

CLENCHWARTON PLAY AREA RENOVATION

Minutes of the Working Party Meeting held on
Monday 14th March 2022 7.30pm
Online Zoom Meeting

Present: Chair Cllr Steve Bearshaw (SB), Cllr Rob Lucas (RL), Steve Fox (SF), Bryan Coates (BC), Caroline Coates (CC), Julie Hallifax (JH), Jemma Curtis (JC), Birgit Gipp

Agenda Items

- 1. Apologies for absence:** Cllr Steve Edwards & Cllr Kevin Pell
- 2. To receive declarations of interest in items on the agenda and any application for dispensations:** None received
- 3. Chair's opening remarks (inc. feedback from companies who submitted tenders):**

SB summarised the previous two meetings where the tenders for the play area were opened, commented on and marked on their criteria. Kompan UK Ltd.'s tender achieved the highest criteria score with 92.2%, followed by Wicksteed Leisure Ltd. with 75.5% and HAGS was last with 59.5%. Kompan UK Ltd. has therefore been awarded the play area renovation contract. On feeding back to the three companies, Wicksteed requested feedback on their tender, HAGS did not respond and Kompan were happy to be awarded the contract. Kompan can start six weeks after being given the go-ahead providing all the funding is in place.
- 4. Agree Meeting Minutes held on Monday 21st & Friday 25th February 2022:**

Minutes for Monday 17th January 2022 were approved. Minutes for Monday 21st & Friday 25th February on the proviso that the parishioner comments were included.
- 5. Update Business Plan (if required, standing order item) including Jubilee Gardens:**

RL requested that the Tender Comparison and Tender Evaluation sheets be added to the business plan as well as that Kompan UK. Ltd. won the contract for Stage 1 of the project. Names of companies, names of councillors and signatures will be redacted.

The Jubilee Garden renovation plans will also need to be adopted into the business plan which was agreed at the Clenchwarton Parish Council meeting held on Thursday 3rd March 2022. Renovating the garden will engage with and have contributions from the community. Separate funding to renovate the garden will need to be secured to prevent any issues with the funding for the play area renovation. The PC has agreed to pay £250 towards the planters and plants and SF has applied for £200 from the Jubilee Celebrations fund.

An actionable email with a week's deadline will be sent out to the Working Party asking the members if they have any questions/enquiries regarding the Kompan design and the gate connecting the garden to the play area.

6. Feedback from Clenchwarton Primary School (KB), time frames, what, how much (cover new gate):

JH reported that no correspondence has been received from the school.

7. Tender and Time Frame:

a) Play Area

Kompan can start the renovation 6 weeks after the project has been given the go-ahead providing the funding is in place.

CIL funding can be claimed in arrears once the Kompan invoice has been sent to the RFO for payment.

S106 funding from Trundley's has not been received at the BCWNKL as of 14.03.2022. JC will chase the outstanding invoice which was raised on 23.12.2021.

FCC Communities Foundation require Kompan's bank details and other details in order to pay their funding to Kompan on completion. The RFO will liaise with Kompan and FCC.

b) Jubilee Garden

RL stated that no changes can be made to the funding supplied by CIL and FCC to include the Jubilee Garden renovation. Funding must be applied for solely for this part of the project. RL proposed writing a funding letter requesting what we require for this.

SF provided an action list and plan of the garden (see attached). Planters need to be removed and rebuilt – the College of West Anglia students could do as a project provided it can fit in with their assessments. If the COWA students are unable to rebuild the planters, the PC will pay the costs but will require quotes. The maintenance will need to be completed before 02.06.2022 in time for the Queen's Platinum Jubilee celebrations.

SB proposed getting quotes and funding for a gate to be installed between the Play Area and the Jubilee Garden if the PC were unable to fund this.

8. Funding Check & Any Criteria Requirements:

a) Play Area

See item 7 a).

RL proposed to create sponsorship zones.

b) Jubilee Garden

SF would like to have 3/4 picnic benches under the sail covering the main grass area. (Picnic table example https://www.kedel.co.uk/standard-benches-picnic-tables/ROUND002.html?keyword=&matchtype=&network=u&device=c&gclid=EAlaQobChMIpMzOpLjG9gIVmLPtCh0_HgL3EAQYBiABEgKx4_D_BwE). DMG

Timber would like to be involved in the project. SF will provide the Finance Committee with costs of rebuilding the planters and plants. RL proposed asking local companies to sponsor the cost or make a donation towards the cost of the outdoor furniture. In return companies will be provided with plaque on the item (company will provide), be included on a sponsorship sign on both gates and be thanked in a news release and on social media. CC will send out a sponsorship request via the CPAR Facebook page.

9. Public Engagement:

CC proposed a banner of the Kompan design be attached to the play area fence and noticeboards. RL will contact Kompan for a plain graphic to be used with the wording "Coming Soon" for the banner and plastic signs for the village and school noticeboards. JH will ask for permission to use the school noticeboard. The PC has allocated £250 for the use of the Working Party which can be used to pay for this.

RL will also produce a black & white graphic for the parish magazine. CC & SF will write an announcement to go with the graphic (Facebook page and email to be included). This will also be sent out to the school to be used in their newsletter to keep the children and parents updated.

10. Play Area Opening:

Deferred to the next meeting.

