



Parish and Town Council Borrowing Assessment

Assessor: Thomas Grimes

Assessor Email: kaldeep.rana@communities.gov.uk

Assessor Direct No: 07458 112 810

Commencement Date: 20/05/21

Approver: Kaldeep Rana

Status Update

1. Resolution to Borrow	Satisfied
2. Budget	Partially Satisfied
3. Loan Affordability	Partially Satisfied
4. Report to Council/ Business Case	Partially Satisfied
5. Parish Precept Council Tax Increase	Satisfied
6. Parish Precept Council Tax Increase Consultation	Satisfied
7. General Project Consultation	Satisfied



	Not Satisfied
	Partially Satisfied
	Satisfied

01

RESOLUTION TO BORROW

1. Wording: I note that the councils minuted resolution does fulfil the entire criteria as per the breakdown below.

Criteria;

1. Council Name
2. Date
3. Full council resolution
4. Appropriate person aka Secretary of State
5. Loan Amount
6. Borrowing Term
7. Annual Loan Repayments
8. Comment on precept increase
9. If increasing, amount given in total and percentage



Ministry of Housing,
Communities &
Local Government

Minutes & Online Announcement

At the XXXXXX Parish Council meeting of (INSERT DATE), it was RESOLVED to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £XXXXXX over the borrowing term of XX years for (INSERT PURPOSE OF LOAN). The annual loan repayments will come to around £XXXXXX.

↓
Will you increase council tax precept for the purpose of the loan repayments?

↓
YES

↓
NO

It is also intended to increase the council tax precept for the purpose of the loan repayments by XX% which is the equivalent of an additional £XX a year. This will be subject to a precept increase consultation.

It is not intended to increase the council tax precept for the purpose of the loan repayments.



2. Lady Hope Playpark

It was **RESOLVED** to:

- a. **APPROVE** and **SIGN** the Minutes of the Financial Steering Group held on 3rd February, appended to these [minutes at F](#).
- b. **ADOPT** the **RECOMMENDATIONS** of the Financial Steering Group.
- c. **APPROVE** and **SIGN** the **REPORT TO COUNCIL** for the Lady Hope Playpark, which is to be sent to Ministry of Housing, Communities & Local Government in support of the Parish Council's loan application. [See Appendix G](#).
- d. **SEEK THE APPROVAL** of the **SECRETARY OF STATE** for Housing, Communities & Local Government to **APPLY FOR a PWLB LOAN of £50,000** over the borrowing term of **FIVE (5) YEARS** for the purposes of upgrading and renovating the [Lady Hope Playpark](#). The **ANNUAL** loan **REPAYMENTS** will come to around **£10,000**. **It is not intended to increase the**

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council tax precept for the purpose of the loan repayments.

- e. The announcement will be made on the Parish Council's [website](#), first edition newsletter to be delivered to every household in the Parish by the end of February and an article within the local Parish News (March edition).



2. Link to online copy:

<https://plaistowandifold.org.uk/media/02.%20Minutes%20Full%20Parish%20Council%20Meeting%2010.02.2021%20SIGNED.pdf>

02

BUDGET

1. LRP for the existing loan(s) if applicable

12. Details of Existing Loans	1 st loan		2 nd loan		3 rd loan		4 th loan	
	£	N/A	£	N/A	£	N/A	£	N/A
Date Taken Out	N/A							
Amount Outstanding	£	N/A	£	N/A	£	N/A	£	N/A
Unexpired Term	N/A							

I note that the Council has no existing loans

PC Answer: Correct.



