



**Burford Town Council
Pavilion Advisory Committee Meeting
Minutes
Wednesday 25th June 2025, 10.30am**

Present:

Chair:	Cllr M. Taubehheim
Councillors:	Cllr D Derry, Cllr S Palmer
Public:	No present

25.01 APOLOGIES

Cllr J Tunnell-Westmacott sent her apologies.

Resolved:

Councillors reviewed and approved the reasons for absence.

25.01 DISCLOSURE OF INTEREST

There were no interests declared.

25.02 MINUTES

Councillors reviewed and approved the November 11th 2024 meeting minutes.

Resolved:

That the minutes of the Pavilion Advisory Committee held on 11th November 2024 were approved as a correct record of the meeting and signed by the Chairman.

25.03 PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

25.04 MISSION STATEMENT

Councillors reviewed and approved the proposed mission statement for the project.

Mission Statement for the Burford Sports Facilities

To provide a vibrant, all-inclusive community provision that fosters a love for sport and physical activity, skill development, and teamwork; encouraging everyone to reach their full potential, by providing accessible, safe and enjoyable facilities for all ages and abilities. To provide a facility which the community can engage with. Providing a variety of sociable activities, generating a greater ability for the community to bond, interact and support mental well-being.



Resolved:

1. That the report was approved.
2. That the mission statement for the project was approved by Committee Councillors.

25.06 STRATEGIC PLAN

Councillors reviewed the Strategic Plan for the project and approved the document.

Resolved:

1. That the report by the Clerk on Strategic Planning was approved.
2. That the Strategic Plan was approved.

25.07 COMMUNITY INSIGHT

Councillors reviewed the community insight phase.

This is an important part of Phase 1, to gain insight into Burford community's needs and wishes for sports and community facilities in the town.

Resolved:

1. That Councillors agreed on a town meeting and questionnaire for Stage 1 of the project.
2. That the meeting will be held at the Warwick Hall in September 2025, provisionally booked for the 25th September 2025.
3. That the presentation and questionnaire will be drafted by Cllr Derry.
4. That the Clerk will create a flyer to advertise the event.
5. That the Clerk will book the Warwick Hall.

25.08 RISK ASSESSMENTS

The Committee reviewed the Risk Assessments for the project within the Strategic Plan and approved them.

The Risk Assessments will be updated at a minimum, half yearly, as the project continues and grows.

Resolved:

That the Risk Assessments for the project were approved.

25.09 NEXT MEETING

Councillors reviewed dates for the next meeting.

Resolved:

That the next Pavilion meeting will be held on the 22nd August 2025 at 2pm.



The meeting ended at 12pm.