

CALVERHALL – IGHFIELD PATHWAY STEERING GROUP MEETING NOTES:

Date: Wednesday 25th March 2020

Location: Teleconference – due to current Corona virus restrictions

Attendees: Chair: David Price (Ightfield Parish Council)
Secretary: Mark Astley (Ightfield Church Council)
William Heywood Lonsdale (Shavington and Cloverly Estate)
Henry Hitchman (Ightfield Parish Council)
Matt Procter (technical support and Ightfield Parish Council)

Apologies: Non received

Meeting started 19:35

1. The Meeting Agenda:

1. Open Meeting
2. Apologises
3. Approve last meeting minutes
4. Confirm Planning application status
5. Confirm Easement strip agreement status
6. CIL Technical Form any points before submission to SCC
7. Choose Contractors
8. Confirm Pathway Project Team:
 - Project Manager
 - Project co-ordinator
 - Project Admin
9. Funding arrangements
 - Existing cash
 - Works Loan
 - CIL Local Funds
10. Project Timeline (Let's try at a first draft, despite everything that's going on)
11. Any other business.

Agenda Points

3. Minutes from the 9th 2019 Steering Group Meeting Approved. Nominated by Matt, seconded by William. **Mark** to secure publication on the Parish Council web site.

4. Confirm Planning application status

William confirmed that all conditions regarding the planning application have now been accepted by SCC. Separately from the planning process, we are now awaiting the completion of a section 184 from the Highways Department concerning the new pathway access crossing.

William to progress and confirm if construction can start on the pathway before the receipt of the section 184 notice.

5. Confirm Easement strip agreement status

Mark confirmed the Parish Council has now agreed and signed the Easement Lease for the Pathway. Legal fees for the completion of this work have been agreed with the PC's solicitor.

William confirmed the Estate have signed the agreement.

6. CIL Technical Form any points before submission to SCC

Matt presented the submissions required for a successful CIL Technical Check Form, before release of funds by SC.

1. Planning Approval/lease
2. Project Timescale
3. Project Finance spreadsheet completed as per Shropshire CC demands.
4. Annual maintenance cost of the Pathway

6.1 The Meeting confirmed the following funding to secure the Technical Check Form

Cash available: £13474
Grants/awards secured: £34,800.00
Total: £48274

Gov't works loan available up to £40,132 if required.

6.2 The Meeting confirmed the following Project forecasted expenditure

Pathway Construction ex VAT £51,405
Contingency £5140

Total: £56,585 ex VAT

6.3 The Meeting approved to secure the funding gap with a draw- down of the government approved Public Works Loan when required.

6.4 The meeting confirmed that the annual maintenance costs for The Pathway will be approximately £500 and will be financed from The PC Precept.

Action Matt: To now submit the completed CIL Technical Check form to Shropshire County Council for the approved CIL grant of £34,800.

7. Contractors confirmed are:

A R Richards: Surface construction

P. Haines: Fencing construction and gate installation

8. The Meeting Confirmed the PC Project Team:

Project Manager: Matt Procter

Project Coordinators: Dave Price and Henry Hitchman

Project Administration: Mark Astley

9. Funding Arrangements:

As per point 6.1 **Action Mark** to confirm VAT claim routines with the Parish Clerk.

10. Project Timeline:

The Meeting agreed to target a build start date of May 20, once CIL funding arrangements have been confirmed by SCC.

11. Any other business:

None

Meeting Conclusion: All plans and arrangements are moving forward now that the bulk of legal arrangements have been secured.

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

Meeting Closed 20:40

Project Costings and CIL Technical Spreadsheet to be distributed to Steering Group attendees.