2. LRP for the new loan

Data Date: 20-May-2021



United Kingdom
Debt Management
Office

PWLB FIXED RATE LOANS ESTIMATED REPAYMENT COSTS

Amount of Advance: 50,000.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	1.03	12,661.35	50,645.40	1.03	12,757.50	64.38	50,643.75
Over 2 not over 2½	1.04	10,156.54	50,782.70	1.04	10,260.00	52.00	50,780.00
Over 2½ not over 3	1.07	8,490.07	50,940.42	1.07	8,600.83	44.58	50,936.25
Over 3 not over 3½	1.09	7,299.42	51,095.94	1.09	7,415.36	38.93	51,090.00
Over 3½ not over 4	1.11	6,407.10	51,256.80	1.11	6,527.50	34.69	51,248.75
Over 4 not over 4½	1.13	5,713.68	51,423.12	1.13	5,838.06	31.39	51,412.50
Over 4½ not over 5	1.16	5,160.88	51,608.80	1.16	5,290.00	29.00	51,595.00

Scheme	Annual loan repayments	Overall
Annuity	£5,160.88 x 2 = £10,321.76	£51,608.80
EIP	£5,290 x 2 = £10,580	£51,595.00

TG: Can the council please confirm whether they opt for the Annuity or EIP scheme?

PC Answer: The Parish Council opts for EIP Scheme, as per paragraph 5.7 (page 4) of the [Report to Council](#) (please click on the hyperlink to see the Report to Council; which is also available on our playpark webpage).



3. AGAR

Section 2 – Accounting Statements 2019/20 for

PLAISTOW AND IFOLD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	16,635	23,532	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	62,000	62,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,236	4,154	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	13,203	29,233	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	49,136	33,978	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	23,532	26,475	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	15,253	34,925	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	61,095	52,369	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<input type="radio"/>	<input checked="" type="radio"/>	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

13/05/2020

I confirm that these Accounting Statements were approved by this authority on this date:

13/05/2020

as recorded in minute reference:

C/20/076 C

Signed by Chairman of the meeting where the Accounting Statements were approved



4. Budget

APPROVED BUDGET 2020/21	Ref	INCOME	PROJECTED FORECAST 2020/2021	DRAFT BUDGET 2021/22
93,000.00	1076	PRECEPT	93,000.00	92,000.00
65,000.00		(For Loan capital refer Loan account below)		
0.00	1000	Insurance Claims	50.00	0.00
0.00	1078	Grants	946.00	0.00
0.00	1079	Neighbourhood Plan Grant	4,097.00	0.00
0.00	1080	CIL Payments	0.00	0.00
0.00	1081	New Home Bonus	3,925.00	0.00
2,000.00	1092	Gift Aid from Contributions Re: Crouchlands	1,623.00	1,000.00
10.00	1093	Interest Received	10.00	0.00
160,010.00		TOTAL INCOME	103,651.00	93,000.00
(519.75)		NET UNDER / (OVERSPEND)	15,226.00	(51,511.25)
(0.3%)		C/FWD TO GENERAL RESERVE	14.7%	(55.4%)



