



WOOTTON PARISH COUNCIL



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Minutes of the Wootton Play Equipment Working Group meeting held on Wednesday 1st February 2017 at 7.30pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Present	Gareth Lloyd (GL – Parish Councillor and Chairman), Stacey Gittens (SG – Vice-Chairperson), Emma Brett (EB), Bob Hensher (BH – Parish Councillor), Neera Regmi (NR – Parish Councillor), John Wheeler (JW – Parish Councillor and also Borough Councillor). 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).		
Absent (no apologies received)	Gerald Bygraves (GB – Parish Councillor), Carly Smart (CS),		
Agenda no	Agenda item title	Resolution	Action
WPE17/01	Apologies for absence. Hailey Clare (HC), Amy Francis (AM), Joanne Cookham (JC), Rachel Moss (RM), Gina Westerink (GW). Sue Playford (SP) – study leave (information only).	Resolved to accept.	SP to keep on file.
WPE17/02	Disclosure of local and/or disclosable pecuniary interests.	None.	N/A.
WPE17/03	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	None.	N/A.
WPE17/04	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> http://woottonpc.bedsparishes.gov.uk/ . Members of the Wootton Play Equipment Working Group are asked to receive	Minutes were received and adopted. Proposed: BH Seconded: SG Resolved by all present.	SP to keep on file.

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	and adopt the minutes of the Wootton Play Equipment Working Group meeting held on 5 th October 2016.		
WPE17/05	Matters arising from the minutes – for information only. - WPE16/09 – Play areas within Fields Road North/Fields Road South (FRN/FRS). JW confirmed 5th October 2016 it was too late to consider input regarding play areas within FRN (Berryfields) and Little Wootton (Hall End). He would be consulted on all future play areas within FRS – this committee could make recommendation in that respect via himself. (Plans not available until Easter 2017). - WPE16/09 + WPE16/21 – Developer Contributions for play areas. JW confirmed 5th October 2016 (WPE16/21) two tranches totalling £40k could be used for offsite sports and play area provision, plus provision of sports pitches and structured play areas. Spend timetable was 2022 and Bedford Borough Council (BBC) had confirmed both could be used for phase 1 (resolved by Wootton Parish Council (WPC) 9th November 2016 (FC16/274)). - WPE16/11 + WPE16/21 + WPE17/07 – Additional lines of potential funding. JW was waiting to hear from Sports England and it was noted The Forest of Marston Vale could grant a maximum of £8k (next funding deadline February 2017). Also noted that Veolia/Biffa might be able to assist. Please refer to agenda item WPE17/07. - WPE16/18 – Use of Jubilee Garden area. The 55 Club and WPC (FC16/302) have both confirmed the area can be remodelled as necessary to accommodate play equipment aimed at ages 0-5 years of age (including sensory play equipment). BH and SP have requested several quotations to clear the area as needed (including moving the railings) – these will be taken to WPC's Full Council for approval (8th February 2017). At the time of publishing this agenda, two quotations had been received. - WPE16/19 + WPE17/06 – Design ideas and equipment. Resolved 5th October 2016 (WPE16/19) phase 1 be considered only (jubilee gardens) at this stage. A more ambitious phase 2 could be considered at a later stage, at which time it was thought football pitches would be available within Berryfields (potentially creating more space at the recreation ground). Please refer to agenda item WPE17/06.		All to take forward.

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	WPE16/20 – Two way access system/coffee shop/similar for the recreation ground. Resolved 5th October 2016 (WPE16/20) to leave the proposal on file and review in two years.		
WPE17/06	To discuss remodelling of the jubilee garden area and to make recommendation to Full Council as necessary. To include: A detailed plan of the area, including hedgerows and fencing; Equipment specification(s), generic selection and surface options; Thoughts on the consultation needed for residents; Determining a timetable for contractors to undertake site visits and which committee members will attend those visits.	Plan of area and equipment BH reported three quotes have been submitted for cutting down the hedges, however three trees would be left untouched. These quotes would be discussed at FC next week. The cutting would have to be completed before the end of March due to nesting season. A list of generic equipment was discussed so quotes and designs could be obtained. 1. Modular play unit containing at least 2 towers, slide, bridge/tunnel and steps for younger children to climb – not made from wood 2. A minimum of two cradle swings 3. Cone climber or similar spinning equipment 4. Sensory panels to include musical panels, spinning wheel panels, and any other suitable panels. 5. Floor equipment, patterns, designs, trampolines Each supplier to specify the length of guarantee, what is covered and how long it will take to replace a part and where parts are made. Also need to establish what play equipment will be suitable for disabled children i.e. a double width slide. The play area design should include areas for picnic benches so parents can sit and easily see their children at play.	- SG will provide SP with the Playdale contact - SG and EB to provide SP with a list of other suppliers. - SP to email the suppliers with a map of the play area and a list of equipment required and ask for a meeting (after hedge work has been completed) - All members to consider if they are able and willing to meet the suppliers (probably during the day time). The final three or four will be selected at the next meeting.

		We will need two quotes from each supplier. The first quote will be for the supply, and installation of the play equipment with an artificial grass around the play equipment, and a tarmac path joining up the play equipment. The tarmac path to be marked out like a road with Zebra crossing, T-junctions etc. The second quote same as the first but the flooring around the equipment will be wetpour. Playdale, Wickstead, Kompan and Miracle were the initial four suppliers to contact. SG and EB to provide details of other suppliers they have. Time scales A rough time scale for this project: - March 17 – Hedge work completed April 17 – Suppliers contacted and meet at the rec with specification and three/four committee members to discuss new play area April 17 – Identify source of funding and start preparing applications for money May 17 – Receive plans and quotes May 17 – Start fund raising Consultation (June – October) June 17 – create online consultation form (parish website) and links on website and Facebook sites (parish, Berryfields, Wootton old and new, Hall End Development) July (FunFest) – have a stall showing a few playground designs with paper consultation questions September newsletter to feature a playground	
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		design with a paper consultation form or links to online consultation form Proposed: BH Seconded: EB Resolved by all present.	
WPE17/07	To receive an updated report from JW and to consider other funding possibilities and to make recommendation to Full Council as necessary. To include: • The updated report from JW regarding a funding application to The Forest of Marston Vale; • An update from JW regarding a funding application to Sports England; • The appointment of a representative to approach Veolia/Biffa to establish if a funding application is viable; • To consider any other organisations and appoint representative(s) as necessary to establish if a funding application is viable.	BRCC grants available to November 2018 The BRCC process can take eight months to complete and the minimum payout is £20,000 but this has to be 50% match funded. JW to ask Alison Stringfellow if s106 money and other grant money can be used as match funding. Apply in September 2017 for the Forest of Marston Vale grant. Members need to look for other grants that we can apply to. Proposed: BH Seconded: JW Resolved by all present.	All members to decide at the next meeting if they are prepared to work on completing the grant application forms. All members to look for additional grants that we can apply to before the next meeting

Meeting closed at 9.35pm.