

MARKET LAVINGTON PARISH COUNCIL

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31st October 2025

To Councillors:

Fred Davis; Di Fraser; Suzanne Morrison; Chloe Stevens.

You are hereby summoned to attend a **Meeting** of the **Highways, Recreation, Amenity and Footpaths (HRAF) Committee** of Market Lavington Parish Council to be held at the **Old School, Church Street**, Market Lavington on **Thursday 6th November 2025 at 7.15pm** for the purpose of transacting the business detailed below.



Tanya West
Parish Clerk & RFO



AGENDA

Meeting of the HRAF Committee

7.15pm

Please note that this Parish Council meeting may be recorded in accordance with the Openness of Local Government Bodies Regulations 2014. If you wish to record the meeting, please inform the Chair or Clerk in advance so that any necessary arrangements can be made. The Parish Clerk may also record the meeting for administrative purposes; this recording will be deleted once the draft minutes are approved in accordance with Standing Orders.

Item for Discussion	
25/26-123	Election of Committee Chair To elect a Chair of the HRAF Committee for the Council year 2025-26 in accordance with the Terms of Reference of the HRAF Committee. If required, a discussion to be held regarding this position as a temporary appointment.
25/26-124	Attendance and Apologies for Absence To receive any apologies for absence and consider reasons for non-attendance.
25/26-125	Declarations of Interest and Dispensations to Participate a) To receive declarations of interest in respect of matters contained in this agenda. b) To receive any dispensation requests received. Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.
25/26-126	Adjournment for Public Participation (maximum of 5 minutes) Opportunity for councillors to hear questions or comments sent in by the public on agenda matters, or for public participation.
25/26-127	Minutes of Council Meetings Meeting of the HRAF Committee held on the 5 th November 2024 - To approve and sign the minutes as a correct record of the meeting.
25/26-128	Review of Finances To review the budget monitoring report for the 2025/26 financial year for those budgets specifically linked to the HRAF Committee.

25/26-129 Routine Maintenance Works, Future Improvements & Budget To receive a report on maintenance works undertaken (since the last meeting) and review those items required to be actioned as part of routine maintenance or suggested future improvements of the following: a) Broadwell Play Area – to include inspections and signs b) Hamilton Drive Play Area – to include equipment/surface inspections c) Elisha Field Play Area – to include inspections and repairs to swing and entrance d) Elisha Field Playing Field and Pavilion e) Canada Woods – Additional dog/waste bins f) Car Park, Amenity Land and Steps by Community Hall – to include step repairs g) Defibrillators and bleed kits h) Bus shelters and street furniture i) Maintenance equipment j) Other parish owned land including Market Place, Broadwell, Village Green To make decisions regarding these works subject to existing budget availability. To make recommendations to the Finance Committee and Full Council regarding the 2026/27, and beyond, budget requirements.
25/26-130 Review of Contractors and Procurement To review any agreements with existing contractors and suppliers that are used to undertake works/provide services at the above listed sites and make any associated decisions or recommendations.
25/26-131 Hire Charges and Terms and Conditions To review the current hire rates for Elisha Field and Pavilion and make recommendations for any changes to the 2026/27 financial year. To review the current terms and conditions of hire and make any suggestions for amendments to this document.
25/26-132 Market Lavington Emergency Plan To undertake the annual review of this Emergency Plan document and agree any revisions.
25/26-133 Committee Membership and Terms of Reference To review the membership of the HRAF Committee against the existing Terms of Reference document. To consider options for the future of the Committee and discuss any suggested changes for recommendation to Full Council.
25/26-134 Other HRAF Matters Opportunity for Councillors / Clerk to bring any matter not on the agenda to the committee for attention (for information, anything requiring decision will be carried forward to a future meeting).
25/26-135 Items for next agenda Opportunity for Councillors to identify any matter to be included on the agenda for the next HRAF Committee meeting.
25/26-136 Date and Time of Next Meeting The next meeting of the HRAF Committee is to be determined.