DRAFT BUDGET 2021/2022		Precept reduced by £1K £50K LOAN - 5yrs	
Ref	EXPENDITURE	PROJECTED FORECAST 2020/2021	DRAFT BUDGET 2021/22
	STAFF		
4101	Clerk's Salary inc Pensions and all Oncosts	38,500.00	40,500.00
4102	Clerk's Expenses	500.00	650.00
4103	Training - Clerk	600.00	1,350.00
		39,600.00	42,500.00
	GENERAL ADMINISTRATION		
4110	Insurances	1,100.00	1,200.00
4115	Audit Fees	800.00	800.00
4116	Data Protection Registration	35.00	100.00
4117	Telephone & Internet	110.00	120.00
4120	Subscriptions	800.00	1,200.00
4124	Councillor Training/Conferences	400.00	1,100.00
4125	Publicity and Communications	1,500.00	1,500.00
4129	Councillors Expenses	100.00	200.00
4130	Chairman's Allowance	300.00	300.00
4135	Stationery and Printing	500.00	600.00
4137	Hire Fees - Kelsey Hall		
4137	Hire Fees - Winterton Hall	375.00	250.00
4137	Hire Fees - Plaistow Youth Club		
4140	Bank Charges	50.00	50.00
4141	Accounts Software etc.	250.00	250.00
4142	Web Site Maintenance & Updates	125.00	180.00
?	Website Update inc Intergration of NP website	2,150.00	0.00
4145	Postage	125.00	600.00
4146	Other Expenses	625.00	750.00
		9,345.00	9,200.00
	GRANTS AND DONATIONS		
4201	Winterton Hall	0.00	1,500.00
4202	Kelsey Hall	1,500.00	1,500.00
4207	Billingshurst Community Bus	350.00	350.00
???	Winterton Hall -Special Project	0.00	0.00
		1,850.00	3,350.00
	S137 PAYMENTS		
4203	Plaistow PreSchool	650.00	650.00
4204	Little Acorns PreSchool	450.00	450.00
???	Little Acorns PreSchool (Toddler Group)		200.00
4210	Youth Club	1,500.00	1,500.00
4212	Kirdford Mothers and Toddlers Group		200.00
4215	Scouts	2,000.00	2,000.00
4206	Home Start	1,220.00	1,500.00
4211	The North Singers	200.00	200.00
4216	IFRA	50.00	50.00
4401	Friends of Chichester Hospitals	50.00	50.00
4405	First Responders	1,000.00	1,500.00
		7,120.00	8,300.00
4608	OTHER PAYMENTS		
??	Other Payments (Xmas Trees)	43.00	75.00
	Parish Council Events (inc.....)	1,250.00	2,500.00
		1,293.00	2,575.00
	C/FWD	59,208.00	65,925.00



	B/FWD	59,208.00	65,925.00
VILLAGE MAINTENANCE			
4301	Grass Cutting	3,035.00	2,714.00
4302	Litter Bin Emptying	160.00	180.00
4303	Tennis Court Cleaning	385.00	375.00
4304	Churchyard Maintenance	1,000.00	750.00
4305	RoSPA Play Area Inspection	85.00	85.00
??	Winterton Hall - Legal, Repairs & Maintenance	1,000.00	3,500.00
4307	Playground Repairs & Maintenance	500.00	480.00
4308	Tree Surgery	3,500.00	3,000.00
4309	Notice Boards & Maintenance	2,800.00	300.00
4310	Pavillion Cost & Maintenance	250.00	240.00
4312	Benches inc. Maintenance	350.00	650.00
4123	Winter Emergency Committee Allowance	750.00	1,250.00
		13,815.00	13,524.00
PROJECTS			
??	Playground Refurbishment	0.00	55,000.00
4313	Traffic Calming	6,500.00	2,000.00
4314	Bus Stop Refurbishment / Maintenance	0.00	4,650.00
4315	Telephone Box (Defib)	3,305.00	0.00
???	Ifold Village Entrance Landscaping	1,500.00	2,500.00
???	Interest on Public Works Loan (PWBL)	0.00	432.25
	NEW PROJECT CONTINGENCY	0.00	0.00
		11,305.00	64,582.25
4800	Neighbourhood Plan	4,097.00	480.00
TOTAL COMMITTED EXPENDITURE		88,425.00	144,511.25

20/21

Income	£103,651.00
Expenditure	(£88,425.00)
Net	£15,226.00
LRP	NO

21/22

Income	£93,000.00
Expenditure	(£144,511.25)
Net	(£51,511.25)
LRP	YES

Could you please confirm if our interpretation of the budget is correct and how the deficit in 21/22 will be funded?

PC Answer: The above interpretation of the numbers is correct, but the net figure for 21/22 does not include the offset of the £50,000 loan applied for. With the loan in place, the net figure deficit



will only be £1,511.25. This would reduce our reserves at the end of 21/22 from £41,701.26 to £40,190.01. If the loan is not approved, the expenditure included against the playpark (£55,000) would be put on hold and reduce the expenditure accordingly.

Ultimately, if our loan application is refused, the Parish Council will not go ahead with the project!

