

Minutes of the East Hagbourne Annual Parish Meeting duly convened and held on Thursday 3rd April 2025 at The Pavilion, Great Mead, East Hagbourne

Present were Chairman Iain Duff, Cllrs D. Rickeard and C. Gover, District Councillor C. Topping, L. Lloyd (Parish Clerk) and 14 members of the public.

Apologies received from: Cllr P. Dixon, District Councillor A-M Simpson and County Councillor J. Murphy

1. Welcome and Introductions – Iain Duff, Chairman:

I. Duff welcomed everyone to the meeting. He reminded everyone that this was not a Parish Council meeting but was a village meeting. C. Topping from SODC was welcomed and introduced to the attendees as the new District Councillor.

2. Formal approval of the minutes from the Annual Parish Meeting on 28th March 2024:

The minutes of the Annual Parish Meeting of 28th March 2024 were approved and signed. It was noted that the draft version has been available on the website and will now be updated to the final version.

3. SODC and OCC activities:

There was no report provided from OCC.

C. Topping of SODC confirmed he was elected in December to represent the Cholsey ward alongside A-M Simpson. He is also on the District Council's Planning Committee and brings 40+ years' experience in this area. He noted that most applications are for smaller scale works to individual properties, and they tend to be brought to the District Council's attention via the Parish Council if objections are raised. Often a way to deal with objections is to impose conditions if an application is approved. Regarding allocation of council housing in the area it was noted that following assessment, most people are dealt with within weeks rather than months, as there is a good amount of affordable housing in the district which is positive news.

It was noted that the County Council has upcoming elections in May. The County Council's main areas of responsibility are education, adult social care and highways. The District Council receives 17-18% of your council tax, and is responsible for waste, licensing, local facilities, planning and housing. The government reorganisation to Unitary Councils will combine District and County functions. West Berks are already operating as a Unitary Council, and are keen to work with South Oxfordshire as they run a budget surplus. SODC's favoured proposal is to combine West Berks, Vale of White Horse and South Oxfordshire, to create a new Ridgeway Unitary Council. The fallback option is for the whole of Oxfordshire to be a Unitary Council which is too large realistically.

I. Duff confirmed that County Councillor Jane Murphy is standing down and the County elections in May will introduce a new councillor for Cholsey Ward.

4. Parish Council activities:

Chairman's Report – Iain Duff, Chairman

I am pleased to present a summary of the activities of the East Hagbourne Parish Council since the last Annual Parish Meeting on the 28th March 2024.

There has been no change in the composition of the Council since the last APM so I should mention that the activities on which I will now report have only been achieved because of the efforts of all the councillors. These are the Vice-Chairman and councillor Paul Dixon and councillors: Cordelia Gover, Robin Jaboor, Natalie Milner, David Rickeard, and Carolyn Shaikh. The Parish Clerk is Laura Lloyd, who is also our RFO, Responsible Financial Officer. She continues to be highly effective and efficient and shows a remarkable ability to find documents and discussions from within a deluge of past emails and attachments, a skill which I singularly lack and for which I am particularly grateful.

Because Laura is an employee of the council, we have an Employment Committee, and I very much appreciate the good work of councillors Cordelia Gover and Carolyn Shaikh on that committee.

Since the last APM, we have held 11 regular Parish Council meetings. However, much of the actual work is done in both online and in-person working groups, by circulation of planning applications of which we had 25 since the last APM, and with regular correspondence by email and phone with officers and councillors from SODC and OCC. The Cemetery Committee has had three meetings. This is a joint committee with West Hagbourne PC and has councillors Paul Dixon and Robin Jaboor as the East Hagbourne PC members, with Paul having recently been chosen to chair this committee for 2025-2026. Our clerk Laura is also the clerk for this committee.

You will hear later from our RFO about our finances but maybe the most significant thing has been that last autumn we received the final tranche of Community Infrastructure Levy (CIL) money from Deanfield Homes. This now means that we have £269,803.15 in our CIL kitty to be spent on infrastructure projects within the village by the 2028-2029 timeframe. Thus, as at last year's APM, we present a range of options for spending this money and welcome suggestions for prioritising these and adding further projects to this flexible list. This is an item on tonight's agenda and the shortlist of potential projects is on the display boards.

