

Crag Minutes

Location: Jubilee Room – Village Hall

Date: 20th March 2023 Time: 19:30 hrs

Attendees: Cllr. Caroline Eardley (CE) – Chair, Cllr. Martin Pearcy (MP), Les Compton (LC), Elizabeth Ely (EE)

Apologies: Lucy Holder (LH), Libby Steel (LS), Sam Clark (SC), Jess Hutchinson (JH), Cllr. Ben Bywater (BB)

	Item	Action
1.	Minutes of the last meeting – Approved	
2.	Matters arising:	
2.1	CE has sent Crag terms of reference to Parish Council, the Village Hall and Village Shop committees. From their comments CE will make the following minor changes: <ul style="list-style-type: none"> • Introduction 1.1 – from “<i>There used to be a full size football pitch but this can no longer used for matches.</i>” To “<i>There is used to be a full size football pitch which is no longer used for matches</i>” • Risk Assessment mitigating actions pt 8 - £500 to £50 	
2.2	Parish Council has agreed we can use the fence to display the children’s designs and logos and Stephen Cook (SC) - Chair of Parish Council has agreed to talk to his architect son to see if he can help with initial design thoughts.	
3.	Design brief – update There are still gaps in the document that need filling in so we agreed that:	MP ask Parish Clerk for play area and Rospa reports.
3.1	<i>Section 6 - Existing recreation features:</i> MP would ask Lynn Thornton (LT) - Parish Clerk for the original report done for the play area and the latest RoSPA report and forward to LC for use in completing.	
3.2	<i>Section 7 – Current use:</i> It was agreed that the equipment table to be structured by the appropriate ages which tend to follow children's stages of development and social interaction. <ul style="list-style-type: none"> • 6 to 23 months • 2 to 5 years or • 2 to 12 years • 6 to 12 years • 13 and up 	CE to liaise with BB MP to liaise with LT
3.3	Framework of survey to be developed once equipment has been identified. All to be involved in survey once framework is agreed.	

3.4	<i>Section 9 – Consultation:</i> CE would ask BB to write up this section as he had undertaken much of the original consultations.	
3.5	<i>Section 12 – Budget:</i> MP to contact LT to send out 2023/24 budgets to him and CE so they can confirm budget figures Scope and priorities sections to be agreed once survey of current use is completed. Additionally, it was agreed that the Betworthy play area should be mentioned in the brief so whatever we plan is complementary.	
4.	School design and follow up LC is going into school regarding children’s Produce Show entries. He will liaise with LH and LS about their plans regarding reporting back to the school in relation to follow up, especially regarding the logos. The Parish Council have agreed to allow us to display the laminated designs on the Rec. fence.	LC to liaise with LH & LS
5.	Future events and fundraising	
5.1	Quiz report back – The team involved with the quiz did a fantastic job and raised nearly £400. LC to ask LH to write up the event for the Parish magazine.	LC to ask LH to do write up
5.2	Plant swap – agreed to try to get the school designs laminated and up on the Rec. fence for that weekend as there will be a lot of people going by.	LC to laminate designs
6.	Communications and Marketing – logo creation LC displayed the designs and asked the meeting to choose their favourite design. He will ask people who were not able to attend as well and we will use note the comments to use when we ask someone to help us come up with a final design.	LC to organise logo choices
7.	Any other business – none	
8.	Date of next meeting Monday 17 th April Monday 15 th May All meeting to be held at 7.30pm in the Jubilee Room of the Village Hall	