Enquiries

1. Has COVID impacted any of your income streams?

PC Answer: No

2. What portion of your expenditure is flexible (uncommitted expenditure)?

PC Answer: The Parish Council has limited committed expenditure per year.

In 2021/22 the portion annual uncommitted expenditure is between 50 – 55% of the annual budget. Only the top two sections of the budget (staff and general administration) are committed expenditure.

3. When do you plan to draw down your loan and is there a possibility that your plans may change because of the current situation?

PC Answer: The Parish Council plans to draw down the loan without delay. The contractor can begin the works in mid-July. If the loan has not been approved within this timescale, the works can be completed in September 2021. The Parish Council is in regular contact with the contractor. Ideally, the Parish Council would like to get the work completed before the start of the school summer holidays (end July) so that local families can enjoy the new play equipment over the holiday period. Due to works identified by the most recent RoSPA Safety inspection, general maintenance is required to some of the equipment which is earmarked for removal/replacement! The Parish Council is highly reluctant to spend taxpayers' money fixing play equipment which will be removed within a few weeks! Therefore, the Parish Council will not delay in drawing down this loan and getting the project underway. There is no possibility that the plans will change due to the pandemic. The contractor has been ready and able to begin the works throughout the pandemic and therefore there is no conceivable reason why this would change, particularly given the anticipated imminent ending of restrictions on 19th July.

4. Will the Council retain any income and be accountable for any additional expenditure generated by the project? If you are, have your reflected this in your budgets?

N/A

PC Answer: N/A



7. Total Contract/Project Value	£54,585.00
Funding from Council's own resources	£4, 585.00
Funding from other sources	£0
Amount to be borrowed	£50,000.00

17. Value and purpose of all funds, capital/revenue reserves and balances currently held.	PLEASE REFER TO THE ENCLOSED SPREADSHEET (COLUMN I) FOR THE PC'S PRECEPT & GRANT INCOME WHICH IS REVENUE & PROJECTED RESERVES AS AT 31.03.2021
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Own resources: £4,585.00

TG: In the report to council you claim the precept is your only source of income, yet in the budget you incorporate other sources. What is meant in the report to council? (only 'reliable' source of income?)

PC Answer: The Parish Council's only income is its annual Precept.

The Precept is reliable and dependable and the only income against which the Parish Council can set its budget.

However, each year, there are always grants available which can be applied for by the Parish Council for specific projects. For example, in 2020/21 the Parish Council successfully applied for £946 grant funding from the Tree Council to buy trees to plant in commemoration of the 75th anniversary of VE Day. Likewise, during the 2020/21 financial year, the Parish Council successfully applied for £4,097 grant funding to support the drafting of its Neighbourhood Plan. However, these grants are usually project specific i.e., grants from the Tree Council can only be spent in relation to trees. The Parish Council is always mindful of possible available grants and makes applications as and when to support Parish projects. For example, the Parish Council is currently working with the charity Butterfly Conservation to re-wild some bus stop areas; the charity will grant funding to buy plants to attract butterflies! Therefore, these various grant payments are ad hoc / limited in amount / project specific and not dependable/guaranteed i.e., the Parish Council's grant application could be refused.

Therefore, the Parish Council does not budget plan against these possible grants. The grants only appear in 'Income' throughout the financial year as and when they are received.

The only income the Parish Council budgets against is the Precept and any grant funding already received for the budgeted year.

The 2020/21 budget shown, provides information about the ad hoc grants applied for and received during that financial year. The 2021/22 budget does not consider any of these possible additional grant type payments. The only known additional income to our precept in 2021/22 is a minimum of £1,000 gift aid recovery to be claimed.



