

Carlton Gardening Group

Multorum manibus magnum levatur onus

Minutes of a meeting of the Executive Committee at Home Farm House,
7 Main St, Carlton at 20:00 hrs on Thursday 2nd May 2013.

Present: Franco Onesti (Chairman), Paul Boston, Graham Jackson, Chris Peat (Secretary), Ian Sarson (PC Rep), Bill Sharp.

1. Election of Chairman and Secretary

Franco Onesti **was elected** Chairman.
Chris Peat **was elected** Secretary.

2. Minutes of the meeting of Wednesday 6th March 2013

The minutes were confirmed, and they were signed by the Chairman.

3. Progress since the last meeting

The purchase of the project site had been completed on 26th March, and the build contract had been signed on the same day. Major construction work would begin as soon as all the pre-commencement conditions had been discharged – probably in late May or early June. The target date for completion was March 2014.

A dedicated page had been set up on the Carlton Parish Council website (www.carltonpc.co.uk), and included documentation and a photo gallery.

Working parties had been held on 20th Feb, 11th March, 7th, 8th and 17th April and had cleared wire and debris from the northern hedge line, cleared grass and scrub, and planted the northern hedge. The grassed area had also been mowed using a tractor and topper, the hedge line had been sprayed out, and individual bulbs of wild garlic had been donated and planted on the inside of the western hedge.

The northern boundary hedge comprised 600 x 40-60cm hawthorn whips, 4 x pot-grown holly, 2 x field maple, 2 x hornbeam and 2 x hazel whips. Tree T7 (crab apple) had been supplied as a bare-rooted 10-12 cm circumference standard, and had been planted by a volunteer on 18th April. This tree had been regularly watered, and was coming into leaf. Trees T1 (small-leaved lime), T2 (field maple), T3 (sessile oak) and T6 (crab apple) had been supplied as container-grown 10-12cm saplings, and were being stored at 7 Main St. The hedging plants and trees had been ordered by the PC, at a total cost of £724.86 including VAT.

A short piece about the CGG had been published in the May issue of Carlton News.

A site meeting on 25th April had been attended by the Chairman of the PC and Clerk, the NCHA Project Manager, and representatives of William Davis, the Contractor. At this meeting it had been agreed that the proposed tree plantings could take place; that a topsoil bund could be located in the NW corner of the site; that excess topsoil might be used to level up the western end of the Orchard on completion of the building works; that any compacted soil would be worked up by the Contractor before handing over the CDJO site; and that the proposed soakaway might be best sited underneath the proposed path through the Orchard. The latter proposal would be discussed by the design engineers, and might require re-alignment of the path.

4. Risk assessments

Carlton Parish Council required risk assessments to be carried out for all public events and projects involving volunteers (Report 2010-07). Volunteers were covered under the PC's insurance policy, providing that they were acting under the direction of the PC, and that attendance records were kept. This was why the CGG had been set up as a Constituted PC Group with members.

A risk assessment had been prepared for the first working party, and this had been copied to members of the Executive Committee. The same assessment had been used for the two subsequent working parties. A generalised risk assessment covering the range of works envisaged for the CDJOP had been copied to Members before the meeting, and amendments and suggestions were discussed.

It was agreed that the modified Risk Assessment be adopted.

5. Works programme

A draft had been copied to Members before the meeting, and was discussed, but this could not be developed until the construction programme was known. **It was agreed** that this document be continually updated as the Project progressed.

The design of the soakaway system and path were discussed, and **it was agreed** that the optimum design might be for the soakaway to run alongside the path rather than directly underneath it, so that the path could be laid on undisturbed ground and to allow excavation and access to the soakaway in future without disturbing the path. It was hard to read the printed plan, and **it was agreed** that digital copies and an explanation of the rain and surface water disposal system be copied to all Members asap.

