



## **Church Walk Group**

### ***Draft Notes of meeting of Thursday 8<sup>th</sup> January 2009***

#### ***Present***

Civic Society: Colin Pidgeon, Chair, Janet Pidgeon, Secretary  
Church Peter Smith  
DDDC: Tanya Shaw  
DCC Adam Lathbury  
Town Council Mike Ratcliffe

#### ***Apologies***

Barry Joyce Dick Hardy David Truby

#### ***Key points***

- *Attendance disappointing; presence & support of members of group necessary at this crucial stage of developing application*

- *HLF form –outline of progress -Tanya:-*  
Distribution and overview of Summary sheet  
-To outline Project (Section 3b of form)  
(attached to email)

Overview of HLF Draft form to date:-

- Section 2 – The Heritage
- Section 3 – Your Project
- Section 4 – Project Outcomes

Sections 2-4 are almost complete but with some gaps to be filled

Sections remaining to be completed

- Section 5 – Developing and Delivering the Project
- Section 6 – The Costs of the Project
- Section 7 – After the Project Ends

#### ***Thanks to Tanya for all her work & support***

- *Report on meetings, contacts, correspondence –Janet*  
- advice from Jeremy Fenn, HLF Officer, was to consult widely, seek funding from all other sources possible & show widest possible commitment to the project; letters have been sent to wide range of groups & meetings held with a number of people

(See contacts sheet attached to email + abridged version of section 3b sent out with letters)

- *Issues requiring decision/action –Janet*
  - ownership of land buildings –confirmed:
    - railings & plinth –Vicar
    - lychgates –Vicar but erroneously registered to Ken’s Church Walk (pathway) –DCC
  - maintenance of railings – still disputed; under consideration by legal dept Janet to pursue with vigour
  - Project Team – we are required by HLF to have a project Team; this is the CWG –essential that members attend meetings; if application is successful & we move to Stage 2, we shall need to bring in additional expertise by setting up subgroups such as education
    - Project Manager -we have been advised that, if our application is successful, we shall need a Project Manager; employing consultants may be the best option; Janet will explore possible companies who could produce designs, organise events & oversee work & include in costings
    - interpretation panel –include £2000 in costings
    - Community Square –Adam to produce plan & costings based on earlier design to give idea of possibilities & costs (to include electrical connection) but planning brief could be give to consultant at later date
    - wheelie bins – proposed shelter on planted area where tree is struggling & panting destroyed; would need stone walls, gate & roof; Adam to work up design; may also need to utilises part of Town Hall garden of additional space needed –would need permission of Town Council

#### *Other issues*

- Lighting –work in progress; CCTV about to commence –thanks to Irene Ratcliffe; cannot be considered ‘sunk funds’ & included in matched funding but need to be included as evidence of partnership & commitment to project
- PCC applying for additional CCTV coverage -include information in application
- Next steps  
See attached action sheet

***Next meeting Thursday March 19<sup>th</sup> - would you please do your best to attend –we hope to have the application complete***