Some money from the S106 agreement between SODC and the developers of the new estate was designated for expenditure on Public Art. The sum granted was £22,200 in 2018 but was index-linked and is now valued at £30,031. The Parish Council were asked in July last year to work with SODC to determine the art works on which this sum will be spent. We asked for volunteers and formed a steering committee comprising parish councillors, residents, and representatives of SOHA and SODC. The steering committee was well guided by Abigail Brown, the Arts Development Officer for South and Vale. This committee has produced three briefs to be used in seeking bids from artists to work on this project. The briefs are for: sculptures on three sites in the village including on the Deanfield site, the gates of the Recreation Ground, and artwork of various kinds in the bus shelter near the war memorial. These briefs are on display and are on the agenda for discussion.

We have a long-term lease on Butts Piece from the Hagbourne Parochial Charities and the Clerk and Paul Dixon manage the allotments there. We pay a biannual rent to the Charities and levy an annual fee from the 26 allotment holders. Nearly all plots are taken and there is currently a very short waiting list. We have recently obtained a grant from SODC to pay most of the cost of clearing an area for future wilding. Another environmental project has been Hagbourne Oaks. This project, led by councillor David Rickeard and Felicity Topping, planted five oak trees, 12 silver birch, one crab apple, and two hawthorn trees by footpaths 16 and 17 last November.

We own the Pavilion and Recreation Ground that is managed by the independent East Hagbourne Sport and Recreation Committee chaired by David Rickeard. There has been recent maintenance of the children's playground and remedial work on the car and bicycle park and plans are well advanced for upgrading the lighting in the pavilion and addressing acoustic issues in the community room. Discussions are also underway concerning the longer-term sustainability of the car park. Discussions are ongoing for the renewal of a lease between the Parish Council and the Management Committee.

The last of the Deanfield houses was occupied in late March and only a single 2-bed shared ownership property managed by GSA remains unoccupied with the other 73 plots housing new villagers of East Hagbourne. The estate will be managed initially by the company EAVES Property Management Services and will be overseen by a committee comprised of residents and housing associations. The company LEEP Utilities is taking over management of both fresh and foul water systems. It is of note that, with the 11 two-bedroom units managed by Green Square Accord being recently designated as affordable homes, the percentage of affordable homes will be 55% with 19 in shared ownership and 22 rented. At the moment, some final road works and environmental work is proceeding and the playground should be open soon.

A main preoccupation of villagers and the council concerns footways and footpaths and it is worth digressing to differentiate these. Footways include what we used to call pavements although they also include paths such as the one on Parsonage Lane. Footpaths are other paths within the village and between this village and neighbouring villages. Although the County Council is in charge of both, their control over footways is far stronger than footpaths largely because of the proximity of highways and consequent safety issues. So we still remain frustrated in moving ahead with footway repairs, although there are some recent signs of potential progress in this area.

The works on Main Road near the Fleur de Lys mostly funded by a grant from our county councillor, Jane Murphy, have been welcomed by most people. A good achievement in one of the most sensitive areas in the parish.

Another positive initiative has been the introduction of an OCC Highways Engagement Team to help us engage with the appropriate people in OCC for getting things done. This has already had some limited success and we hope will yield more benefit in the future. We are now on the list for slurry seal work on Main Road which hopefully will happen this spring or summer and will result in a good footway surface. We continue to emphasize that the road to Coscote needs far more than the filling of constantly recurring potholes and are cautiously optimistic that we may see action on this during the summer months. Although we need approval from OCC for major works, the situation with footpaths, where we have more control, is much more positive. We have already used CIL money for major refurbishment of footpaths 4, 12, and 15 and have removed brambles from FP 18 to reinstate the original path line away from the field. Work is also planned to avoid the flooding issues at the FP 17 end of FP 18. The footpaths group of the Parish Council headed by Councillor Carolyn Shaikh is working on further plans mentioned in our sheets for potential CIL projects. I should add that Carolyn is also looking for volunteers to help with more routine footpath maintenance.

Most of the village roads now have a 20mph speed limit with those on Blewbury and New Road being installed in June last year with the traffic orders in place towards the end of January this year. This is part of a county wide project and was supported by the majority of people in a survey we conducted in 2023. Since Didcot kept the 30mph limit on Jubilee Way, we were able to start our 20mph zone from near Great Mead on New Road which had been supported by several people in our survey and in subsequent discussions.

The effectiveness of this new regime is clearly a matter for debate, but traffic volumes and speeding continue to be of concern for villagers. We hope to get the Speedwatch Team back in action in the near future although we seek a new leader as councillor Robin Jaboor who has done much to prepare for the launch wishes to relinquish his role in charge of this group.