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93,000.00	1076	PRECEPT	93,000.00	92,000.00
65,000.00		(For Loan capital refer Loan account below)		
0.00	1000	Insurance Claims	50.00	0.00
0.00	1078	Grants	946.00	0.00
0.00	1079	Neighbourhood Plan Grant	4,097.00	0.00
0.00	1080	CIL Payments	0.00	0.00
0.00	1081	New Home Bonus	3,925.00	0.00
2,000.00	1092	Gift Aid from Contributions Re: Crouchlands	1,623.00	1,000.00
10.00	1093	Interest Received	10.00	0.00
160,010.00		TOTAL INCOME	103,651.00	93,000.00
(519.75)		NET UNDER / (OVERSPEND)	15,226.00	(51,511.25)
(0.3%)		C/FWD TO GENERAL RESERVE	14.7%	(55.4%)

7. Precept

7.1 The annual Precept is the Council's only source of income.

APPROVED BUDGET 2020/21	Ref	INCOME	PROJECTED FORECAST 2020/2021	DRAFT BUDGET 2021/22
93,000.00	1076	PRECEPT	93,000.00	92,000.00
65,000.00		(For Loan capital refer Loan account below)		
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0.00	1078	Grants	946.00	0.00
0.00	1079	Neighbourhood Plan Grant	4,097.00	0.00
0.00	1080	CIL Payments	0.00	0.00
0.00	1081	New Home Bonus	3,925.00	0.00
2,000.00	1092	Gift Aid from Contributions Re: Crouchlands	1,623.00	1,000.00
10.00	1093	Interest Received	10.00	0.00
160,010.00		TOTAL INCOME	103,651.00	93,000.00
(519.75)		NET UNDER / (OVERSPEND)	15,226.00	(51,511.25)
(0.3%)		C/FWD TO GENERAL RESERVE	14.7%	(55.4%)

Other sources: £0.00

Enquiries

1. Reserves:

6. Council's reserves

6.1 The projected Year End reserves as at 31.03.2021 are £41,701.26. This is inflated due to the unprecedented year.

6.2 The agreed 2020/21 budget provided for an increase of reserves of around £25,955.51; roughly an 18% increase from 2019/20.



ACTUAL RESERVES 31.03.20	RESERVE POSITION	PROJECTED RESERVES 31.03.2021	PROJECTED RESERVES 31.03.2022
4,772.00	General Reserve	980.26	17,626.26
-3,791.74	Movement	16,646.00	-47,436.25
980.26		17,626.26	-29,809.99
	Ringfenced Reserves		
500.00	Election Expenses	0.00	500.00
4,000.00	Community Reserve Fund	4,000.00	4,000.00
5,000.00	Village Maintenance	5,000.00	5,000.00
0.00	Neighbourhood Plan	500.00	500.00
0.00	CIL Payments	0.00	0.00
3,000.00	Winterton Hall - Unspecified	4,500.00	0.00
1,000.00	Covid-19 Contingency	0.00	0.00
0.00	Ifold Village Entrance Landscaping	2,500.00	0.00
0.00	Following Years Loan Repayment	0.00	10,000.00
13,500.00		16,500.00	20,000.00
	Specific Project Reserves		
2,345.00	New Home Bonus (NWB) - 2020/21	3,925.00	0.00
0.00	New Home Bonus (NWB) - 2021/22	0.00	0.00
5,000.00	Traffic Calming	0.00	0.00
4,650.00	Bus Stop Refurbishment / Maintenance	3,650.00	0.00
11,995.00	Specified Reserve Total	7,575.00	0.00
26,475.26	As at 31.03.2022 EXCLUDING LOAN	41,701.26	(9,809.99)
	<i>Percentage of Precept</i>	44.8%	-10.7%
	FUNDED BY PWB LOAN as at 31.03.22		
	(Refer Loan Account below)	DEBT	40,000.00
	As at 31.03.2022 INCLUDING LOAN		30,190.01
	MEMO: Original Budgeted Reserves at 31.03.2021	25,955.51	
	Projected Underspend	15,745.75	

2. Contingencies: To help assess the affordability of the loan we need an understanding of what mitigating action would need to be taken if the parish council was to default on the loan. For example, if the parish council were to face any future financial difficulty in the next 3-5 years how would it go about honouring the new loan repayments. Would it call upon its reserves? Would it rely on any other income or future grant? Would it re-adjust its budget to cut back on other expenditure? Would it look to increase its precept?

