

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

Meeting to be held on Thursday 27 February 2014 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

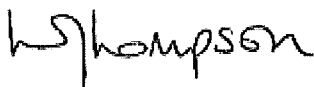
The meeting is open to members of the public and press

Committee Membership:	CLlr L Willis - Chairman	CLlr K Wood
	CLlr C Jordan - Vice Chairman	CLlr J Johnson
	CLlr S Digby	CLlr D Johncock
	CLlr B Sadler	CLlr J Bailey
	CLlr J Gurney	

Members of the committee are summoned to consider the following business:

AGENDA

1. Apologies for absence.
2. Declarations of members' interests in Items on the agenda
3. Track to Scout Hut, Ashley Drive
4. Straight Bit Recreation Ground
 - 4.1 Flackwell Heath Bowls Club - track
5. Derehams Park Sports Ground
 - 5.1 Loudwater Bowls Club Car Parking
6. Community Orchards
7. Allotments
 - 7.1 Chapel Road
8. Playground Consultation Feedback
 - 8.1 Proposition – Procurement Case for play equipment in Flackwell Heath
9. Green Dragon Sports Ground
10. Signage
11. Committee Finances
12. Questions from council members and the public
13. Accounts for payment



Wendy Thompson
Clerk of the Council
18 February 2014

AGENDA ITEM 3

Track to Scout Hut, Ashley Drive

Members are asked to NOTE that there has been no further progress on the track due to the poor weather conditions.

AGENDA ITEM 4

Straight Bit Recreation Ground

4.1 Flackwell Heath Bowls Club - Access

Members are asked to NOTE that quotes have now been received to create a more substantial track to allow easier access for the disabled members to walk to the club house. The Bowls Club have been in contact with the office and are happy to make a contribution towards the track.

The quotes are like for like and consist of excavating the existing track to a depth of 150mm, laying a sub-base to a depth of 100mm (compacted), laying a bed of sharp sand for the grasscrete mesh. Covering with top soil and grass seeding.

The quotes received are as follows;

Quote A	£9,957.00
Quote B	£6,948.00
Quote C	£6,585.00

Members are asked to CONSIDER the above quotes and APPROVE the next course of action.

AGENDA ITEM 5

Derehams Park Recreation Ground

5.1 Loudwater Bowls Club – car parking

Following the agreed action from the Leisure Facilities Committee meeting on 5 December a meeting was set up with the Loudwater Bowls Club to suggest the option of allowing the Bowls Club to park on the flat surface adjacent to the MUGA on a temporary, session by session basis, in order to allow further development of that area at a later date.

Members are asked to NOTE that the meeting took place on 29 January with three representatives from the Bowls Club. A response to the above option is awaited.

AGENDA ITEM 6

Community Orchards

Members are asked to NOTE that the container (shed) and fencing has now been purchased. The Orchard Group are in the process of installing/erecting them on the site.

Members are asked to RECEIVE an update from Cllr White on the progress of the project.

AGENDA ITEM 7

Allotments

Members are asked to NOTE that the working party has not yet been able to meet. The first meeting is to be arranged as soon as possible to look, in the first instance, at the tenancy agreement for each allotment site.

7.1 Chapel Road

Members are asked to NOTE that with the help of the community payback teams the overgrown hedgeline was cleared and the new hedge has now been planted.

Members are also asked to NOTE that the car parking area will need some attention shortly as it has become rutted.

AGENDA ITEM 8

Playground Consultation Feedback

Members are asked to RECEIVE feedback and an update from the playground working groups.

8.1 Procurement Case for Play Equipment in Flackwell Heath

Members are asked to CONSIDER the procurement case for the play equipment in Flackwell Heath at **APPENDIX A** and are asked to APPROVE the purchase and installation of those items listed for phase 1. Purchase to be subject to price negotiation by the Clerk and final approval from the Chairman and Vice Chairman of the Leisure Facilities Committee.