After many years in the role, Mary Harrison has stepped down as our Parish Transport representative and Joy Napper has agreed to take over from her. We thank Mary for her long service and welcome Joy as our new public transport person. We note that the Downland Villages Transport Group was dissolved last year so there is no longer a weekly bus to Wallingford but the 94/94A service to Didcot and neighbouring villages is continuing to operate.

One big success has been the change of our dog waste bin collection to The Shield Group. This has resulted in savings of close to £4000 per year with as good a service as we were getting before. Indeed the use of our bins has increased so much that we have recently requested more frequent emptying of the most popular bins. This hopefully corresponds to a reduction of dog waste on our footways and footpaths.

It is difficult to say anything positive about the significant flooding we have had in the village during the last year. If there is a silver lining it is that both District and County have been working to alleviate flooding and to improve communication regarding flood warnings. We obtained a grant from OCC Flood Risk Management Funding for channel works and bridge removal along FP19, and with the flood group we are continuing to work with SODC and OCC to identify and hopefully make improvements to mitigate flood risk. Leigh Travers, Civil Engineer for Flood Risk and Drainage of South and Vale, has accompanied residents on a village walk to review potential flooding risks around Hacca's brook and elsewhere. His forthcoming report may lead to further work on drainage systems throughout the village. The flood group has been re-energized by Jane Bell and they are regularly monitoring the situation and liaising with Travers and others. More volunteers are still very welcome. We have also updated our emergency Plan including more emphasis on flooding. The new plan was adopted and posted on our website in June last year. Our thanks to Councillor Robin Jaboor for this and, as the plan is flexible, please contact him if you are able to help with contacts or equipment.

One area of great concern has been the flooding in the village cemetery and we have every sympathy for people affected by this. We have already investigated the main cause of why this is happening. The cemetery committee has engaged engineers who did a preliminary survey last September, have just completed a topographic survey, and will propose measures to hopefully alleviate the problem. Both East and West Hagbourne Parish Councils have already committed the estimated funding necessary for doing this.

There are plenty of roles for you as the public to be involved as volunteers in the work of the Parish Council. I have mentioned footpaths, the emergency plan, speedwatch and the flood group. For speedwatch, as noted, we not only are looking for more volunteers but also for a new speedwatch coordinator.

Communications between the Parish Council and the village continues to be a concern of mine, and I write a regular column in the Parish Magazine with comments on items of current importance that supplements the excellent and official Parish Page produced by our Clerk. We both thank the editor, Joy Napper, for her forbearance in allowing us extensions to the copy date to enable us to make our contributions as up-to-date as possible. I continue to hold my surgeries at the Fleur de Lys and have even attracted advanced bookings in addition to a regular flow of villagers.

When talking of communication, I should of course mention the excellent website, managed by Councillor Cordelia Gover and the clerk. The clerk handles parish council documents and the meetings calendar on the web and posts notices on the Village Facebook pages. She has also set up a secure mailing list using Mailchimp for council information, that includes messages which are sent to the Facebook page. This has now 91 subscribers, and I encourage any of you who use email and are not on this list to sign up. The Welcome Pack is being constantly updated by Councillor Carolyn Shaikh and every resident in the new estate has been personally given a copy which has been well received.

We continue to update and publish our Action List which is circulated with both the agenda and the minutes of Council meetings. We encourage you to look at this to give a more global view of current activities than from the agendas of meetings. If you then feel that we are forgetting anything of importance or concern to you then please let us know.

Finally, I remind you that all Parish Council meetings are open to the public, and you are always welcome to attend and contribute - you can find the agendas on notice boards or the web site where you will also find minutes of previous meetings.

C. Topping raised a concern from a Lake Road resident – the railway bridge at the end of Lake Road is currently dangerous. It used to have wire netting, but there are now only rails which a child could fall through. It was agreed that the clerk would investigate and report appropriately.

Financial Statement – Laura Lloyd, Parish Clerk & RFO

The activities of the Parish Council are largely financed by the Precept, which is requested annually from the District Council to enable the management of Parish affairs. The Parish Council produces a budget each year with detailed projected income and expenditure which informs the Precept decision. The Precept is paid for out of your council tax.