PC Answer: The Parish Council respectfully refers you to paragraph 6 (pages 4-5) of its Report to Council (published on our website) but specifically paras 6.5 and 6.10:

Over the lifetime of the five (5) year loan, between 2021 – 2026, the Council's projected budgets:

- maintain an annual underspend to provide sufficient reserve to finance the loan repayments
- budgets for the annual interest cost of the loan
- maintain an annual ring-fenced reserve of £10,000 **for the following year's repayment** of the loan capital
- its reserves, including the loan capital, remains above £20,000
- as at 30.03.2026 the loan will be fully repaid, and the Council reserves are projected to be £21,068.35.



6.10 In the event of future financial difficulty, the Council can implement stricter fiscal policies to prevent default on the loan. By way of one example, over the lifetime of the loan, the projected grants and donations to outside bodies has been maintained at the 2021/22 budgeted level and the figures include year on year inflation. This annual expenditure can be reviewed if necessary.

Each year the Parish Council budgets for new projects. However, these projects are a 'wish list' and the money is not committed. If required, these budgeted amounts can be diverted to other areas if the need arises. The Parish Council would re-adjust its budget and cut back on uncommitted expenditure (50-55% of its annual budget). The Parish Council is careful to ringfence funding each year. Each year the annual Village Maintenance ring-fenced reserve is £5,000 and the Community Reserve Fund is £4,000. These amounts could, in addition to the aforementioned annual budgeted ring-fenced reserve of £10,000 for the loan repayment, be used to honour the loan repayments if required. The Parish Council could also consider increasing its Precept if required.

Under no circumstances would the PC consider relying on grants or other income that has not been received to underpin our viability to repay the loan.

Please also refer to paragraph 7 (in full, pages 5-6) of the Report to Council. Throughout the lifetime of the loan the Parish Council's Precept can remain at its current level. Given that the Parish Council's expenditure is solely reliant upon its Precept and not upon less reliable income streams – which could be impacted by a future resurgence of the pandemic e.g., venue hire income etc – the Parish Council is confident that there are few financial risks to its income that would create a future financial difficulty which would prevent it being able to honour the loan repayment.

The Parish Council has no other loans.

04

REPORT TO COUNCIL / BUSINESS CASE

Council has submitted the following;

- Report to Council
- <https://plaistowandifold.org.uk/media/02.%20FEB%20Report%20to%20Council%2010.02.2021%20SIGNED.pdf>



PLAISTOW AND IFOLD PARISH COUNCIL



Report FC/001/21

Agenda Item No: 11(2)
Committee: Full Council
Date: 10th February 2021
Title: Lady Hope Playpark Rejuvenation Project
By: Catherine Nutting, Clerk & RFO
Purpose of Report: To consider the loan application requirements and the impact upon the annual precept

Planning Permission:

TG: Can the council please provide evidence of planning permission if required.

PC Answer: Planning permission is not required.

Planning permission is not required provided that the works or equipment do not exceeding 4 metres in height or 200 cubic metres in capacity under Part 12, Development by local authorities of The Town and Country Planning (General Permitted Development) (England) Order 2015. The largest item is the multi-activity unit which is 3.9 metres in height (and only a few cubic metres) and therefore does not require planning permission.

Quotes/Tender Analysis/Sale Memorandum:

TG: Can the council please provide a quote or equivalent from the provider please

PC Answer: This information is published on the Parish Council [website](#) and available at paragraph 3.5 of the [Report to Council](#) (also available on the website). However, is also attached to the email for ease of reference.

05

PARISH PRECEPT COUNCIL TAX INCREASE (IF APPLICABLE)

N/A



06

PARISH PRECEPT COUNCIL TAX INCREASE CONSULTATION (IF APPLICABLE)

1. A Template of the survey
2. A breakdown of the results (raw numbers and percentages)
3. How were residents informed that the consultation was taking place and given the opportunity to submit their view formally?

