

**MELBOURN PARISH COUNCIL
MELBOURN PLAY PARKS WORKING PARTY**

Notes of the meeting of the Melbourn Play Park Working Party held on Thursday, 7 February 2022 at 19:30 at Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ

Present: Cllrs Travis, Clark, Cowley, Kilmurray

In attendance: Sophie Marriage, Assistant to the Clerk (SM), Claire Littlewood, Parish Clerk (CL), Claire Kent, Hannah Cockerill, Rhys Westcott

1 To receive any apologies for absence

Apologies received from Cllr Hart and Naomi Westcott.

2 To accept the notes of the Meeting held on 9 December 2021

Notes were accepted

3 Report on actions from the Meeting held on 9 December 2021

SM produced a tender document, which was posted on the Contracts Finder Website, advertised in the local press, and sent to potential suppliers. All tender submissions were received by the deadline of 26 February 2022.

4 To discuss and evaluate Tender Submission from Setter Play

The submission was discussed and members felt the design was not very innovative, and did not fulfil the project brief. The working party also agreed that because Setter had not submitted all the required information and documents, as part of their response, they should not progress through to the public consultation.

ACTION: SM to write to Setter to thank them for their submission and inform them that their submission has not made it to the public consultation stage.

5 To discuss and evaluate Tender Submission from Broadmead Leisure

The submission was discussed and Broadmead submitted most of the required information, however the members found it difficult to understand the design because of the unclear drawings. The tender document specified submissions must include drawings/design to aid with the public consultation. Members agreed the information provided would not aid the public consultation, so the working party decided that Broadmead's submission will not progress to the public consultation stage.

ACTION: SM to write to Broadmead to thank them for their submission and inform them that their submission has not made it to the public consultation stage.

6 To discuss and evaluate Tender Submission from HAGS

The submission was discussed and the Working Party were impressed with HAGS' design, especially the unique centre piece. All required documents were provided and the design met the brief. Members decided that HAGS' submission will progress through to the public consultation stage.

ACTION: SM to write to HAGS to inform them that they have been successful in progressing through to the public consultation stage. SM to request digital versions of the designs for the public consultation.

7 To discuss and evaluate Tender Submission from Playground Facilities

The submission was discussed and members liked the natural feel of the design and agreed that the design met the project brief. All required documents were provided. The Working Party agreed that Playground Facilities submission will progress through to the public consultation stage.

ACTION: SM to write to Playground Facilities to inform them that they have been successful in progressing through to the public consultation stage. SM to request digital versions of the designs for the public consultation. SM to query the 30 days validity of the quotation.

8 To discuss and evaluate Tender Submission from Wicksteed Leisure

The submission was discussed and the Working party agreed that Wicksteed's submission included many items of equipment that will meet the needs of all ages and abilities using the park. The design met the project brief and all required documents were included. Members agreed that Wicksteed's submission will progress through to the public consultation stage.

ACTION: SM to write to Wicksteed to inform them that they have been successful in progressing through to the public consultation stage. SM to request digital versions of the designs for the public consultation.

9 To discuss the public consultation

The three design going to public consultation are HAGS, Playground Facilities, and Wicksteed Leisure.

It should be noted that following the consultation the companies may be asked to refine their designs and make slight adjustments.

The working party agreed children must be involved in the consultation. The aim is for the public consultation to coincide with the February Half term (14th – 20th).

The public will be able to view all 3 designs online and at The Hub. The public will be asked to vote for their favourite design and submit comments on any minor adjustments they would like to see in their favourite design.

A member recalled that in previous meetings the public were going to be asked about what types of gym equipment they would like installed on the New Rec, however this will now be asked as part of a separate consultation.

ACTIONS:

- JT to find out possible dates and availability for designs to be to display in the Hub.
- SM to inform the primary school and little hands nurse about the consultation.
- SM to promote the consultation on noticeboards and online (website and Facebook).
- SM to create voting cards with a comments section for the consultation at the Hub.
- SM to create survey for the public to vote and submit comments online if they prefer.

10 To discuss the works required to improve entrance from the Moor to the Play Area

The Working Party clarified that the red barrier should be removed from in front of the Moor entrance gate and the path should be landscaped to make it more accessible. Broadmead included improvement works to the Moor entrance as part of their tender document. This was not required as part of the submission as this work is to be funded separately from the project.

ACTION: SM to write to Broadmead to ask for a more detailed quote for this work. SM to obtain other comparable quotes for this work.

11 To accept notices and matters for the future agendas

None were received.

12 To note date of next meeting

Sometime in March, following the public consultation.