lawfulness application for existing dwelling with building works to create two bedrooms and one shower room at loft level incorporating two pitched roof dormers to the rear roofslope and three rooflights to the front roofslope. No objections were received from residents. It was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to tender no objections to the application.
 - c. 11 The Pightle, 21/02858/APP, single storey side extension (amended scheme to 20/02302/APP). No objections were received from residents. It was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to tender no objections to the application but wished BC to ensure that the tree protection measures imposed in the original planning were carried over to the amended application.
 - d. 50 Albion Road, 21/02898/APP, single storey side extension to replace existing porch. No objections were received from residents. It was **RESOLVED** to advise Buckinghamshire Council that the parish council wished to tender no objections to the application.
3. Decisions/other notified by Buckinghamshire Council.
No decisions notified.
It was noted that the application relating to land adjacent to the Duke of Wellington Public House by Cooks Wharf had been withdrawn by the applicant.
3. Applications outstanding with Buckinghamshire Council.
Rear of the Bell (Haldi), Portland House on Westfield Road, Land off Cheddington Road (opposite 61/63), 27 Campbell Lane, 4 Railway Cottages on Cheddington Road, Mill View on Groomsby Drive, 6 Williamson Way and 31 Marsworth Road.
4. Enforcement outstanding with Buckinghamshire Council.
- 27 Campbell Lane (20/00443/CONB) – erected fence despite refusal of planning (see above planning application).
5. Other
- Cllr Weber advised that the BMKALC Planning Demystified training had been very beneficial. Cllr Mitra is booked onto the same course on 3/8/21. It was **RESOLVED** to accept the £120 associated costs.
 - It was **RESOLVED** that the parish council would respond to the Cala proposals for land in the parish of Ivinghoe if/when a full planning application was submitted.
 - The link to the new National Planning Policy Framework (NPPF) was noted.

125/21 SPORTS AND LEISURE COMMITTEE – CLLR SAINTLEY, CHAIR OF COMMITTEE

1. Minutes
It was noted that no committee meeting had taken place during July and therefore no draft minutes/report was due.
2. Sub-Contractor Collateral Warranty for Employer 2016 with Ambivent
It was **RESOLVED** to enter the above warranty and 2 members were duly authorised to sign on behalf of the council.

126/21 STAFFING COMMITTEE

1. Minutes
It was **RESOLVED** note receipt of the draft minutes of the Staffing Committee meeting that took place on 5/7/21.
2. Pavilion Cleaner
It was noted that the pavilion cleaner had since resigned and **RESOLVED** to approve recruitment of a replacement member of staff, on the same terms.
3. Litter Picking / Bins
It was **RESOLVED** to explore recruitment of an additional member of staff to assist with litter picking / bin emptying and to provide holiday cover. Precise details to be confirmed prior to advertising.

Charity Matters:

127/21 PITSTONE PARISH CHARITY

It was noted that there had been no meeting during the month and therefore no report was due.

128/21 PITSTONE RECREATION GROUND CHARITY

It was noted that there had been no meeting during the month and therefore no report was due.

Working Group Matters:

129/21 YOUTH CAFÉ

- It was **RESOLVED** to enter a 6-month contract with D Rollins to provide youth café services, with break clauses at each school holiday.
- It was **RESOLVED** to accept the increased cost of £5,500 per annum.
- It was noted that the Year 6 taster sessions had gone well, but the highest attendee rate was 18 so the level of demand for the September term remains uncertain.
- It was **RESOLVED** to continue operating from the pavilion site and to meet the cost of moving the basketball hoops and outdoor table tennis table to the site.
- It was noted that the youth café manager would be reviewing all the policies and risk assessments for consideration/approval at the August council meeting so that they were all in place for the start of term.
- It was **RESOLVED** to ask the Café Manager to prove viability of any J D Baller football sessions e.g., level of attendees, interest in football, free taster session?

Other Matters:

130/21 DEVOLVED SERVICES

1. BC Place Based Devolved Service Pilots

No further update received from Buckinghamshire Council.

2. Right of Way off Vicarage Road

It was noted that BC were going to undertake a site visit and determine if possible works fell within the scope of RoW or Highways.

3. Cooks Wharf

It was noted that the siding out of shrubs/trees etc, resolved at the last meeting, had now been undertaken.

131/21 CHILDREN'S COMPETITION

Now live. It was **RESOLVED** to produce vinyl banners to erect towards the end of August as a reminder of the closing date.