The Precept for East Hagbourne parish for 2024-25 was £32,868. This has increased to £35,357 for 2025-26, but as new housing in the parish is factored into the calculation, there is no increase to the Parish Council portion of your council tax this year and the Band D figure remains at £66.26.

The government has just confirmed that the average Band D precept charged by local precepting bodies (including parish and town councils) for 2025/26 will be £92.22, an increase of £6.32 or 7.4% in 2025/26.

Budgeted income is also received for Hop Field rent and allotment rentals, as well as interest earned on funds held in savings accounts.

The most significant items of regular expenditure for the year 2024-25 are as follows, with percentage of precept noted:

- The employment of the Parish Clerk/Responsible Finance Officer (including Working From Home Allowance) – 37.7%
- Loan repayment for the Pavilion Car Park construction (this will be fully repaid in December 2026) – 18.3%

- Village grass and hedge maintenance – 10.85% including path clearance along FP18 (the wider contract includes the cemetery and recreation ground, paid for from separate funds).
- Insurance – 5%
- Dog Bin Emptying – 4.6% - compared to 16.7% in 2023-2024 (savings of £3,800).
- Allotments – 4.3% - this year has included hedge cutting along the southern boundary and Japanese Knotwood Treatment as part of a 3-year eradication plan.
- Internal and External Audit Costs – 3.4%
- Butts Piece Lease – 3.3%

Other expenses include subscriptions and donations to local organisations, training for the clerk and councillors, defibrillator consumable costs, meeting room hire, website costs and village car park lighting.

In addition to the budgeted income and expenditure listed above:

Grants Received:

£6650 from TOE for the resurfacing of Footpath 4 at Butts Piece, completed in June 2024

£1000 from SODC's Community Grants Scheme for clearance and repurposing of allotment space at Butts Piece (this is classed as ringfenced funds, with works scheduled this month)

CIL Monies received:

£119,338.90

CIL Monies spent:

£1666.67 For granite kerbing along Main Road

£2,000 Contribution to Footpath 4 resurfacing project

£19,903.50 For the resurfacing of Footpath 15 (Grange Footpath) and Footpath 12 (Fieldside to Parsonage Lane)

All expenditure is approved by the council and noted in financial reports which are included in the monthly minutes. The Parish Council also carries out quarterly budget reviews. The Approved Budget for 2025-26 can be found in the Financial Information folder on the easthagbourne.net website.

The Council also holds Reserve Funds allocated for specific expenditure as follows:

Planned Development Support Fund – £5,300

Cemetery Management Fund – £14,700

Community Projects Fund – £4,700

CIL Fund – £270,000

The Parish Council's CIL Fund has increased significantly again in the last 12 months due to receipt of the final large payment as a result of the housing development adjacent to the village hall. As a result of the CIL funds received, a third savings account has been opened with Natwest to maximise the security of the funds with FSCS protection.

CIL Monies received from the Community Infrastructure Levy which enables local authorities to raise funds from new development to help deliver infrastructure. As East Hagbourne benefits from a made Neighbourhood Plan, the Parish Council is able to claim 25% of the total levy raised. CIL money must be carefully accounted for and spent within 5 years of receipt on improvements within the parish.

A General Reserve Fund is also held – this is to enable EHPC to cover unexpected but necessary items of expenditure without having to resort to borrowing. Typically the recommendation is that these should equate to three to twelve months of gross expenditure. The general reserve fluctuates throughout the year but is currently just under £35,000. A review of reserve funds will now be completed following year end.

5. Community Projects and CIL Money Priorities:

I. Duff noted that the current projected costs for all the CIL projects listed comes to around £340,000, which is more than currently available, but some of the projects may be eligible for other funding options. It may thus be possible to consider all the projects on the list. He briefly ran through the potential projects for those present, noting that it would be nice for OCC to fund at least some of the footway costs. See Attachment 1.

A young member of the parish who attends Hagbourne School spoke in favour of spending money on equipment for older children at the Great Mead playground, particularly as the newly installed playground to the front of the Deanfield estate largely caters for younger primary children. The pupil suggested that a survey to find out what children would like and how they use the current facilities would be beneficial and offered to assist with this. I. Duff agreed that older primary school children and those in secondary school would be the key audience for research to inform the playground/rec improvements.

C. Topping suggested considering Padel Tennis courts, possibly at the recreation ground – these are much smaller than tennis courts and it is the fastest growing sport in the country. Blewbury are converting tennis facilities to Padel Tennis so it is in demand in the area. One resident noted that it is supposedly quite a noisy sport so consideration of location would be key.

