

CHEPPING WYCOMBE PARISH COUNCIL

SPECIAL COUNCIL MEETING

Thursday 9 January 2014

Members of the council are summoned to attend a Special Meeting of the Council to be held at 7.00pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks. HP10 8DS.

The meeting is open to members of the public and press.

AGENDA

1. **Apologies for absence**

2. **Declarations of member's interests in agenda items**

3. **Procurement of Parkour Facility in Flackwell Heath**

Council is asked to RECEIVE a short report from Cllr Johncock and CONSIDER proceeding with the purchase of the Parkour equipment with a contribution of £1,000 towards the total cost. **Appendix A**

Following extensive consultation and obtaining 3 like for like quotes Council is asked to RESOLVE that the Clerk place the order for the Parkour equipment based on the quotations received.

4. **Procurement of Replacement Playground Equipment**

Council is asked to RECEIVE a short report from Cllr Willis and CONSIDER proceeding with the initial order of 2 pieces of equipment for installation at Boundary Road Recreation Ground. **Appendix B**

Council is asked to RESOLVE that the Clerk can proceed with the order at a cost of £29,827.00.

5. **Community Orchard, Loudwater**

Council is asked to APPROVE the purchase of 10 apple trees for the above project at a cost of £90.00 from the Community Orchard Budget line of £2,000.

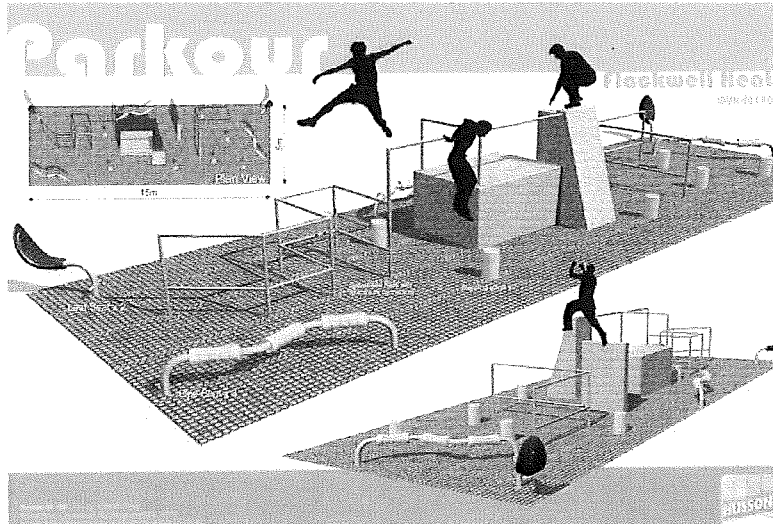
In addition, Council is asked to APPROVE the purchase of chestnut paling fencing for the designated orchard area and a small metal shed **not** to exceed the budget figure.



Wendy Thompson
Clerk of the Council
2 January 2014

PROCUREMENT CASE FOR PARKOUR FACILITY IN FLACKWELL HEATH

1. **Background.** Following the unfortunate deferment of proposals for a BMX Bike Facility in Flackwell Heath in October 2013 which was deliberately aimed at the 12+ age group (see separate briefing Paper), Cllr David Johncock sought permission from the Local Community Partnership (LCP) to switch the LCP funding of £K10 from the BMX Bike scheme to a Parkour facility within the village – see illustration below.



Initially, the total cost of the project was anticipated to be circa £K18 but, through competitive procedures, this has been reduced to approximately £K14 – see below.

2. **Timescale.** To meet the LCP requirements that the funding be spent within the current financial year (FY 13/14), every effort has been made by the Parish Council to ensure that the required financial processes have been met in the shortest possible timescale. As a result, it is currently envisaged that the facility will be purchased and installed by end March 2014 at the latest.

