

Minutes of a meeting of the Skate Park Working Group held at 7.45 pm on Tuesday 21st March 2023 at Loddon Hall, Twyford, RG10 9JA.

[Working Group members: Mrs L Jarvis, Mrs S Wisdom & Mr T Winchester]

Present: Mrs S Wisdom & Mr T Winchester.

Clerk: Mrs L Moffatt.

1. **Welcome.**
2. **Apologies** – none.
3. **To review action so far** – Mrs S Wisdom reported on the progress so far. The clerk had also contacted Hook Parish Council. They tendered last summer and work on their new skate park is due to commence. They had a budget of £250,000.
4. **To consider:**
 - 4.1 **Stakeholder and Community engagement and consultation**
 - 4.2 **Develop a clear project brief**
 - 4.3 **Consider objectives and goals to be delivered by the project**
 - 4.4 **Produce a viable and sustainable business plan**
 - 4.5 **Budget and funding of the project**
 - 4.6 **Creating a tender**
 - 4.7 **Selecting professionals with the right skills to help with the project**
5. **To agree actions before the next meeting**

Agreed for Mr T Winchester to draft a tender to be checked by Mrs S Wisdom before the next meeting.
6. **Date of next meeting: 27th June 2023**