AGENDA ITEM 9

Green Dragon Sports Ground

Members are asked to NOTE that a letter was sent on 24 January 2014 from the council to the Chairman of the Flackwell Heath Sports Club advising that the rent rebate would be removed from 21 February 2014.

To date a response has not been received to this letter and none of the paperwork requested has been forthcoming.

AGENDA ITEM 10

Signage

Members are asked to RECEIVE a report from Cllr Herschel on signage proposals for the sites maintained by the Leisure Facilities Committee.

AGENDA ITEM 11

Committee Finances

Members are asked to NOTE current committee expenditure and income. **APPENDIX B**

AGENDA ITEM 12

Questions from council members and the public

A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the Clerk of this request as soon as possible.

AGENDA ITEM 13

Accounts for payment

Accounts for payment are to be circulated at the meeting for consideration by councillors.

Date of the next meeting: Thursday, 29 May 2014 at 7.30pm

PROCUREMENT CASE FOR REPLACEMENT PLAYGROUND EQUIPMENT IN FLACKWELL HEATH

1. **Background.** In 2012, the CWPC Leisure Facilities committee (LFC) agreed to plan for the rejuvenation of the 3 main playgrounds in the Parish. On 6th December 2012, the committee agreed to undertake a Parish wide survey and it was further agreed that Working Groups (WG) would be established for each of the 3 wards. The Flackwell Heath (FH) WG was quickly formed and first met in February 2013. It has met regularly ever since with their 9th meeting being held on 7th February 2014. During this time, the WG has:

- a. Delivered the questionnaires through the village.
- b. Analysed the survey and used that to produce a design brief for potential contractors to meet.
- c. Briefed potential contractors on the perceived needs and constraints.
- d. Reviewed proposals from a number of contractors and sought clarification.
- e. Continued to undertake regular public consultation.
- f. Provided regular reports to each LFC meeting
- g. Determined the ideal long-term design for the FH playground.

2. **Timescale.** From the outset it has been assumed that the cost of the final design would be too expensive to fund in one go and that there would need to be a phased programme over several years. The WG has therefore aimed to identify the long term design for the playground and the phasing of the purchase and installation noting that the more that could be accomplished in each phase the better the deal that could be struck with the preferred contractor. At this time, completion of the project will depend on the Council's ability to obtain grants and sponsorship to fund the final phase(s) of the programme.

3. **Playground Designs.** Through the auspices of the Parish Clerk, the Flackwell Heath (FH) Playgrounds Working Group (WG) sought a minimum of 3 bids for this project. Proposals were actively sought from a number of playground providers including Playground Facilities, Proludic, and Miracle Playgrounds. However, in the end, responses were actually only obtained from the following:

- a. **Wicksteed.** This company proposed an excellent scheme complete with a proposed layout and largely in accordance with the published design brief. The proposals, however, omitted ideas for teenagers and especially for a youth shelter and the reinstatement of the kickwall. Following their initial enthusiasm for the project, the company has not been proactive of late and, in any case, public consultation has shown a preference for the Husson designs.

b. **HAGS/SMP.** This company made an initial proposal for equipment based on the published design brief and participated in the first major public consultation in June 2013. Unfortunately, the company never provided a suggested site layout as required and never responded to numerous requests by the Parish Clerk for a full and final proposal.

c. **Husson.** Two schemes were initially proposed by Hussons for the children's playground and a separate proposal for the teenagers. All these met the published design brief.

4. **Public Consultation.** Public consultation has been undertaken on three different occasions;

a. **Big Lunch on Sunday 2nd June.** An exhibition of the SMP and Wicksteed playground designs.

b. **Cherry Fayre on Sunday 7th July.** An exhibition of the SMP and Wicksteed playground designs.

c. **Christmas Lights Switch-On Saturday 7th December.** An exhibition of the SMP, Wicksteed and Hussons playground designs.

On each occasion, members of the public were asked to complete a short questionnaire which were subsequently analysed and taken into account in the WG deliberations.