6. Public Art Project:

I. Duff confirmed that the three art briefs on display at the meeting have been posted on sites for artists to respond to, and ran through the projects for those present. He confirmed that the steering group comprises five parish councillors and seven members of the public including residents from Deanfield who are liaising with Deanfield concerning the forthcoming management committee. Deanfield as the landowner will need to give permission if it is decided that an art project should be located on the site. See attachment 2.

6. Open Discussion:

A Great Mead resident asked whether the Parish Council could contribute to repairs to the FP17 surface, as the road is heavily used by visitors for football, pavilion, rec ground etc. OCC have been consulted and are happy with the residents supplying the materials providing works meet OCC expectations. To be added to the list of footpaths for consideration.

C. Topping suggested possibly adding artwork or historical information to the walls of the community room in the pavilion as it is a blank canvas.

D. Rickeard spoke about Hagbourne Village Hall, noting the departure of the long-standing Chairman last year and the large roof renovation project that was pending at the 2024 APM. This is no longer happening as it needs further investigation, but smaller-scale roof repairs and decorating will be taking place. The 3-man team who manage the day-to-day hall duties make a great team, but the committee is in need of members to help. It was noted that there are a good number of new residents on the Deanfield estate in close proximity to the hall who might be able to volunteer.

The meeting closed at 20.52pm.

Signed.....Dated.....

ATTACHMENT 1:

Potential CIL projects - Options for discussion at 2025 APM

This document list has been prepared to facilitate prioritisation and selection of capital projects by EHPC, including the use of CIL money where appropriate. It is based on discussions with Councillors and extracts from the Community Project Strategy. It includes suggestions made by residents at the Annual Parish Meeting in 2024 and contributions since then from residents and councillors.

While we believe that all items would be applicable for CIL funding as they are capital projects related to village infrastructure, we could support some of the more remedial projects using other Parish Council funds or from other funding sources from, for example, District or County Councils or TOE.

Making Walking a Pleasure

£30-40k

Parish Council has surveyed the footpath network and identified a number of areas where surface improvements are needed, including:

- FP8 surface at Bowls Club to Bakers Lane.
- FP12 continuation of footpath from Parsonage Lane to Church Lane.
- FP6 near the bend where it crosses the stream. The path edge next to the stream has fallen away and holes are appearing in the path.
- FP13 along Parsonage Lane to fill potholes and some edges in the causeway.
- FP30 some resurfacing and better drainage needed
- FP18 flood avoidance
- FP17 possible surface improvements (added at the APM)

Some of these can be handled by the Parish Council, others will require the assistance of OCC.

Make our Village Sparkle

(a) Village map/interpretation, bus shelter

£20k

A proposal was made at an APM some years ago for a village map/information boards as a guide for visitors.

An additional proposal is for interpretation boards e.g. at Shovel Spring (in WH parish) and the field end of Parsonage Lane to highlight landscape and wildlife features, to encourage both pride in our village and enhance environmental awareness).

The bus shelter at Lower Cross would benefit from renovation and would make an ideal location for a village map.

(b) Recreation Ground

£10k

The existing Recreation Ground gate is rather functional: consider something more attractive. Work is also needed on the fence. The possibility exists for designing and installing gates using money from the Art Project funded by the S106 agreement with Deanfield.

(c) Upgrading Pavilion

Improving lighting and acoustics

£20k

(d) Seating in Cemetery

£5k

(e) Parish Car Park signage

£5k

Recreation Facilities

£50k

The children's playground is well used and appreciated, but caters for mainly younger children. The possibility of adding equipment for older children has been discussed in the past, but space at the Recreation Ground is limited. In addition, some communities have installed equipment to encourage adults to exercise.

Equipment can be expensive, but options could include some of the following:

1. A trim trail - exercise items placed around the village to encourage activities.
2. Outdoor table tennis table
3. Consider upgrades to existing play equipment. The slide is a good candidate for replacement and the remaining mound would provide opportunities for creative ideas.
4. More facilities for teens e.g. 'pods' - hard to damage seating/shelter area

Making Walking Safe and a Pleasure

(a) Village footways (pavements)

£10-50+k

The condition of footways(pavements) throughout the village needs improvement. In spite of the very poor condition of some stretches, OCC say they do not meet their criteria for action. It is possible that we could use EHPC resources, but it would have to come from CIL funds.

