



WOOTTON PARISH COUNCIL



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Tel: 07531 930788

E-mail: woottonparishclerk@gmail.com
Website: woottonpc.bedsparishes.gov.uk



Minutes of the Wootton Play Equipment Working Group meeting held on Wednesday 4th April 2018 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), Stacey Gittens (SG), Bob Hensher (BH – Parish Councillor), Lisa Lewis (LL – Parish Councillor) and John Wheeler (JW – Parish Councillor and also Borough Councillor for Wootton). 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)	None.		
Agenda no	Agenda item title	Resolution	Action
WPE18/011	Apologies for absence. Gerald Bygraves (GB – Parish Councillor) Sue Playford (SP – Clerk to Wootton Parish Council) was unable to attend. It was noted Stuart O'Dell (SO – Parish Councillor but not a member of this working group) was also unable to attend.	Noted for the minutes.	SP to keep on file.
WPE18/012	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.
WPE18/013	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	No requests received.	N/A.
WPE18/014	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only.	None.	N/A.
WPE18/015	Minutes of the previous meeting.	Minutes were received and adopted.	SP to keep on file.

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	<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 and adopt the minutes of the Wootton Play Equipment Working Group meeting held on 7th February 2018.	Proposed: BH Seconded: EB Resolved by all present.	
WPE18/016	Matters arising from the minutes – for information only. - WPE17/12 – This committee can have input regarding proposed play areas within the Fields Road South development, when plans are received by JW. - WPE16/21 – Developer contributions for play areas. JW confirmed 5th October 2016 (WPE16/21) two tranches totalling £38.4k 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)). - WPE18/008 + WPE18/017 + WPE18/018 – Funding. £38.4k has been allocated from s106 developer contributions. The Veolia application was successful (£75K), GB and SP are awaiting further details. - WPE18/010 – Consultation. There have been a number of comments regarding the proposal (via Facebook). Refer to agenda item WPE18/019.	No further comments received.	SP to keep on file.
WPE18/017	To agree a timeline of events incorporating the full tender process and contractor recommendation to Full Council.	Resolved to accept Appendix A. Proposed: LL. Seconded: JW. Resolved by all present.	SP to amend the tender document when the relevant timeline has been identified.
WPE18/018	To review and agree a draft tender document.	Resolved to accept Appendix B. Proposed: LL. Seconded: JW. Resolved by all present.	SP to amend the tender document when the relevant timeline has been identified and to draft a list of contractors to contact.
WPE18/019	To appoint members to oversee the completed tender selection process.	Resolved all committee members plus experts as needed/identified would oversee the tender selection process. EB agreed to speak to a local pre-school manager to invite them to the next meeting of this working group. Proposed: EB.	EB to invite local pre-school manager, SP to invite SO to next meeting.

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		Seconded: BH. Resolved by all present.	
WPE18/020	To receive an update on the ongoing consultation process and to make recommendation to Full Council as necessary.	Resolved to ask SP to determine whether a public consultation was needed and to identify which timeline would be followed. Proposed: JW. Seconded: BH. Resolved by all present.	SP to decide whether a public consultation is needed and add to the next agenda if necessary.

Meeting closed at 9.00pm.

Appendix A – Project Timeline

As the terms and conditions and fuller grant information had not yet been received from Veolia the project was unable to start, so the following dates were discussed.

- Contractors have a minimum of 6 weeks to complete tender;
- Selection group have just over 3 weeks to review tenders and make recommendation to Full Council.

	Timeline 1	Timeline 2	Timeline 3
Latest Tender Document may be issued	30-Apr-18	28-May-18	02-Jul-18
Tenders returned to SP on Monday	11-Jun-18	09-Jul-18	13-Aug-18
Play Equipment Working Group recommend selection	04-Jul-18	01-Aug-18	05-Sep-18
Full Council approve selection	11-Jul-18	08-Aug-18	12-Sep-18
Company informed week commencing	16-Jul-18	13-Aug-18	17-Sep-18

Once the Veolia terms and conditions have been received, it was noted they would be subject to review. At that stage, the relevant timeline would be selected to work from.

Note: Tender document, Page 5, Section 1.3.1 must be updated with the correct return by date, once the timeline has been determined.

