

## Minutes of the Meeting of Doddinghurst Parish Council General Purpose Committee held at 20.30 on the 16<sup>th</sup> May 2012, Parish Room (adjacent the Village Hall), Doddinghurst Road, Doddinghurst.

**Present:** Cllrs: Alan Farrow (Chairman), Mrs Julia Le Page, Gerry Smith, Graham W Bateson.

1. **Resolved:** Agreed, Nominated and Approved as Chairman Cllr Alan Farrow.
2. **Apologies for absence.** Cllrs: Mrs Diane Rogers-Harrison, D Potter, P Arnell, C Enderby.
3. **Declaration of Interests relating to items on the agenda.** None declared.
4. **Resolved:** Approved the minutes of the GP meeting held on the 16<sup>th</sup> May 2012.
5. **Update on actions since prior meeting.** Scrapping of teen village section agreed at full council. DOFC donation for share of field treatment for 2011/12 chased/ awaited.
6. **Annual maintenance items:** Field spraying, Play Chip replacement, Rectory Hedge cutting. Agreed that action needed to progress these items is undertaken by the Clerk. The unkempt nature of Dagwood triangle was raised and the Clerk is to arrange its maintenance as well as the removal of dead, dying and dangerous branches along the nature trail. Due to the pressing need for the work to be done the clerk will circulate quotes to members for comment as soon as they are available.
7. **Resolution: Approved,** the Burial Ground maintenance arrangements for 2012/13 to be the status quo. A contract for use at some point in the future is to be prepared. Quotes for restoring the burial ground gravel pathways are to be obtained.
8. **Loft flooring and shelving.** The clerk is to proceed to obtain costs for this work.
9. **Shop footpath:** As agreed at full council the shop owner(s) have been advised that whilst the Parish Council will consider assistance by means of grant funding they will not oversee or manage the repair activity since the land does not belong to the Parish Council. Borough Councillors have also been advised of the decision.
10. **E Ehren bench replacement.** The clerk is to liaise with E Ehren over the choice of bench.
11. **Play Area refurbishment working group.** Cllrs Farrow, Smith, Le Page, Arnell and Rogers-Harrison offered to become members of a working party to deliver the Children's Play Area refurbishment project. A project activity checklist was supplied by the Clerk - see page 2. Other Council members to be asked if they wish to participate in the project.
12. **CPA annual inspection.** RoSPA report expected in next 4 weeks.
13. **Repairs to basket ball structures:** Clerk to obtain prices for work to replace the basketball backboards and wall repainting
14. **Repairs to grass verge adjacent Peartree Field.** Further options considered given the very poor condition of the verge due to the recent wet weather and vehicles being driven on the grass and churning up the ground. A raised bed is to be costed - for consideration as a solution to prevent the verge being used by cars (this would be subject to Highways Authority agreement).
15. **Burial Plot regulations/ grass plots** Noted, one burial plot being turned into a flower bed and will need to be grassed in due course.
16. **Information:** A June meeting of the GP committee is possible on the 20<sup>th</sup> June. With the Clerk on leave the Chairman will liaise with the Deputy Clerk prior to the 20<sup>th</sup> June to establish if it can/ should proceed and if so to agree an agenda for issue with standard notice times.
17. **Any Other Urgent Business** strictly for information only. PC Chairman Cllr Dicker is looking to establish a volunteer group to spread road salt/ grit outside the village schools and the surgery when winter conditions demand it. The salt (one tonne in 20kg bags) is currently in store with Roger McCheyne.

**The meeting closed at 22.15**

Signed:

Dated: 20<sup>th</sup> June 2012

## **Doddinghurst Children' Play Area Refurbishment Project - Outline Activities**

1. Agree project management process and appoint individuals to project team.
2. Confirm objectives of refurbishment project in terms of: age groups of play area users, nature of new equipment required and any equipment to be retained, safety surfaces wanted and if possible materials and colour scheme preferences. Set the project budget and target timescales.
3. Review the project budget against funding available and hence decide what grant funding is needed. Research grant funding opportunities with close attention to timing of grant fund availability compared with project timescales.
4. Survey, photograph and prepare scaled drawings / sketches of existing facilities (required for tenders).
5. To research and review all available suppliers equipment (using current catalogues) to select a minimum of 3 potentially suitable suppliers - in conjunction with (6) below if necessary. Research and understand the safety standards to be employed.
6. To visit sites where the suppliers equipment at (5) above exists and confirm tender list.
7. To prepare contract tender documents including: scope of work; commissioning arrangements; safety standards; warranty; contract terms and conditions; timescales and payment arrangements.
8. Prepare and sign off project risk assessment.
9. To invite a minimum of three contractors to quote for the work ensuring that no contractor secures an unfair advantage of any other contractor and that pricing is on an equitable basis.
10. Review expected project costs and commence process for grant fund application if not already started.
11. Manage contract offer adjudications. - If questions on the offers arise ensure all contractors are involved if there are contract amendments concerned e.g. configuration amendments. An equitable approach to all contactors is essential.
12. Sign off the project with the full council. (There should be no surprises and it should be a formality). Confirm the availability of full funding.
13. Formally accept contract with the preferred supplier. Advise the unsuccessful tenderers.
14. Inform the public of the pending works and arrangements for closing the play area for the duration of the contract.
15. Oversee the contract and be prepared to be on site on a daily basis.
16. Hold site progress meetings with the contractor if the works are to exceed 10 days.
17. Test and Commission completed works.
18. Prepare and manage snag list if required.
19. Sign off completion with supplier once commissioning of play equipment completed.
20. Receive invoices and obtain any outstanding grant funding. Pay invoices.