



# EYNSHAM PARISH COUNCIL

A meeting of the Play Area Committee was held in the Bartholomew Room on Tuesday 12 January 2010 at 6.30 pm

## MINUTES

**Present:** Ms S Osborne, Mrs A Beavis, Mr G Beach, Mr R Andrews, Mrs M Sheppard, Mr Trevor Stewart (Contractor) and Mr M Anderson (Clerk)

**Apologies** – Mr A Collett and Mrs L Dickinson

**Declaration of Interest** – there was no declarations of interest

**Public Participation** – No members of the public were present

**The minutes of the meeting of the 1 December 2009** were confirmed as a true record of the Meeting.

**Matters Arising** – Kay Mascall, a resident, was interested in assisting with planting. Councillor Andrews would send her contact details to Mr Stewart. It was considered that a reasonable budget for planting would be £1000 with a maximum of £3000.

**Action:** Councillor Andrews would send Kay Mascall's contact details to Mr Stewart.

### **Wytham View Play Area**

The Clerk was asked to contact Nicholsons to see if they had carried out the tree survey and if not request this be done promptly. They had quoted £300 + vat for the survey. Mr Stewart needs to know that the trees are in good enough condition for the equipment to be fixed to them.

**Action:** The Clerk was to contact Nicholsons concerning the tree survey

### **Update on Matters**

- Provisional Landlords Permission had been given from West Oxford District Council. We are now awaiting the legal documentation. It was agreed to receive the amended lease and then decide whether or not there was a need to appoint a solicitor. It was agreed to proceed with the project having received the e-mailed consent.
- To receive and consider any updates from Trevor Stewart, Contractor  
The Clerk was asked to obtain a quote, for budgetary purposes, to provide electrical supply to the Play Area and posts.

**Action:** The Clerk to obtain a quote, for budgetary purposes, to provide electrical supply to the Play Area and posts.

**Playbuilder Grant** – The Playbuilder Grant stipulated a finishing date for the project of 31 March 2010. As there was concern that the weather may cause delay, the Clerk was asked to contact Howie Watkins, Oxford County Council to see if they would allow a short overrun in time if necessary.

**Action:** the Clerk to contact Howie Watkins, Oxford County Council to see if they would allow a short overrun in time if necessary.

Mr Stewart agreed that he could fit the items covered by the Playbuilder Grant first.

The boundary fencing will be 1.8m high

A spur path will be laid to connect the path at the new school gate which will be 19m east from present position. The school will pay for the gate; the Council will provide the spur.

On-site meetings between Councillor Mrs Beavis and Mr Stewart will take place as needed with the first one likely to be w/c 25 January. 2010.

**Action:** Councillor Mrs Beavis and Mr Stewart to arrange site meetings.

It was agreed to use crushed concrete for the paths. This is a similar price to crushed stone and looks similar, but wears better and has improved resilience to frost.

Mr Stewart will provide a full break down of costs, including items not originally included i.e. fencing (likely to be approx £12000) & path (likely to be approx £3900 based on 120 square metres).

**Action:** Mr Stewart to send full costings

Wood chip surfacing will be used.

Litter bins – Having bins as near indestructible as possible was seen as paramount.

Mr Stewart will e-mail Councillor Mrs Beavis with alternatives and costs.

**Action:** Mr Stewart to send details

After the Clerk receives the final costings, he will circulate the Committee members with a letter of contract to Mr Stewart. The contract will have payment terms of 40% on agreeing the contract, 40% at a mid-point of construction and the final 20% at satisfactory completion of the contract.

**Action:** Mr Stewart to send costings and the Clerk to circulate a proposed contract acceptance letter to Committee Members.

### **Project Plan**

The School will be advised by Councillor Mrs Sheppard that contractors will be on site for approximately 4 weeks and that the start of this is imminent. She will also seek the School's permission to have deliveries dropped off on the grass area opposite the School entrance.

The Contractors will avoid site access between 8.00am and 9.30am and between 3.00pm and 4.00pm.

Approximate Timetable

On receipt of contract, Mr Stewart will order all equipment – a minimum 3 week lead time.

The wood will be ordered. This, other than the wooden poles, is readily available so off site building of decks will start and last for approximately 6 weeks.

The site will be made secure with the fencing taking approximately 3 weeks.

The contractors will take approximately 2 weeks to erect the play equipment.

Mr Stewart realised the importance of completing the project by 31 March 2010 and though he said this would be challenging he still thought that this would be achievable.

Councillor Andrews will inform the Wytham View Residents Working Group of the meeting on the 28<sup>th</sup> January 2010.

**Date of next meeting – 16 February 6.30 (Risk Assessments)**

**The Meeting closed at 7.30pm**