N/A

07

GENERAL PROJECT CONSULTATION

Could you please send evidence (links/screenshots/templates/pictures etc) of any recent consultation you've carried out regarding this project. It can be one or more of the following:

- Ongoing dedicated website page showing updates to the project and associated borrowing approval application as both progresses.
- Monthly/quarterly newsletters giving updates on the project and application.
- Monthly/quarterly magazine articles giving updates on the project and application.
- Local press/media coverage of the project.
- Public open days and presentations to the residents on the project.
- Online or paper surveys for the residents about the project.

TG: I note the council provides evidence of consultation on their website:

<https://plaistowandifold.org.uk/playpark>

examples:



2. Public Consultation

- 2.1** The public consultation launched on 13th January 2020. It ran for 14 weeks; however, was extended until May 2020 due to the pandemic and first national lockdown.
- 2.2** The Parish Council advertised the public consultation on its website, via social media, the local 'Parish News', through the local School and Preschools, within meeting minutes and [Posters](#) throughout the community, including at the playpark itself.
- 2.3** The consultation was conducted through SurveyMonkey on the Parish Council's website, so it was not directly affected by the first lockdown.
- 2.4** The public consultation received 35 responses (out of a potential 1,634 electors). The Parish Council was encouraged by the response, as public engagement with Parish Council business can be disappointing. All those who responded, were enthusiastic for rejuvenating the playpark. The Parish Council published an analysis of the consultation results on its [website](#) and the Steering Group reported back to the full Council on [10th June 2020](#).
- 2.5** The results of the consultation are:
- * The largest group of users are aged 3 – 5 years (62.50%); however, comments included requests to increase the age appeal of equipment.
 - * Frequency of use of the playpark is predominantly weekly, or monthly.
 - * 93.75% of respondents do not require disabled access or equipment.
 - * The most popular equipment requests were for more swings (61.76%), a zip-wire (79.41%), an improved multi-activity unit (67.65%) and additional seating and picnic tables (90.91%).
 - * Most respondents (65.63%) said they would like to see more safety play surfacing. However, comments were received requesting the playpark retain its natural look.
 - * Most respondents (82.35%) would like the Parish Council to investigate an extension to the lay-by, adjacent to the upper green, to provide improved parking.



Public Consultation Results and Analysis

June 2020

The Parish Council extends its thanks to the thirty-five (35) respondents who participated in the extended public consultation, which concluded on 15th May 2020.

Notice of the Consultation was published in The Parish News; on the Parish Council's website; posters around the community, including at the playpark itself; via Plaistow and Kirdford Primary School and the two Preschools, on social media and in the public minutes of full Parish Council meetings.

Cllr. Paul Jordan, Cllr. Sophie Capsey, Cllr. Jerusha Glavin and former Cllr. Jamie King-Wilson (2018 - 2020) make up the Lady Hope Playpark Steering Group (LHPSG) responsible for progressing this renovation project.

The LHPSG analysed the consultation results:

- * The largest group of users are aged 3 – 5 years (62.50%); however, comments included requests to increase the age appeal of equipment.
- * Frequency of use of the playpark is predominantly weekly, or monthly.
- * 93.75% of respondents do not require disabled access or equipment.
- * The most popular equipment requests were for more swings (61.76%), a zip-wire (79.41%), an improved multi-activity unit (67.65%) and additional seating and picnic tables (90.91%).
- * Most respondents (65.63%) said they would like to see more safety play surfacing. However, comments were received requesting the playpark retain its natural look.
- * The majority of respondents (82.35%) would like the Parish Council to investigate an extension to the lay-by, adjacent to the upper green, to provide improved parking.

The minutes of the LHPSG's meeting can be found [here](#) - (page 4, C/20/093 and Appendix D pages 10 & 11).