5. **Final Design and Contractor Selection.** Based on the public consultations and the results of a number of surveys, the WG eventually determined the final choice of equipment and, again through the Parish Clerk, asked for best and final offers. Only Hussons responded to this request but this offer was assessed by the WG as good value for money and most likely meet public expectations. The choice of equipment for the initial and subsequent phases is shown at Appendix 1.

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

Phase 1

a.	CWPC	£K60
b.	FHRA	£K20
c.	Sub Total	£K80

Phase 2

d.	CWPC	£K10
e.	Sponsorship and Lottery Bid	£K35

f.	Sub Total	£K45
g.	<u>Grand Total</u>	<u>£K125</u>

7. **Recommendation.** In the light of the foregoing it is recommended that CWPC approve this project and place an order with Hussons for the equipment specified for Phase 1. The LFC is further asked to approve that the Clerk in conjunction with the Chairman of the LFC negotiate the best price for this order.

D A JOHNCOCK
Cllr
On Behalf of the FH Playground WG

February 2014

Appendix 1 - Playground Option 1 Phasing Feb 14.

APPENDIX 1 - FLACKWELL HEATH PLAYGROUND REJUVENATION PHASING

Phase 1		Phase 2	
Equipment	Cost Including Install etc	Equipment	Cost Including Install etc
		Climbing Dome	£16,358
Spring Items	£8,141		
Historic Unit	£27,894		
Tower Extension	£38,909		
		Disabled Roundabout	£4,000
		Swings 1	£11,839
Swings 2	£6,289		
		Buddy Board	£4,136
		Line Marked Road & Hopscotch	£1,250
		Cable Ride	£8,926
	£81,233		£46,509

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Leisure Facilities</u>								
<u>201</u>	<u>ASHLEY DRIVE ALLOT'T</u>							
4012	WATER	662	436	450	14		14	96.8 %
4037	GROUNDS MAINTEN'CE	830	1,263	200	-1,063		-1,063	631.5 %
4907	ALLOTMENT FENCING	1,922	0	500	500		500	0.0 %
	ASHLEY DRIVE ALLOT'T :- Expenditure	3,413	1,699	1,150	-549	0	-549	147.7 %
1001	INCOME - RENTS	2,113	2,088	1,900	188			109.9 %
	ASHLEY DRIVE ALLOT'T :- Income	2,113	2,088	1,900	188			109.9 %
	Net Expenditure over Income	1,301	-389	-750	-361			
<u>203</u>	<u>CHAPEL ROAD ALLOT'TS</u>							
4012	WATER	209	606	750	144		144	80.8 %
4037	GROUNDS MAINTEN'CE	102	350	500	150		150	70.1 %
4907	ALLOTMENT FENCING	-1,820	900	500	-400		-400	180.0 %
	CHAPEL ROAD ALLOT'TS :- Expenditure	-1,509	1,856	1,750	-106	0	-106	106.1 %
1001	INCOME - RENTS	2,808	2,892	2,400	492			120.5 %
	CHAPEL ROAD ALLOT'TS :- Income	2,808	2,892	2,400	492			120.5 %
	Net Expenditure over Income	-4,316	-1,035	-650	385			
<u>211</u>	<u>ASHLEY PARK</u>							
4037	GROUNDS MAINTEN'CE	107	0	500	500		500	0.0 %
	ASHLEY PARK :- Expenditure	107	0	500	500	0	500	0.0 %
	Net Expenditure over Income	107	0	500	500			
<u>212</u>	<u>DEREHAMS PARK</u>							
4012	WATER	586	655	600	-55		-55	109.1 %
4014	ELECTRICITY	0	265	1,000	735		735	26.5 %
4025	INSURANCE	0	0	600	600		600	0.0 %
4036	PROPERTY MAINTEN'CE	695	741	1,000	259		259	74.1 %
4037	GROUNDS MAINTEN'CE	5,766	4,713	9,600	4,887		4,887	49.1 %
4038	MAINTENANCE CONTRACT	0	30	300	270		270	10.0 %
	DEREHAMS PARK :- Expenditure	7,048	6,404	13,100	6,696	0	6,696	48.9 %
1001	INCOME - RENTS	0	3,258	4,000	-742			81.5 %
1002	INCOME - PERMITS	4,218	1,666	3,200	-1,534			52.1 %
1004	INCOME - SERVICE CHS	124	0	550	-550			0.0 %

