

**Minutes of a meeting of the Skate Park Working Group held at 7.45 pm on Tuesday 27th June 2023 at Loddon Hall, Twyford, RG10 9JA.**

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

**Present:** Mrs L Jarvis, Mrs S Wisdom & Mr T Winchester.  
**Clerk:** Mrs L Moffatt.

1. **Election of Chairman-** agreed not to elect a chairman.
2. **Election of Vice Chairman** – agreed not to elect a vice chairman.
3. **Welcome**
4. **Apologies** – none.
5. **Minutes of the meeting dated 21<sup>st</sup> March 2023** Proposed Mr T Winchester, seconded Mrs S Wisdom to approve the minutes as a true and accurate record. Motion carried unanimously.
6. **To review action so far – update from Mr T Winchester**
  - 6.1 To review draft tender documents (circulated 19<sup>th</sup> June)
  - 6.2 To consider additional documentation required
  - 6.3 To consider Stakeholder and Community engagement and consultation
  - 6.4 To agree a clear project brief
  - 6.5 Consider objectives and goals to be delivered by the project
  - 6.6 Produce a viable and sustainable business plan
  - 6.7 Budget and funding of the project and to liaise with the Finance Committee
  - 6.8 Selecting professionals with the right skills to help with the project
  - 6.9 To agree timeline of the plans

Items 6.1 – 6.9 were discussed.

The tender documents were reviewed, updated and agreed. Agreed for the clerk to create a Skate Park Teams group. Mr T Winchester will update the documents with the agreed amendments for reviewing before the next meeting. Clerk to check that the The Town and Country Planning (General Permitted Development) (England) Order 2015 is still relevant. Agreed for the clerk to look into possible funding streams.

The timeline was discussed. Agreed to hold a meeting in July with view to the Finance Committee reviewing the tender documents and finances before being put to the Full Council meeting in July.

**7. To agree actions before the next meeting**

As above.

**8. Date of next meeting:** Monday 10<sup>th</sup> July 2023 & 24th October 2023

The meeting closed at 20:55