132/21 SKATE PARK

It was noted that the public design meeting had taken place. Most attendees to this event were older teens & skateboarders (those at the youth café were younger and mixed skateboards/scooter riders). Bendcrete have taken away their comments and their design team will review their proposals to see which elements of the original design could be tweaked but also ensure that the park still offers a balanced inclusion of elements for street features / transitions / all age groups / all abilities / all format of rider etc. Bendcrete to revert to PPC by end w/c 2/8/21.

133/21 ALLOTMENTS

1. It was **RESOLVED** to note receipt of the latest PAA draft committee minutes from meeting held 15/7/21 plus their treasurer's report and the copy of their insurance renewal.
2. It was **RESOLVED** that PPC would retain their existing annual tenancy rental fee of £9 per quarter plot, with no increase.
3. It was noted that PAA therefore wished to reduce their annual subscription rate to £6 per quarter plot, bringing the overall fee to £15 per quarter plot per annum.
4. It was **RESOLVED** to issue Notice to Quit to 2 plot holders and not to offer renewal.

5. It was noted that PAA wished the council to consider if any further allotment land could be obtained in the future. It was noted that this would be a strategic project and land was not likely to be available in the short term. It was **RESOLVED** to make initial enquiries with a couple of landowners.
6. It was noted that PAA had offered to hand deliver the tenancy renewals and the parish council wished to thank them for their support and assistance.

134/21 COMMUNITY AND PUBLIC TRANSPORT

It was noted that no resolutions were required this month. Tring Town Council still to arrange proposed meeting.

135/21 HIGHWAYS AND PATHS

1. It was noted that Buckinghamshire Council had presented an update to their Westfield Road plans at the Community Board meeting on 20/7/21. No change from their previous proposals.
2. It was **RESOLVED** to note receipt of the mVAS service reports and the mVAS data reports for May-July.

136/21 ASSET OF COMMUNITY VALUE – LAND TO THE SOUTH SIDE OF THE CRESCENT

1. It was noted that the council's application had been a success and Buckinghamshire Council had re-entered the land to the south side of The Crescent onto the register of assets of community value.
2. It was **RESOLVED** that no further action was currently required regarding this land with the BC legal department.

137/21 ELECTRICITY CONTRACT

The various quotes obtained from the marketplace by Utility Aid were noted, along with their continued efforts to reduce the cost further. It was **RESOLVED** to progress with whichever option proved to be the cheapest.

138/21 RENEWAL OF REGISTRATION WITH ICO

It was **RESOLVED** to renew the annual registration with the Information Commissioners Office as a data processor and accept the associated fee of £40.

139/21 VACANCIES

1. It was noted that there had been no applications during the month for the one remaining parish councillor vacancy.
2. It was noted that the voluntary Editor of Pitstone Parish Post wished to resign and **RESOLVED** to recruit for a replacement. The Editor was thanked for all her previous support.

140/21 POLICY AND RISK ASSESSMENT REVIEWS

1. It was **RESOLVED** to approve the annual review of the Street Lighting Policy, and the Chairman was duly authorised to sign on behalf of the council.
2. It was **RESOLVED** to approve the annual review of the Reserves Policy, and the Chairman was duly authorised to sign on behalf of the council.
3. It was **RESOLVED** to approve the annual review of the Schedule of Charges, and the Chairman was duly authorised to sign on behalf of the council.
4. It was **RESOLVED** to approve the updated Coronavirus Risk Assessment and signage for playgrounds/goals, and the Chairman was duly authorised to sign on behalf of the council.
5. It was **RESOLVED** to approve the updated Coronavirus Risk Assessment, special terms and conditions plus signage for the pavilion, and the Chairman was duly authorised to sign on behalf of the council.

141/21 QUEEN'S PLATINUM JUBILEE 2-5 JUNE 2022

No resolutions required this month.

142/21 ALL COUNCIL'S CHARTER

It was **RESOLVED** to note receipt of Buckinghamshire Council's All Council's Charter.

143/21 ISSUES RAISED BY MEMBERS OF THE PUBLIC

It was noted that there were no unresolved matters for discussion this month.

Financial Matters:

144/21 FINANCIAL MATTERS

1. Quarterly consideration of grant requests

It was noted that no applications had been received this quarter.

2. VAT Return

It was noted that the monthly VAT return had been submitted. HMRC had refunded £676.20 to PPC.

2. Financial Summaries and Expenditure

The bank reconciliation, budget monitor, financial summary, confidential salary payments, pavilion & allotment monthly summaries, skate park & pavilion project summaries, debtors and creditors were noted.