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1079	OTHER COST RECOVERED	1,000	0	0	0			0.0 %
	DEREHAMS PARK :- Income	5,341	4,924	7,750	-2,826			63.5 %
	Net Expenditure over Income	1,706	1,480	5,350	3,870			
<u>214</u>	<u>STRAIGHT BIT REC</u>							
4037	GROUNDS MAINTEN'CE	8,828	940	1,000	60		60	94.0 %
	STRAIGHT BIT REC :- Expenditure	8,828	940	1,000	60	0	60	94.0 %
1002	INCOME - PERMITS	300	1,260	200	1,060			630.0 %
	STRAIGHT BIT REC :- Income	300	1,260	200	1,060			630.0 %
	Net Expenditure over Income	8,528	-320	800	1,120			
<u>215</u>	<u>GREEN DRAGON LANE SG</u>							
4036	PROPERTY MAINTEN'CE	0	990	0	-990		-990	0.0 %
4038	MAINTENANCE CONTRACT	0	476	600	124		124	79.3 %
	GREEN DRAGON LANE SG :- Expenditure	0	1,466	600	-866	0	-866	244.3 %
1079	OTHER COST RECOVERED	1,352	2,116	120	1,996			1763.0
	GREEN DRAGON LANE SG :- Income	1,352	2,116	120	1,996			1763.0
	Net Expenditure over Income	-1,352	-650	480	1,130			
<u>216</u>	<u>BOUNDARY PARK</u>							
4014	ELECTRICITY	81	61	100	39		39	61.1 %
4037	GROUNDS MAINTEN'CE	435	110	500	390		390	22.0 %
	BOUNDARY PARK :- Expenditure	516	171	600	429	0	429	28.5 %
1004	INCOME - SERVICE CHS	0	0	100	-100			0.0 %
	BOUNDARY PARK :- Income	0	0	100	-100			0.0 %
	Net Expenditure over Income	516	171	500	329			
<u>220</u>	<u>GENERAL RECREATION</u>							
4013	RENT	1	1,857	2,500	643		643	74.3 %
4401	DOG BIN EMPTYING	3,775	2,831	4,000	1,169		1,169	70.8 %
	GENERAL RECREATION :- Expenditure	3,776	4,688	6,500	1,812	0	1,812	72.1 %
	Net Expenditure over Income	3,776	4,688	6,500	1,812			

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>221</u>	<u>PLAY AREAS</u>							
4042	EQUIPMENT MAINTEN'CE	11,135	5,352	2,000	-3,352		-3,352	267.6 %
4060	OTHER PROF FEES	0	0	200	200		200	0.0 %
	PLAY AREAS :- Expenditure	<u>11,135</u>	<u>5,352</u>	<u>2,200</u>	<u>-3,152</u>	<u>0</u>	<u>-3,152</u>	<u>243.3 %</u>
1083	THIRD PARTY CONTRIBUTION	2,574	8,011	0	8,011			0.0 %
	PLAY AREAS :- Income	<u>2,574</u>	<u>8,011</u>	<u>0</u>	<u>8,011</u>			
	Net Expenditure over Income	<u>8,561</u>	<u>-2,659</u>	<u>2,200</u>	<u>4,859</u>			
	Leisure Facilities :- Expenditure	<u>33,314</u>	<u>22,576</u>	<u>27,400</u>	<u>4,824</u>	<u>0</u>	<u>4,824</u>	<u>82.4 %</u>
	Income	<u>14,487</u>	<u>21,290</u>	<u>12,470</u>	<u>8,820</u>			<u>170.7 %</u>
	Net Expenditure over Income	<u>18,827</u>	<u>1,286</u>	<u>14,930</u>	<u>13,644</u>			