



WOOTTON PARISH COUNCIL



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Minutes of the Wootton Play Equipment Working Group meeting held on Wednesday 6th June 2018 at 7.30pm in The Hub, Wootton New Life Methodist Church, Cause End Road.

Agenda no	Agenda item title		
WPE18/021	To appoint a Chairman of the Wootton Play Equipment Working Group. A nomination was received on the evening in favour of GL. Resolved that GL be appointed Chairman for the ensuing municipal year. Proposed: GB. Seconded: LL. Resolved by all present.		
Present	Gareth Lloyd (GL – Parish Councillor and Chairman), Emma Brett (EB), Gerald Bygraves (GB – Parish Councillor), 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). In attendance: Stuart O'Dell (Parish Councillor) and Sue Playford (SP – Clerk to Wootton Parish Council). 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
WPE18/022	Apologies for absence. None.	N/A.	N/A.
WPE18/023	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.
WPE18/024	To consider any dispensation requests received by the Clerk in relation to	No requests received.	N/A.

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	local and/or disclosable pecuniary interests, not previously recorded.		
WPE18/025	List of correspondence received (copies of correspondence can be requested from the Clerk) – for information only.	None.	N/A.
WPE18/026	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 and adopt the minutes of the Wootton Play Equipment Working Group meeting held on 4 th April 2018.	Minutes were received and adopted. Proposed: JW. Seconded: BH. Resolved by all present.	SP to keep on file.
WPE18/027	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). - WPE18/019 + WPE18/028 – Tender Process. Resolved 4th April 2018 (WPE18/019) to invite a local pre-school manager plus Stuart O’Dell to the next meeting of this working group. Refer to agenda item WPE18/028. - WPE18/020 + WPE18/029 – Consultation. There have been a number of comments regarding the proposal (via Facebook). SP has confirmed a further public consultation should be undertaken – timescales not yet agreed. Refer to agenda item WPE18/029.	No further comments received.	SP to keep on file.
WPE18/028	To appoint members to undertake the tender scoring and agree the tender scoring process and to make recommendation to Full Council as necessary.	GL detailed how the tender scoring process would work (see also Appendix A): Those appointed to score (SG, SO, EB, BH, LL, GL) would mark individually without influence from others (EB and	All to take forward.

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		SG would refer to managers at two local pre-school providers); • Marks would be fed back to SP for collation and made known; • Scorers would meet on 20th June 2018 at 7.30pm (venue to be determined but most likely The Hub) to discuss any significant differs in scores and agree one final score; • Scoring system determined as 0,3 and 5 – with 5 being the highest/best mark available. GB agreed to undertake company credit checks on all tenderers. SO introduced himself and stated he would have a particular interest in the play equipment, gradients and surfacing in relation to inclusivity. After detailed discussion the following scoring categories were determined: • Flooring (must meet tender specifications and minimum standards, but interconnecting pathways were not subject to the same specifications); • Flow and layout (does the proposal work with the area in question, link well with existing equipment and highlight creativity); • Diversity/variety, type and quantity of equipment; • Value for money; • Inclusivity (benches/seating for all ages and equipment for all abilities); • There would also be an overall score to determine whether the tender met the specification. It was noted all flooring and equipment would	
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		have to meet BS/EN standards as a matter of routine and would carry guarantees – details would be known upon examining completed tenders. SP would determine the best way to circulate all completed tenders once received – two completed copies had been requested. Completion of the scoring process would determine whether further questions had to be put to the tenderers and whether this group needed to meet again or take a recommendation straight to Full Council. Resolved to accept the above findings. Proposed: BH. Seconded: JW. Resolved by all present.	
WPE18/029	To receive an update on the ongoing consultation process and to make recommendation to Full Council as necessary.	After detailed discussion it was agreed the group could not take anything to the community centre open days as the winning contractor would not be known. It was noted further information could be placed on Facebook once that process had been completed.	N/A.

Meeting closed at 8.50pm.