The section of Main Road from Upper to Lower Cross generates the most comments/ complaints, based on poor surface condition and vegetation obstructing access.

Critical areas are:

- by Lawson's Orchard
- by Greenshutters
- from Buckels, along the raised section to Lower Cross.

(b) Cemetery access

£38k

A new footway from Manor Farm Lane to the railway bridge has been proposed, but the cost could be very high (estimated at £118731.63 in May 2023, pedestrians only, no cycles), so is on hold until experience has been gained with the new access from St Andrews Crescent.

Another proposal is for a new footway on the same side of the road as St Andrews Crescent going from the end of the estate past the school playfield to the cemetery. This has been costed at £38k.

Road Safety

£10-15k

The Vehicle Activated Speed sign on New Road has been in place for a number of years. Consider similar signs at the Blewbury Road village entrance, and on Main Road at the start of the 20mph limit. Locations would need to be carefully chosen.

Necessary remedial works

Pavilion Car Park

Resurfacing of Car Park

£50+k

Drainage in Cemetery

Stopping surface flooding near graves and memorials

£30k

ATTACHMENT 2:

PUBLIC ART PROJECT BRIEFS

Artist Brief: East Hagbourne Sculpture Project

Commissioning Body: East Hagbourne Parish Council

Location: 4 potential locations

Budget: £20,000 (inclusive of all fees and costs)

Deadline for Expressions of Interest: 31st May 2025

Project Start Date: September 2025

East Hagbourne Parish Council invites experienced artists to create robust and interactive sculptures that celebrate the village's natural beauty, history, and unique sense of place. This project aims to enrich the community through public art that reflects the village's character and wildlife such as watermills, and water-based wildlife such as ducks and frogs.

Scope of Work:

Artists are encouraged to design **one to three distinctive sculptures** for the following locations. Artists can decide if they wish to design for multiple locations or focus on one or two from the list:

1. Two main public open spaces:

- Deanfield – Grass verge to the front of St Andrews Crescent



- Windsor Crescent



2. One smaller open space (although other locations can be considered):

- Parsonage Lane



The sculptures should be suitable for public engagement, crafted with durable materials such as metal or stone to ensure longevity in outdoor environments.

Artistic Focus:

- Celebrate the natural environment, including the village’s water-based wildlife.
- Reflect the historical character of East Hagbourne, including its watermills and watercourses.
- Encourage community interaction and foster a sense of connection to the local environment and the sculptures themselves

Budget:

The total budget for the project is **£20,000**, which will cover all associated costs such as artist fees, community engagement, design, materials, creation, and installation of the artworks

Timeline:

31st May 2025: Submission of artistic applications.

September 2025: Start of community engagement.

Spring 2026: Completion and installation dates to be determined in collaboration with the selected artist(s).

Artist Requirements:

We are seeking experienced artists with expertise in metal or stonework and a proven track record of delivering public art projects.

Artists are encouraged to demonstrate a connection to East Hagbourne or similar rural communities, and an understanding of the local character.

- Experience working on public commissions, particularly in heritage or community spaces, is advantageous.
- Public Liability insurance and current DBS check
- Engagement with the local community, whether through collaborative workshops or public presentations, is encouraged.

Application Process:

Interested artists should submit:

- An artists statement explaining their initial ideas and approach to this project (max 500 words).
- A CV or portfolio highlighting relevant previous work.
- Up to five images of past projects.
- An indicative budget breakdown.

Selection Criteria:

- Creativity and relevance to the theme.
- Demonstrated ability to deliver high-quality work.

- Practicality and durability of the design.
- Adherence to the budget and timeline.

How to Apply:

Please contact vcallaghan7@icloud.com if you have any queries while preparing your submission. Please send your submission to easthagbourneparishcouncil@gmail.com by 31st May 2025.

Artist Brief: Decorative Gate Commission – East Hagbourne Recreation Ground

Commissioning Body: East Hagbourne Parish Council

Location: East Hagbourne Recreation Ground

Budget: £6,000 (inclusive of all fees and costs)

Deadline for Expressions of Interest: 31st May 2025

Project Start Date: September 2025

We are seeking expressions of interest from artists and/or blacksmiths to design and create a pair of decorative gates for the village recreation ground. This project includes a vehicle access gate and an adjacent pedestrian gate, blending practicality with artistry. The gates should celebrate the rich history and diverse wildlife of our village while being robust, durable, and low-maintenance.