It was **RESOLVED** to make the payments outlined in the financial summary and 2 councillors were granted approval to enact the bacs transfers. The Chairman was granted authority to sign the financial papers on behalf of the council.

4. Internal Controls

It was noted that the Internal Controls had been undertaken with no issues or actions arising.

5. Bank Signatories

It was **RESOLVED** to amend the bank signatories following the change to council membership. Cllr Heyman to become new signatory. Departed councillors to be removed. Other signatories to remain.

145/21 REPORTS

1. Cllrs provided feedback on the BC Community Board meeting held 20/7/21. It was noted that there is project funding available this year and councils have been encouraged to submit applications. PPC to review at next meeting.
2. Cllr Heyman provided feedback from Windmill Fest on 24/7/21 which had been a success for the pre-school.
3. Cllr Nicholls was not present so unable to provide feedback on the Parish Liaison meeting held 14/7/21 or the Broadcasting Council Meetings mini summit on 29/7/21.
4. Cllr Crutchfield provided feedback on BC Planning & Environment Update meeting held 13/7/21. It was noted that both parish councils and Buckinghamshire councillors can now request call-in of applications.
5. The other minor reports were noted but not discussed in detail.

146/21 OTHER

1. Date and Time of Next Meeting

The next meeting of the full Parish Council is scheduled for 26 August 2021.

2. The following items were noted for inclusion on the August agenda.

- a. Appointment of Facilities Manager and Cleaner for pavilion.
- b. Annual review all youth café policies and risk assessments.
- c. Feedback of uptake of Exercise of Public Rights (concludes 11/8/21).
- d. Review of PKF Littlejohn external auditors report, if received.
- e. Annual review of complaints procedure.
- f. Consider if wish to appoint contractor to do annual alleyway clearance Cheddington Road and Crispin Field.
- g. Annual review of all GDPR policies, notices etc inc social media/comms.
- h. Renew annual TV licence.
- i. PPP submissions (deadline 16/9/21).
- j. Community Board funding opportunities.

3. Reminders and Forthcoming Events

The following reminders & events were noted:

- Parish Council meetings: 26/8/21, 30/9/21, 28/10/21, 25/11/21.
- Sports and Leisure Committee meetings: 12/8/21, 9/9/21, 14/10/21, 11/11/21 and 9/12/21.

- Staffing Committee: 4/10/21
- PPP Publication dates: April, July, October, and January
- BMKALC/BC Parish Liaison meeting dates: 13/10/21, 18/1/22.
- Play around the Parish sessions (+ community board stands) booked for Tues 10/8/21 and Thursday 19/8/21 (both 10-12)
- Additional Queen's Platinum Jubilee bank holiday 3/6/22 (late May bank holiday moved to 2/6/22)
- Floodlight planning permission valid until 3-8-2023
- Wing & Ivinghoe Community Board meeting 22/9/21
- Charity football match & family fun day @ pavilion in aid of East of England Ambulance Service 1/8/21 from noon.
- Asset Inspector attending RoSPA outdoor play equipment inspection training on 1/10/21
- PAA committee meetings – 6/9/21 AGM, 18/11/21 @ 7pm
- BALC Clerks Forum 5/8/21 via remote log in – Clerk attending
- BMKALC Annual Conference 22/9/21 – Cllr Mitra attending
- Planning Demystified Training 3/8/21 – Cllr Mitra attending.

147/21 CLOSURE OF THE PUBLIC SECTION OF THE MEETING

That concluded the public section of the meeting. The resident and Buckinghamshire Councillor P Brazier were thanked for their attendance and departed the meeting at 9pm.

In accordance with the The Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements)(Meeting and Access to Information)(England) Regulations 2012 (S.I. 2012/2089) the public and press were excluded from the following section of the meeting due to the confidential/sensitive nature of the business to be transacted.

148/21 PITSTONE DEVELOPMENT AREA MATTERS

1. It was **RESOLVED** to ratify the electronic decision to seek legal advice from Landmark Chambers (£1,800-2,000) and the content of that advice was noted.
2. It was **RESOLVED** to ratify the electronic decision to obtain a ground survey of the MUGA area by MK Surveys (£380) and the content of that report was noted.
3. Several next steps were determined regarding NKH progress to date with the site and its delivery.

149/21 CLOSURE OF THE MEETING

There being no further business to transact, the Chairman thanked everyone for their attendance and closed the meeting at 22.00.

Signed: *D Nicholls*

Date: 19/8/21

Chairman