11. A.O.B.:

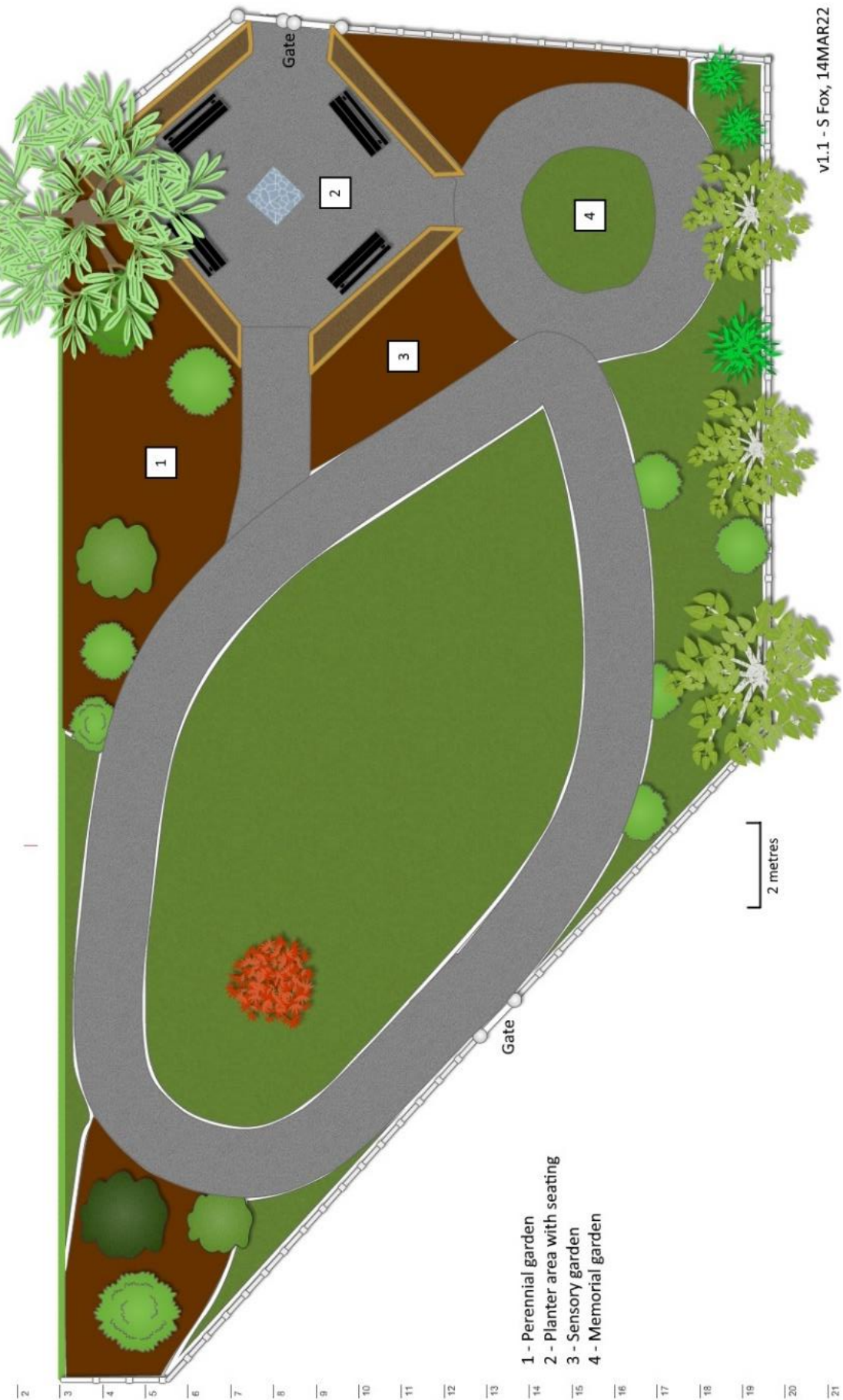
RL is looking at funding for the next stage of the project. He has spoken to Alive Leisure and there are funding pots available to apply for the proposed stage 2 renovating the basketball court into a MUGA. As this is time sensitive, this item will be on the agenda for the next meeting.

CC proposed a statement regarding the ambition of the project, provisional on funding, be drawn up so that parishioners are informed. There is a statement in the Business plan regarding this.

12. Date for Next Meeting: Monday 4th April 2022 or Monday 11th April 2022 via Zoom

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Clenchwarton Jubilee Garden renovation 2022



- 1 - Perennial garden
- 2 - Planter area with seating
- 3 - Sensory garden
- 4 - Memorial garden

v1.1 - S Fox, 14MAR22

Clenchwarton Jubilee Garden renovation – task list

Task	Owner
Sweep and edge paths	Mally
Replace floodlight	Audrey
Remove branches on tree next to floodlight	Steve B
Remove dying tree outside park	Robert M
Risk assessment on paths with tree roots underneath	Parish Council
Dig out dead trees and stumps	
Dig out sensory garden	
Provide plan and plants for Memorial space	Sheila
Replace planters – source labour from COWA	Julie
Submit costings to Finance for planters - materials	Steve F
Dig out old planters and remove	
Provide 2 bug hotels	Steve F
Repaint bin	
Remove fencing to play area and repurpose	Steve B
Obtain matting / bark etc	Steve F
Replace matting and bark in perennial garden	
Work with Moat Rd Nursery to source new plants	Steve E

Author: Steve Fox, v1.1 - 14MAR22