3. **Equipment Selection.** Through the auspices of the Parish Clerk, the Flackwell Heath (FH) Playgrounds Working Group (WG) sought 3 bids for this project and responses were obtained as follows:

a. Initial proposals were quoted at £K40 - £K50 which were clearly outside the likely budget. A request for a more modest proposal resulted in one costing £K15 plus the cost of installation. However, the design was seen to be unimaginative and unlikely to satisfy the youngsters' aspirations.

b. This company proposed an excellent scheme but at a cost of approximately £K20.

c. The scheme proposed by 'c' was essentially the same as that from 'b' was seen as superior because there was seating provided and the cost was £K14.

4. **Funding.** On the basis that 'C' is selected as the preferred contractor for this scheme, the project would be funded as follows:

a.	LCP	£K10
b.	WDC Community Safety Team	£K1.5
c.	FH Residents Association	£K1
d.	CWPC	£K1
e.	Clrr D Johncock (WDC Ward Budget)	£K0.5
f.	Total	£K14

5. **Location For The Facility.** Three potential locations were considered for the siting of the equipment – the CWPC leased field at Oakwood, the Green Dragon Sports Ground and the Recreation Ground on Straight Bit. Expert advice was sought from both Environmental Health staff at WDC (particularly in relation to any potential noise issues) and the WDC Community Safety team who would advise on policing and ASB matters. Following a site visit in December, it was concluded by all that the Recreation Ground was the most suitable location for the equipment.

6. **Public Consultation.** For this specific element of the FH Playgrounds project, the only public consultation was undertaken on 7th December to coincide with the switch-on of the Christmas lights – an event attracting a good number of parents, grandparents and children. Positive comments were received generally from a wide age range of people and opinions also sought on the preferred location for the equipment. Residents living adjacent to the Recreation Ground will also be advised by letter of the planned location of the facility and be invited to make comment.

7. **Recommendation.** In the light of the foregoing it is recommended that CWPC approve this project and place an order with 'C' for the Parkour in accordance with their final quotation.

D A JOHNCOCK
Clrr
On Behalf of the FH Playground WG

December 2013

Procurement case for replacement playground equipment in Loudwater

1. The CWPC Leisure Facilities Committee agreed to plan for the rejuvenation of the main playgrounds in the parish, CWPC agreed to Fund £30,000 to each ward ie £90,000 overall so a start could be made in each ward to implement at least part of the programme, and it was also agreed that working groups for each ward would be set up and that a Parish wide survey would take place, The Loudwater working group has:
 - Delivered the questionnaires throughout the village
 - Analysed the results of the survey and used that to produce a design brief for the potential contractors to meet
 - Brief all potential contractors on the perceived needs and constraints
 - Received proposals from a number of contractors
 - Continued to undertake regular public consultation these were at Loudwater School Fete, Loudwater Forum, Flackwell Heath Cherry Fayre and lastly a full exhibition for public consultation on 19th November 2013
 - Provided regular reports to each LFC meeting
 - Determined the ideal long term design for the Loudwater playground

2 It was assumed from the outset that the costs of the final design would be too expensive to fund in one go and that the programme would have to be phased over a number of years.

The Loudwater working group through the parish clerk sought a minimum of three bids for the required equipment in the end the clerk obtained four, these were as follows:

A

This company proposed an excellent scheme complete with a proposed layout and in accordance with the design brief.

B

This company proposed a good design mainly in accordance with the design brief but seemed to major on the younger children

C

This company produced a more basic design and again was mainly in accordance with the design brief.

D

This company produced an excellent scheme with a proposed layout and in accordance to the design brief and suggested equipment for younger and older children.

Based on the public consultations and meetings the working group determined the final choice and again through the parish clerk asked for the best and final offers.

Only D responded to this request

D's equipment design came back very competitively priced and on this basis

D is selected as the preferred contractor for this scheme.

At the last public consultation on the 19th November out of the 12 members of the public who attended there were five (5) members of the public who stated that they would be interested to help obtain some of the remaining funding required.