



ABOVE: SKETCH VIEW OF PROPOSED PLAYGROUND AT BELL MEADOW

Minutes  
Woodham Walter Playground Working Group  
Monday 22<sup>nd</sup> July 2019 8pm  
Woodham Walter Women's Club

Present: Councillor Joanna Symons, Councillor John Tompkins, Jacky Bannerman (Parish Clerk), Carolyn Filmer, Pam Seear, Graham Bannerman

**01. Welcome**

- Joanna welcomed those present to the meeting.

**02. Apologies for absence**

- Apologies were noted from Lisa Carter. It was noted that Nigel Cornwell and Bob Jones were not present either.

**03. Playground Update**

**i. Planning Application Granted**

- It was noted that the application had been granted.
- It is hoped that the build can begin in about year (dependent on funds and lead times)

**04. Fundraising (Sub Group)**

**i. Bell Meadow Day**

- It was agreed that Bell Meadow Day is a good opportunity to launch the fundraising and to have a display of playground related materials to raise awareness.
- Pam has display board and laminator. PS
- Carolyn will print/laminate some plans of the equipment that permission has been granted for CF
- There will also be a list of prices of equipment. Jacky to find out itemised costs. JB
- Also a list of possible funds/grants so people can see how we plan to raise the funds. GB/JS
- There will be some kind of game to raise funds and Nigel will be asked to plan this. NC
- Jacky will talk to Nigel and organise a rota for the stall. JB
- Jacky to liaise with Bell Meadow Committee JB
- Jacky to provide gazebo and table JB

**ii. Crowd Funding**

- It was agreed that Crowd Funding may be a good idea for the future but having done some initial research, there is a timescale of 4-8 weeks when the fundraising is active and it was decided that this would be better for the future may be to raise funds for a specific item. Graham agreed to

investigate Crowd Funding options for future targeted fundraising. Also need to consider that there are fees to pay of approx.. 5% GB

**iii. Just Giving**

- it was agreed that a Just Giving account should be set up which can be advertised on the leaflet and continue throughout the fundraising project. JB

**iv. Other Events**

- Pam suggested a Christmas Raffle and it was agreed that this is a good idea. Pam will organise with a few prizes sourced from local companies. Jacky will check the lottery license requirements. PS/JB

- Jacky will talk to Lisa about other local fundraising events JB

**v. Information Leaflet / Parish Magazine / Website**

- Carolyn will produce an information leaflet which launches the fundraising campaign and this will be handed out at Bell Meadow Day. It can also be distributed via school and Tadpoles. Jacky will send info. CF/JB

- Information will also be included in the Parish Magazine JB

- The Website will be updated. JB

**vi. Seek advice from Purleigh Playground Committee**

- To be arranged.

**vii. Clerk to open separate Playground Bank Account / VAT rules**

- Jacky will investigate bank account. To be opened with the Parish Council £1000 funding agreed in the budget. JB

- Jacky will investigate VAT rules JB

**05. Grants Applications (Sub Group)**

**i. