



# WOOTTON PARISH COUNCIL

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Minutes of the Wootton Play Equipment Working Group meeting held on Wednesday 7<sup>th</sup> September 2016 at 7.35pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

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| <b>Present</b>                        | <p>Mark Atkins (MA), Emma Brett (EB), Hailey Clare (HC), Joanne Cookham (JC), Amy Francis (AM – arrived 7.40pm), Stacey Gittens (SG), Bob Hensher (BH – Parish Councillor), Gareth Lloyd (GL – Parish Councillor, Dominic Stanton (DS), John Wheeler (JW – Parish Councillor), Luke Williams (LW). JW is also the Borough Councillor for Wootton.</p> <p>Sue Playford (SP) as Clerk to the Council.</p> <p>Please note the following cannot commit to regular attendance at these meetings but are part of the committee and will be included in email correspondence: Mark Atkins (MA), Vicky Atkins (VA), Michael Mulqueen (MM), Abby Rose (AR), Luke Williams (LW) and Miriam Williams (MW).</p> |                                                                                                                                                                                                                                                                                                                                                    |               |
| <b>Absent (no apologies received)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                    |               |
| <b>Agenda no</b>                      | <b>Agenda item title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Resolution</b>                                                                                                                                                                                                                                                                                                                                  | <b>Action</b> |
| <b>WPE16/01</b>                       | <b>Brief introduction around the table.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Around the table introductions were made.                                                                                                                                                                                                                                                                                                          | N/A.          |
| <b>WPE16/02</b>                       | <b>To receive a brief overview from Cllr Lloyd (as Chairman of Wootton Parish Council) detailing how the working group will operate.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | GL detailed the working group would work towards recommendations to be put to Wootton Parish Council (WPC)'s Full Council. Specific and detailed agenda items were key – agendas would be published a week before each meeting. All agenda items for inclusion needed to be with SP before that time and could come from any working group member. | N/A.          |

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|                 |                                                                                                                                                         | GL stressed members could discuss items outside meetings, but no decisions could be made/issues taken forward unless agreed by the working group (at meetings). This was crucial to avoid any possible objections, challenges and repercussions to the plans. Members were asked not to pre-determine issues as others could have a more suitable alternative idea. JC stated creative meetings were key.  |                     |
| <b>WPE16/03</b> | <b>To determine members of the Wootton Play Equipment Working Group.</b>                                                                                | Resolved that members be appointed according to Appendix 1 (attached).<br>SG added there could be further members to add, as she was still hearing from residents who were just returning from summer holidays – she would inform SP if that were the case. It was noted some members would be unable to attend every meeting (noted above).<br>Proposed: JW.<br>Seconded: GL.<br>Resolved by all present. | SP to keep on file. |
| <b>WPE16/04</b> | <b>To elect a Chairman of the Wootton Play Equipment Working Group.</b>                                                                                 | Resolved that GL be appointed Chairman of the Wootton Play Equipment Working Group.<br>Proposed: JW.<br>Seconded: BH.<br>Resolved by all present.                                                                                                                                                                                                                                                          | SP to keep on file. |
| <b>WPE16/05</b> | <b>To elect a Vice-Chairman of the Wootton Play Equipment Working Group (if appropriate).</b>                                                           | Resolved that SG be appointed Vice-Chairman of the Wootton Play Equipment Working Group.<br>Proposed: EB.<br>Seconded: MA.<br>Resolved by all present.                                                                                                                                                                                                                                                     | SP to keep on file. |
| <b>WPE16/06</b> | <b>Apologies for absence.</b><br>Gerald Bygraves (GB – Parish Councillor), Rachel Moss (RM), Neera Regmi (NR – Parish Councillor) and Carly Smart (CM). | Resolved to accept.                                                                                                                                                                                                                                                                                                                                                                                        | SP to keep on file. |

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| WPE16/07 | <b>Minutes of the previous meeting.</b><br><i>Minutes are published on the Wootton Parish Council website:</i><br><a href="http://woottonpc.bedsparishes.gov.uk/">http://woottonpc.bedsparishes.gov.uk/</a> . | N/A.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A.                 |
| WPE16/08 | <b>To receive and adopt Terms of Reference for the Wootton Play Equipment Working Group, including an overview of the process and to make recommendation to Full Council as necessary.</b>                    | <p>SG raised concerns over the flow chart and whether best practice was to leave manufacturer liaison towards the end of the process. They could offer ideas at an early stage (alongside potential funding support and advice), but not all could offer the same equipment. She suggested contacting them earlier in the process and narrowing options according to budget.</p> <p>EB agreed manufacturers would provide advice on siting and style, for example. JW said he would be able to source expertise from Bedford Borough Council (BBC) if needed.</p> <p>GL recommended not starting with the budget, as a tender process would be needed before selecting a contractor. The working group were best placed to discuss designs and ideas before approaching contractors.</p> <p>A public consultation would be needed which could raise further issues – all this would need to be before the formal tender process. BH agreed companies were aware of council procedures and would most likely not quote early on in the process.</p> <p>LW added it was necessary to agree exactly what was needed before requesting quotations.</p> <p>MA stated most companies would be contacted during the research process in any event.</p> <p>Resolved to receive and adopt the Terms of Reference for the Wootton Play Equipment Working Group, including the overview of the</p> | All to take forward. |

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|                 |                                                                                                       | <p>process and to make the same recommendation to Full Council.</p> <p>Proposed: BH.</p> <p>Seconded: EB.</p> <p>Resolved by all present.</p> <p>(MA then left the meeting at 8pm due to a prior commitment).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |
| <b>WPE16/09</b> | <b>To determine the scope of the project and to make recommendation to Full Council as necessary.</b> | <p>GL detailed new developments within the village (Fields Road North and Fields Road South FRN/FRS) would include play equipment at several sites. EB asked if it was possible to see plans in that respect – JW agreed to take the request forward with BBC. (If plans were forthcoming SP agreed to add them to a future agenda). It was noted Persimmon would have the decision on areas within FRN – Taylor Wimpey/Bellway/Bovis would have the same within FRS.</p> <p>SG queried whether it was possible to upgrade the recreation ground and also make recommendations to developers regarding the other sites. JW added provision for play equipment within FRN/FRS would be detailed in the developer s106 agreement – monies provided for those areas would not be transferrable to the recreation ground – but he would make that enquiry.</p> <p>LW noted the recreation ground had car parking and was central to the village, which those other areas above did not/were not.</p> <p>GL recommended looking at a blue print for the recreation ground as a whole – should there be a coffee shop for example? Move the football pitches to accommodate other sports or facilities? GL stated it was ultimately for WPC</p> | All to take forward. |

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|  |  | <p>to decide how the area was used – WPC could decide to lose half a football pitch as others would be available at Berryfields. SP pointed out it was not known who would be running the new pitches and any transfer would not be seamless – especially if WPC wasn't appointed the management entity.</p> <p>JW believed the pitches and MUGA (Multi Use Games Area) behind the community centre would be ready for use in 12 months.</p> <p>It was hoped residents would support upgrading the recreation ground – possibly to include a coffee shop and better in/out routes. A phased upgrade could be put to WPC for consideration – any design would need to allow parents to keep an eye on children of all ages/in different play areas.</p> <p>HC asked if the current layout could be altered – teen shelters could be moved if needed. It would be costly to move existing play equipment which would affect the budget for new equipment.</p> <p>BH added resurfacing was key as the area was very muddy during winter months.</p> <p>SG provided a sketch of the jubilee gardens – which could take small items of sensory play equipment without altering its current use (the area has historically been maintained by the 55 club). EB suggested picnic tables and possibly opening the area up/removing hedgerows to create better visibility (whilst ensuring the area remained fenced as a whole).</p> <p>AF asked if the bottle bank could be re sited as there was often broken glass in the area. GL said it depended where to, given housing in the</p> |  |
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|                 |                                                                                                                                                   | <p>area.</p> <p>GL suggested the jubilee gardens could form phase 1, with flooring/resurfacing phase 2. Timescales were not known at this stage, as there would need to be a public consultation. It was also noted the 55 club would need to be consulted to see if they would either relinquish control of the area or agree to the above proposals for the area (removing hedgerows and adding small sensory equipment/picnic tables).</p> <p>SG asked if the hedgerows could at least be cut back and the area tidied – SP agreed to liaise with the 55 club and take the suggestion to WPC.</p> <p>Other suggestions were made including using an area near the lower school and having outdoor gym equipment for adults.</p> <p>GL suggested designs be put forward (taking into account the emergency access), showing more than just play equipment.</p> <p>Resolved that all members work on a design plan to be brought back to a future meeting.</p> <p>Proposed: JW.</p> <p>Seconded: BH.</p> <p>Resolved by all present.</p> |                      |
| <b>WPE16/10</b> | <b>To determine the style, type, age range and location for new playground equipment and to make recommendation to Full Council as necessary.</b> | <p>It was agreed the age range be 1-5 years of age for new play equipment (to include a climbing unit and cradle swings), but that the recreation ground be for teenagers also (skate park/MUGA). Suggestions was again made to include outdoor gym equipment and BH asked if the footpath could be extended the entire perimeter. SP stated the area was originally to have included a running track and AM</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | All to take forward. |

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|                 |                                                                                                                              | <p>suggested including Frisbee golf. BH also suggested a coffee shop running from the Fox &amp; Duck PH.</p> <p>HC stated toddlers needed a safe play surface and JW recommended astro turf (as recently installed by the lower school on Harris Way).</p> <p>DS stated rubber surfaces could burn.</p> <p>GL concluded the group should produce a generic design plan (not manufacturer specific) – to have more than the limitations on it. It would need to be unrestricted, flow and safe – broken into phases (1,2,3..) Online images could be used to see what's available. All designs would come back to a future meeting for further discussion.</p>                                                                                                                                                                                                                    |                      |
| <b>WPE16/11</b> | <b>To discuss potential funding from the Forest of Marston Vale and to make recommendation to Full Council as necessary.</b> | <p>JW declared an interest in this agenda item as he sat on the Forest of Marston Vale board. He detailed they met twice yearly – next meeting was 20<sup>th</sup> September and then March 2017. They had a sum of £10k per year to donate to projects encouraging nature and wildlife – he suggested the jubilee gardens would qualify.</p> <p>SG had spoken with the FoMV also – she added the working group would need to provide a budget and demonstrate they had 10% match funding available. She had previously been advised s106 developer contributions might be available (Bellway development).</p> <p>JW added he could make use of his ward monies and agreed to see if the BBC still provided a Rural Grants scheme.</p> <p>It was agreed all would work on ideas for play equipment and layout (possibly in conjunction with WPE16/10). EB recommended using</p> | All to take forward. |

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|  |  | <p>Google Maps for a clearer image.</p> <p>(JW has since confirmed he has requested he be consulted on proposed play equipment within FRS). He has also been advised to contact Phil Rosewell – Sports England to investigate other funding issues. There is a small pot of Bellway s106 developer contributions which can be used for play equipment/works to the recreation ground. The BBC's Rural Grant scheme is no longer in operation).</p> |  |
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**Meeting closed at 9.25pm.**