The gates should explore and celebrate the local heritage and wildlife that define our village. Applicants are encouraged to incorporate elements inspired by:

- The village’s historical landmarks or stories.
- The local flora and fauna, including birds, mammals, insects, and plant life unique to the area.



Dimensions:

Main gate each leaf 246x125cm (from ground); between outsides of posts 538cm

Pedestrian gate, 121W x 115H from ground; between outsides of posts, 143cm

The design should serve as a welcoming and inspiring feature for residents and visitors alike, enhancing the character of the recreation ground.

Requirements:

- Practicality:** The gates must provide secure vehicle access and a separate pedestrian gate. The current vehicle gate has a robust yoke and is secured with a padlock. These or similar security features will need to be considered within the design.
- Durability:** The gates should be robust, weather-resistant, and easy to maintain.
- Budget:** The total budget for the project, including design, materials, delivery and installation, is £6,000.
- Materials:** The use of sustainable and high-quality materials is encouraged.

Timeline:

- **Closing Date for Submissions:** 31st May 2025
- **Selection Process:** Shortlisted applicants will be contacted by the end of June 2025.
- **Project Commencement:** September 2025

Submission Requirements:

Applicants should submit the following:

- A brief description of your proposed concept and your approach to this commission
- Examples of previous work, particularly similar commissions.
- An estimated budget breakdown and timeline.

Selection Criteria:

- Creativity and relevance to the theme.
- Demonstrated ability to deliver high-quality work.
- Practicality and durability of the design.
- Adherence to the budget and timeline.

How to Apply:

Please contact carolyn.shaikh@easthagbourne.net if you have any queries while preparing your submission.

Please send your submission to easthagbourneparishcouncil@gmail.com by 31st May 2025.

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Artist Brief: Public Art Commission for Historic Bus Shelter Rejuvenation

Commissioning Body: East Hagbourne Parish Council

Location: Historic Bus Shelter, East Hagbourne

Budget: £4,000 (inclusive of all fees and costs)

Deadline for Expressions of Interest: 31st May 2025

Project Start Date: September 2025

East Hagbourne Parish Council invites artists to submit expressions of interest for a public art



commission to rejuvenate the village’s historic bus shelter. This project aims to celebrate the heritage of East Hagbourne while offering a creative, inspiring, and functional enhancement to the shelter.

The historic bus shelter is a well-loved part of the village and serves as both a functional space and a local landmark as well as a memorial to a past Councillor. The

Parish Council seeks an artist who can breathe new life into this structure through artistic intervention, with the potential to incorporate elements like a mosaic, a painted map, or other artistic treatments. The existing structure does not require significant repairs, allowing for more focus on creative enhancements.

Project Scope:

The final artwork could be created directly onto the shelter or housed in a frame or panel within the structure. Possible interventions may include, but are not limited to:

- A **mosaic** reflecting the village's history, nature, or identity.
- A **painted map** incorporating the local landscape and landmarks.
- Other artistic techniques such as painting, sculptural elements, or integrated mixed-media approaches.
- The artwork should engage the community and enhance the bus shelter as both a public amenity and a point of interest.
- Community involvement is encouraged, whether through consultation, workshops, or collaborative design elements.

Budget:

The total budget for the project is £4,000. This budget must cover: artist fees, materials, any preparatory work or design time, community workshops (if relevant) and the creation and installation of the artwork (including additional costs related to installation)

Artist Requirements:

Artists are encouraged to demonstrate a connection to East Hagbourne or similar rural communities, and an understanding of the local character.

- Experience working on public commissions, particularly in heritage or community spaces, is advantageous.
- Public Liability insurance and current DBS check
- Engagement with the local community, whether through collaborative workshops or public presentations, is encouraged.

How to Apply:

Please submit your expression of interest by **31st May 2025**, including:

- An artists statement explaining their initial ideas and approach to this project (max 500 words).
- A CV or portfolio highlighting relevant previous work.
- Up to five images of past projects.
- An indicative budget breakdown.
- Please contact cordeliagover@hotmail.com if you have any queries while preparing your submission.
- Submissions should be sent via email to easthagbourneparishcouncil@gmail.com

Timeline:

Deadline for Expressions of Interest: 31st May 2025

Selection Process and Notification: June 2025

Project Start Date: September 2025

Project finish Date: Spring 2026