



WOOTTON PARISH COUNCIL



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Minutes of the Wootton Play Equipment Working Group meeting held on Wednesday 5th July 2017 at 7.30pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Present	Gareth Lloyd (GL – Parish Councillor and Chairman), Emma Brett (EB), Joanne Cookham (JC), Stacey Gittens (SG), Bob Hensher (BH – Parish Councillor) and 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), Amy Francis (AF), Michael Mulqueen (MM), Abby Rose (AR), Luke Williams (LW) and Miriam Williams (MW).		
Absent (no apologies received)	Gina Westerink (GW).		
Agenda no	Agenda item title	Resolution	Action
WPE17/26	Apologies for absence. Gerald Bygraves (GB – Parish Councillor), Neera Regmi (NR – Parish Councillor) and Hailey Clare (HC). Sue Playford (SP - Clerk to Wootton Parish Council) was unable to attend due to ill health.	Resolved to accept.	SP to keep on file.
WPE17/27	Disclosure of local and/or disclosable pecuniary interests. None.	N/A.	N/A.
WPE17/28	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	None.	N/A.
WPE17/29	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> http://woottonpc.bedsparishes.gov.uk/ .	Minutes were received and adopted. Proposed: JW. Seconded: JC.	SP to keep on file.

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	Members of the Wootton Play Equipment Working Group are asked to receive and adopt the minutes of the Wootton Play Equipment Working Group meeting held on 7 th June 2017.	Resolved by all present.	
WPE17/30	Matters arising from the minutes – for information only. - WPE16/09 + WPE17/12 – This committee can have input regarding proposed play areas within the Fields Road South development, when plans are received by JW. - 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 + WPE17/13 – Funding. The following members are investigating funding opportunities: GB, JC and NR. SG and JW can offer limited support – SP to sign off as necessary. WPC has agreed to earmark a sum of £25k from s106 developer contributions for match funding (FC17/161). Please refer to agenda item WPE17/32. - WPE16/18 + WPE17/06 – Use of Jubilee Garden area. Works to clear the area have been completed, however the area requires rotovating. SP has asked Worboys to undertake the works. - WPE16/19 + WPE17/06 + WPE17/20 – Design ideas and equipment. A list of generic equipment was agreed 1st February 2017 (WPE17/06) and relevant contractors have been asked to submit quotations based on specifications/timescales laid down within WPE17/06. Caloo and Proludic were the two favoured designs as agreed 7th June 2017 (WPE17/20). Both to be asked to quote again with various amendments and details will be available to view at the Fun Fest (8th July 2017) before a formal consultation is undertaken. Please refer to agenda item WPE17/31. - 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.	No further comments received.	All to take forward.

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	WPE17/06 – Consultation. June-October will see the creation of an online consultation and links on the parish council's website and Facebook page. Other Facebook pages will be included and a stall will be held to promote the proposal at the July Fun Fest. A playground design in paper and electronic form will be available in September 2017.		
WPE17/31	To receive a report from the working group following a second meeting with Caloo and Proludic to discuss site/equipment/layout options and to make recommendation to Full Council as necessary.	New quotations and designs to include wet pour paving and fencing layout were received. Mower width needs to be checked with Worboys (for access to the play area) and it was queried where there was a walk way between the metal fencing and existing wooden fencing. Top cost now is £115K from Proludic.	SP to find out width of mowers for access to play area. SG to find out why the play fencing is so far away from the wooden fencing.
WPE17/32	To receive a report from the funding sub-committee who are investigating funding possibilities and to make recommendation to Full Council as necessary.	Biffa confirmed WPC was not eligible as it was a local authority. WPC was not in the correct location to apply for Sita Wren Yorventure funding. BRCC (Bedfordshire Rural Communities Charity) were establishing WPC's eligibility for their funding. Veolia require a 20% contribution upfront which has been earmarked from s106 developer contribution funds. The aim was to apply for the later Veolia schedule – Stage 1 (1 September 2017 to 30 November 2017). Stage 2 (6 October 2017 to 4 Jan 2018, with a project start between 26 March 2018 to 25 June 2018. However if SG and JC could produce the Stage 1 application before August's meeting, the committee could aim for the earlier schedule.	SG and JC to produce stage 1 application for Veolia. JW to establish whether Rural Grant funding can be applied for, ahead of the next meeting.

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		The project process was described again – once total grants monies were known a tender could be sent to suppliers, stating equipment, fencing, gates, flooring and landscaping requirements – and the total budget. Suppliers would then have around 3-4 weeks to submit responses and this committee would make a recommendation on the preferred supplier to Full Council. Other grant options (ASDA and One Stop) were suggested but there were no volunteers to take the proposal forward. Suggestion was also made to seek sponsorship from businesses in the locality and adjoining areas – such as Toys R Us.	
WPE17/33	To discuss the consultation process as part of the Fun Fest (8th July 2017) and September 2017 Wootton newsletter and to make recommendation to Full Council as necessary.	SG agreed to speak to NR about having displays on the PTFA Fun Fest stall. SG will rename the Facebook page Wootton Rec New Playground. CJ agreed to laminate A4 posters for attachment to existing playground fencing, detailing the proposal for the area.	SG, NR and CJ to take forward.

Meeting closed at 9.05pm.

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