

Turnpike Field Working Group

Date: Wednesday September 22, 2021, commencing at 7.00pm
Venue: Youth Club Room of the Annexe, Audlem Public Hall

Public Forum – an opportunity for members of public to ask any questions of the Working Group. This is restricted to a max of 3 minutes per person and 15 minutes in total. Members of the public are reminded that the TFWG Code of Conduct for meetings will apply.

Apologies **1 Minute**

Declarations of Interest **1 Minute**

Review of meeting notes from previous meeting held on July 15, 2021 **2 Minutes**

Matters Arising from the previous meeting held on July 15, 2021 **5 Minutes**

Maintenance report **20 Minutes**
Update on current maintenance requirements and plans.

Car Park **20 Minutes**

Update on the investigation to build a car park following the approval to proceed with getting quotes from three companies to undertake work as outlined in the design brief.

Areas requested for discussion:

- What is the process for assessing the responses?
- What are the criteria used to score against, e.g. previous green car park projects?
- What are the weightings applied to the criteria and who prepared and agreed these?
- Who is conducting the assessment/scoring process?

Booking conditions **20 Minutes**

Update on the review currently underway by Cllr C Gresty of booking conditions, terms and documentation for organisations wishing to use the field for events.

Areas requested for discussion:

- A deposit in case of the need to spend money clearing up and mending damage etc, and a checklist for the return of the deposit.
- The need for a single specified lead contact from the event organiser to channel communications.
- The event organiser's insurance shown to cover camping.
- Pre-marked and booked pitches that are separate to the car parking area, and a policy for those who have not booked, with possible provision for a few spare pitches.
- A ratio of toilets to campers and caravans.
- A ratio of bins per expected visitors.
- Signage to be used with the field and directions to it.
- Marshalling/security personnel arrangements according to event size and duration.
- Timescales for the start and end of the field use, and for both field pre-event preparation (marking of pitches, signage for parking areas, signposting in the village etc) and also post event clean up and removal of signage.

• **Ecology** **15 Minutes**

An ecology report is to be presented by Adrian Leighton.

- **Any other business** **5 Minutes**
- **Set a date for the next meeting** **1 Minute**

Meeting to finish no later than 9pm

- If a vote is needed the Parish Council Chairperson has the casting vote.
- All matters raised must go back to the full Parish Council.