

# CLENCHWARTON PLAY AREA RENOVATION

Minutes of the Working Party Meeting held on

Monday 17<sup>th</sup> October 2022 7.30pm

Online Zoom Meeting

**Present:** Chair Cllr Rob Lucas (RL), Steve Fox (SF), Bryan Coates (BC), Caroline Coates (CC), Julie Hallifax (JH), Jemma Curtis (JC) & Craig Wilson

## Agenda Items

**1. To elect a chairperson:**

JH nominated RL, seconded by SF and voted for by JC, BC & CC.  
RL was duly elected Chair.

**2. To receive any apologies for absence:**

Kirsty Bullock

**3. To receive declarations of interest in items on the agenda and application for dispensation:**

None received.

**4. To agree minutes from the meeting held on Monday 18<sup>th</sup> July 2022:**

Approved with no amendments required.

**5. To consider a name change for the working party:**

BC proposed a name change to the working party to reflect that the project's mission to improve the facilities on the playing field. Several names were suggested.

Deferred to the next meeting.

**6. To discuss and agree Terms of Reference for the working party:**

Deferred to the next meeting.

**7. To receive and discuss an evaluation on phase one:**

A discussion of our strengths, weaknesses, opportunities and threats took place and we agreed that:

### Our Strengths

- Engaging the right people
- Public consultation
- Expand on public engagement
- Engagement with onsite contractors

- Engagement with CPC
- Official Opening – Picnic in the Park event

#### Our Weaknesses

- Communication failures
- Decision making process
- Tendering process timeframe too short
- Tendering scoring process needs refining
- Funding loopholes

#### Our Opportunities

- Use social media and websites
- Use noticeboards more
- Use parish magazine
- Continuous engagement with stakeholders

#### Our Threats

- Timetabling
- Project management/contractors (information with one person)
- Missing context in conversations
- CPC processes taking too long

#### **8. To discuss additional toddler and older children equipment and funding for phase one:**

JH reported that she had received some informal feedback that there was not enough toddler equipment. One parent has offered to contribute funds towards a piece of sensory equipment through their business.

JC proposed that we should survey the community asking what is good, what is missing etc and what the next phase should be, this will conclude phase one and start phase two. SF proposed that we revisit the original survey and formulate new questions.

#### **9. To discuss phase two:**

It was agreed to stall phase two until we have received the results of the survey, then we can plan which phase is the gym and which phase is the MUGA.

It was agreed to collate a list of funding pots available to apply for with a closing date of March/April 2023. JC will check if there was any Clenchwarton S106 money available that may be claimed.

The next CIL funding opens on the 1<sup>st</sup> January 2023.

Anglian Water has a funding grant available to apply which closes in April 2023.

**10. To discuss the car park at the playing field:**

SF will contact Supreme Surfacing for an estimate for the car park to be resurfaced which will be presented to the CPC for the 2023/2024 precept meeting.

CW will enquire with Anglian Water if the dykes near the Pavilion can be filled in.

**11. Any other business:**

- a) SF reported there is £1,548 in the bank. It was agreed to order three picnic benches now from Earth Anchors Ltd. via the CPC. Once delivered, they will be stored in the compound and the concrete pads will be installed in March/April 2023. Ray Thornalley has offered to fund the purchase of one picnic bench in return for a sponsorship plaque.

3 x £567 picnic bench + £120 delivery = £1,821

- b) CC proposed that due to the success of the Picnic in the Park, it should be an annual event to bring the community together.
- c) RL made the proposal that the CPAR working party becomes a Charitable Incorporated Organisation (CIO) which reports back to the CPC. We would be able to apply for charity funding grants and would have control over the finances. RL will investigate setting up a CIO and will report back at the next meeting.

**12. Date for next meeting:**

Monday 7<sup>th</sup> November 2022

Links for further information:

[https://www.west-norfolk.gov.uk/info/20233/cil\\_governance\\_and\\_funding/873/cil\\_funding\\_applications](https://www.west-norfolk.gov.uk/info/20233/cil_governance_and_funding/873/cil_funding_applications)

[https://www.west-norfolk.gov.uk/news/article/1123/what\\_is\\_access\\_to\\_sport\\_and\\_leisure\\_facilities\\_like\\_in\\_our\\_area](https://www.west-norfolk.gov.uk/news/article/1123/what_is_access_to_sport_and_leisure_facilities_like_in_our_area)

[https://www.west-norfolk.gov.uk/news/article/1290/what\\_are\\_your\\_priorities\\_for\\_helping\\_rural\\_areas](https://www.west-norfolk.gov.uk/news/article/1290/what_are_your_priorities_for_helping_rural_areas)

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