Appendix B – Tender Specification

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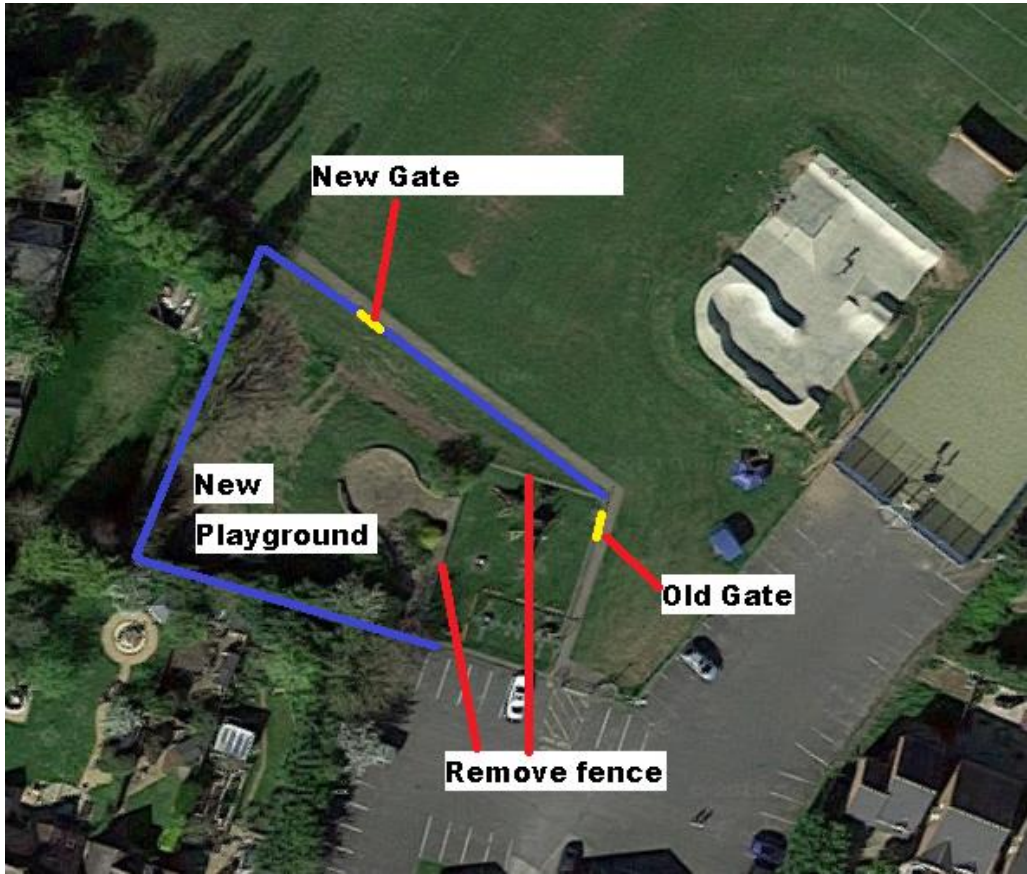
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3. SPECIFICATION

3.1. The location of the playground

The site of the new playground will be adjacent to the existing playground at the recreation ground, situated behind the village hall, Church Road, Wootton (see diagram). Two of the existing fences will need to be removed and reused and the finished playground will have two exit gates marked in yellow.



3.2. The Playground

Minimum equipment required in the playground:

- The existing and new playground is to be merged into one and enclosed by a fence with only two gates (marked in yellow on the diagram above). The new gate must be wide enough to allow a sit-on mower to access the play area;
- The ground around all the play equipment (including existing play equipment) is to be wet pour with interconnecting paths. Any remaining ground is to be grass. This is the minimum requirement to allow safe play all year round;
- The old and new playground must merge into one flowing design;
- The new section of the playground is aimed for 0-8 years and must be inclusive of S.E.N.D. (Special Education Needs and Disabilities) children.

3.3. Specifications and standards

Please specify the following in your tender:

- Standards to which you operate, which should include but not be limited to:

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- BS EN 14974:2005;
- BS EN 1176:2008;
- BS EN 15312: 2007.

The actual design, layout and equipment included will be a matter for the tenderers to suggest in their proposed designs. The proposed design should be multi-disciplined, containing separate but progressively challenging elements and be available for use by all ages, abilities and disabilities. All submitted designs will be scrutinised by the following stakeholders:

- The Disability Equality and Access Officer, Bedford Borough Council;
- The Manager (or appointed representative) of a local pre-school.

The combined area (new and existing playground) is expected to be approximately 1950 sq mtrs but it will be a matter for tenderers to define the limits of the playground within the defined area dependent upon design and budget.

The budget cost for the scheme is £106,000 which includes moving and reusing the old fence as shown on the diagram above. The playground will have just two access points on to the recreation ground and no access points on to the carpark.

Tenderers are requested to provide detailed costs for the project including (but not limited to) all survey work; ground works including any landscaping and ground preparation work (if necessary); construction/equipment costs; Heras fencing; excavation and subsequent removal; delivery, handling and labour.

Viewing: The recreation ground is open during daylight hours and tenderers may visit at their leisure. If an accompanied site visit is required, please make an appointment with the Parish Clerk at the office address as shown on the front cover of this tender document.