



Present: Councillor Joanna Symons, Councillor John Tompkins, Jacky Bannerman (Parish Clerk), Carolyn Filmer, Nigel Cornwell, Bob Jones, Robert Lee, Lisa Carter, Pam Seear, Sarah Maxted, Peter Maynard, Bryony Maynard, Graham Bannerman

#### **01. Welcome**

Joanna Symons welcomed those present to the meeting and outlined the background to the project which came about after the withdrawal by mutual consent of the use of the playground facilities at the school. The idea to install a playground at Bell Meadow has developed from here and it was acknowledged that it will be good to see Bell Meadow being used more.

Jacky Bannerman has begun some initial research into the project.

#### **02. Apologies for absence**

Apologies were received from Gill Orford and Brian Cumming who are both willing to be involved.

#### **03. Initial comments – reasons to be involved**

John Tompkins: It will be an ideal opportunity to see Bell Meadow more utilised if it can be proved that there is a demand in the village. There are several children and grandchildren etc who would benefit. The playground will need to be inclusive i.e. with disabled access. Costs will need to be considered included future maintenance costs. It could be a community created space.

Carolyn Filmer: Regularly has nieces and nephews visiting and would love to be able to walk to a playground in the village. Offered to assist with drawing up plans and applying for planning permission.

Bob Jones: Would like to assist. Has a digger and happy to help.

Robert Lee: Has 3 girls and it would be great to have a village playground.

Nigel Cornwell: Has 2 children and thinks it would be nice for local kids to have somewhere to go and play.

Lisa Carter: Has 2 older children and would like the equipment to appeal to them e.g. skateboard ramp/basket ball net.

Pam Seear: Owner of Tadpoles Nursery who regularly use Bell Meadow. She would be very supportive of having play equipment that the nursery would utilise. Has some ideas for funding sources e.g. RCCE/Tesco. It would be good if it was a community project and include various organisations and skills from around the village.

Sarah Maxted: Grandparent and nice to have a area in the village to appeal to all ages.

Peter Maynard: Grandparent. Neither village playgrounds (school/Bunsay) are available to village so it would be nice to have an accessible playground at Bell Meadow. Concerned about liability issues.

Bryony Maynard: Enthusiastic helper!

Graham Bannerman: Parent and would like to see a playground for all that should look nice and blend into location. Has a background in the media and happy to help with publicity.

Jacky Bannerman: Parent and Parish Clerk. Outlined research already undertaken including speaking to Claire Hodgson from Little Baddow about their experiences of installing a playground.

Jacky has also spoken and made enquiries with other parish clerks to gain information. Information on various grants has been gathered.

#### **04. Questionnaire to village**

It was agreed that a questionnaire should be developed to establish a need and that the village are supportive of this major undertaking and to see what people want. Individual copies to be delivered and collected by group of volunteers. John, Jo and Pam volunteered to draw up the questionnaire to be discussed at the next meeting with a view to distributing in January. Sarah offered to print the questionnaires.

#### **05. Consultation with users – how to involve children**

Children to specifically be consulted with the questionnaire to see which items of equipment are favourite.

Following on from the analysis of the questionnaire it was agreed that there should be an open meeting in the village hall to invite children to come and tell us their ideas and look at the possible plans – this may be relevant after quotes and proposals have been received. To invite village children and also include Tadpoles and WW Primary School. It was agreed that this will be a good way of children taking ownership of the project as part of the success of the project is getting the children involved and providing what they want.

#### **06. Planning application**

Planning permission will be required. A full application is likely to be necessary because Bell Meadow is within the Conservation Area. Although for several reasons including that there was previously a playground on the field it would be surprising if it wasn't approved.

John has experience in this matter and able to advise. Carolyn happy to be involved in this process and can produce elevations. Plans, Design and Access Statement, Heritage Statement (due to proximity to Listed Buildings) and details of sustainability/materials.

#### **07. Fundraising & Grant applications**

Jacky noted that research had uncovered multiple grants which are available including Big Lottery, Essex Community Foundation (who manage several funds), Magnox Socio Economic Fund, Tesco Bags for Help, Biffa, Essex & Suffolk Water (who previously owned Bell Meadow). Essex County Council have a new Crowd Funding scheme which match funds up to £5k. There is also a new Essex Lottery which local organisations can benefit from.

None of these can be fully investigated until much later in the timeline.

It was considered that several fundraising events will also need to be organised in order to raise funds locally. Gill Orford had suggested a barn dance on Bell Meadow around the Summer Solstice. This and other ideas to be considered after the results of the questionnaire.

It was also agreed that the Bell Meadow Village Association should be approached for their support. It was understood that the Church had gained significant funds by direct approach which could be considered.

#### **08. Costs - Tender**

Various playground companies will need to be approached and it was thought that they would draw up plans and provide quotes. Lisa happy to research and gather information about various playground companies. Could consider doing it in stages as and when funds allow, although it was thought better to do it all in one go. It was understood that the Little Baddow playground had cost in the region of £60k. Jacky to find out the ratio of grants to fund raising in order to consider how achievable the fundraising is. Maybe invite Claire Hodgson to the next meeting. Because the project will cost in excess of £25k a full tender process will need to be carried out. Jacky will research this. Jacky will also research the VAT costs and how these can be afforded on such a big project even though they can be claimed back by the Parish Council the initial outlay needs to be funded. It was suggested that the VAT fund could be used for future maintenance costs.

Bob suggested that if the group were a charity or trust this could help with the project. Jacky to research.

#### **09. Terms of Reference**

Jacky had provided a draft document which acts as a good starting point. This to be discussed further with Parish Council.

#### **10. Date of next meeting**

It was agreed that the next meeting will be on Tuesday 14<sup>th</sup> November at 8pm in Women's Club.

#### **11. Meeting closed at 9.15pm**