There were also concerns that all rainwater from plots 8-11 together with excess rainwater from the soakaway serving plots 1-7, was to be piped directly to the common sewer when there was a piped ditch across Barton Rd with a modern inspection chamber in the highway verge adjacent to Tulip House. Sections of the ditch system downstream of the inspection chamber were piped which would limit the flow of water into running ditches and eventually into Carlton Brook. **It was agreed** that the NCHA Project Manager be advised of these concerns.

Members noted that the proposed easement for repair and maintenance of the soakaway would be a permanent legal agreement which might allow significant work and disruption in the CDJO in future. It was normal practice for an annual fee to be paid for such easements. **It was agreed** that this issue be referred to Carlton PC.

Options for the construction of the path were discussed, and would be refined in August/September before preparation of grant applications. Possible sources of funds were the Heritage Lottery Awards for All Fund, the H&BBC Community Initiatives Fund, and the LCC Big Society Fund.

The Secretary advised that some s106 funds were available for the provision of equipped open space, and that this might include seats, and possibly the provision of interpretation boards.

It was agreed that efforts should be made to involve local young people in the Project, but it was not clear how this might be achieved. It was suggested that the Horticultural Show might include a children's class for a drawing of wildlife or a habitat that the entrant would like to see in the DJO, or that a stall or display of some kind might be arranged for the Church Fete (on 31st August). The Chairman agreed to make contact with Congerstone and St Peter's Primary Schools, while the Secretary agreed to invite the Carlton Youth Champions to consider these ideas.

6. Ground-breaking ceremony

This was being organised by the NCHA Communications Manager, and would involve senior figures from the County and Borough Councils, the Homes & Communities Agency, other organisations and the press. It had been suggested that this event take place on a weekday evening, include tree plantings, and conclude with some kind of reception at The Gate Hangs Well. This event had been tentatively scheduled for early June: details would be circulated on receipt.

It was agreed that the Diamond Jubilee Orchard Project would become independent of the Affordable Housing Project as the two developed, and the two projects would simply end up as neighbours. The events associated with the Affordable Homes were for the PC and NCHA to organise; those associated with the DJO were for the CGG and PC to organise.

7. Site visits

It was agreed that Group visits be arranged to a range of local land-based community projects, and that the meetings be arranged for 6pm on Thursdays if possible.

8. Group membership on 2nd May

a) Executive Committee

Paul Boston, Graham Jackson, Franco Onesti, Chris Peat, Ian Sarson, Bill Sharp.

b) Members

Judith Boston, David Branson, Jeanette Knappett, Pat Lockwood, Enid Morgan, John Piggon, Tania Sharp, Stuart Tupling, C J Tupling.

9. Financial report

Major items (such as the plants in item 3 above) would be paid for directly by Carlton PC under a separate heading in the Receipts & Payments account, and would be itemised in the quarterly financial reports.

An earmarked fund for running expenses had been set up by the PC and statements would be included in the quarterly financial reports which were published on the PC's website.

All of these accounts were open to public report and inspection, and subject to internal and external audit. Budgets of £4,500 for landscaping and £2,750 for land purchase had been approved by the PC (Report 2013-02), but were not set in stone.

Carlton Gardening Group Earmarked Fund:

1.4	Allocation from PC	+	200.00
10.4	10 round stakes, Roundup	-	54.08
2.5	Balance carried forward	+	145.92

10. Report for Carlton Parish Council

A report **was agreed**, and would be presented to the Annual Meeting of the PC by the Chairman.

11. Next meeting

It was agreed that the next meeting be held at 3 Main St on Thursday 11th July at 8pm.

The meeting closed at 21:13 hrs.

Signed _____

Date _____

Abbreviations used in these minutes

DJO	Diamond Jubilee Orchard
CGG	Carlton Gardening Group
H&BBC	Hinckley & Bosworth Borough Council
LCC	Leicestershire County Council
NCHA	Nottingham Community Housing Association
PC	Carlton Parish Council