



Report FC/004/21

Agenda Item No: 6
Committee: Full Council
Date: 13th October 2021
Title: Ifold Play Equipment Project
By: Catherine Nutting, Clerk & RFO
Purpose of Report: To provide the Council with recommendations to consider to progress the project of installing Play Equipment on the curtilage of Kelsey Hall, Ifold.

Recommendations

Full Council is recommended:

- a. To be read in conjunction with report FC/002/21, playpark insurance
- b. To approve the nine (9) recommendations set out in paragraph 2 (in bold); namely -
2.1 / 2.3 / 2.4 / 2.7 / 2.10 / 2.11 / 2.12 / 2.14 / 2.15 / 2.17

1. Background

1.1 On 8th September 2021, at [C/21/145](#) the Parish Council resolved to approve the recommendations of the Newsletter Steering Group (NSG) dated 11th August 2021, which included the following:

- a. That the Finance Committee consider the implications of taking the full £50,000 loan to fund the Lady Hope Playpark in Plaistow thereby 'freeing up' £10,000 to be redirected into Ifold; (see 1.2 & 1.3 below).
- b. That the Parish Council write an open letter to the Kelsey Hall Management Committee with the consultation results asking if they would be willing to dedicate a small area within the hall's curtilage to some play equipment, if the Parish Council is able to fund the project; (see 1.5 below).
- c. That the Council approach Ifold Estates Limited to ascertain if they can contribute financially towards providing play equipment in Ifold; (see XX below).

1.2 On 18th August 2021, at [F/21/005](#) the Finance Committee recommended that the full Council take the maximum £50,000 loan to fund the Lady Hope Playpark regeneration works, thereby providing a ring-fenced reserve of £10,000 towards the cost of play equipment within Ifold, if land can be sourced.

1.3 The full Council resolved to adopt the Finance Committee's recommendation on 8th September 2021, at C/21/143(b).

1.4 The Finance Committee further resolved at F/21/005: -

- a. That the £3,000 allocated budgeted for an unnamed project contingency this financial year (2021/22) should be removed to offset a £15,000 reserve item for Ifold play equipment.
- b. That anticipated underspends in other allocated budgets this financial year will see further offsetting.
- c. Any expenditure on Ifold play equipment would not take place this financial year and therefore should be shown as a reserve item.

1.5 On 28th September 2021, the Parish Council wrote an [open letter](#) to the Kelsey Hall Management Committee asking that it consider allowing the Parish Council to install play equipment on the small grass area to the front of the hall.

1.6 The letter set out the following proposed terms:

- a. Organise and manage the project, including further public consultation to advise on the type and style of play equipment.
- b. Work in partnership with the KHMC to ensure that the project does not adversely interfere with the day-to-day running of the hall, or inconvenience hall users.
- c. Ensure that the design of the play area is in keeping with the visual amenity of the hall and the Ifold community generally.
- d. Pay for the equipment, safety surfacing, signage, and additional fencing/gates to ensure that the area complies with health and safety laws and public liability insurance.
- e. Organise and pay for the annual mandatory play equipment safety inspection.
- f. Budget for the ongoing maintenance and/or replacement of the equipment.
- g. Insure the area at the Parish Council's cost.

1.7 On 4th October 2021, the Parish Council's proposal was considered by the KHMC at its AGM/Committee meeting.

1.8 On 5th October 2021, the Chair of the KHMC emailed the Parish Council:

"I am pleased to inform you that we had a larger turn out of residents than in the recent past at our meeting last night and the feeling was very positive. In principle KHMC is supportive, subject to T&C's as already proposed in your letter of 28th September and our Treasurer [...] would like to attend your meeting next week to share feedback from our meeting."

1.9 Ifold Estate Ltd has indicated that it will consider the Parish Council's invitation to contribute financially to the project at a forthcoming meeting, as its remit includes: *"to do all such other things as are incidental or conducive to the attainment of the above objectives or calculated to enhance the value or amenities of land at Ifold."*

2. Recommendations to advance the project

2.1 To instruct its Insurance Company's legal department to draft a licence agreement between the KHMC and Parish Council, as outlined at 3.4 of report FC/002/21 setting out the terms in the Parish Council's open letter dated 28th September and indicated at 1.6 above.

2.2 Legal support is included in the Council's existing insurance policy premium and so attracts a discount price. A formal licence will take between 2 – 4 hours to draft; therefore, a maximum budget of £740 ex VAT would be sufficient. The Insurance company has advised that a license is a standard requirement. Please see paragraph 3 of report FC/002/21.

2.3 To instruct the Playpark Steering Group to oversee the project.

2.4 To Co-Opted a Member of the KHMC onto the Parish Council's existing Playpark Steering Group.

2.5 The KHMC representative would have no voting rights *per se*, as an unelected Member, however they would participate in the Steering Group's discussions and assist to formulate recommendations regarding the project put to the full Council.

2.6 The current Steering Group members are Cllr. Paul Jordan, PC Chair; Cllr. Sophie Capsey, PC Vice Chair and Cllr. Jerusha Glavin. Steering Groups have no decision-making powers. Their function is to do the 'leg work' and make recommendations to the full Council to ratify at its meetings and generally oversee the project.

2.7 To organise a short local public consultation regarding what play equipment the Ifold community would like to see.

2.8 The consultation can be run via the Parish Council's website and promoted via Facebook and Schools; (as was utilised for the Lady Hope Playpark consultation in 2020).

2.9 A free service from either SurveyMonkey or Google can be used at no cost to the Council. (Google has the ability for survey respondents to see the 'real time' results of the consultation, which is a great feature).

2.10 To formally invite Ifold Estates, KHMC and Little Acorns to set out their own ideas for the area.

2.11 To consider any planning requirements in relation to the project.

2.12 To instruct the Finance Committee to look at the budget for this project in 2022/23.

2.13 The Finance Committee will begin to prepare the draft budget in the coming weeks for the Council to ratify in January 2022. The project is unlikely to get underway before 1st April 2022. Therefore, the Council must ensure that this project has a ring-fenced reserve this financial year (see 1.2 and 1.4 above).

2.14 **The PC to work with Ifold Estates Ltd regarding any financial assistance it can offer the project.**

2.15 **Instruct at least three playpark companies to visit the site and draft a design (based on the public consultation results).**

2.16 This is a free service offered by playpark companies. The Council invited Eibe, Redlynch and Wicksteed to quote in relation to the Lady Hope Playpark.

2.17 **The Playpark Steering Group to make recommendations to the full Council on the company/design to approve.**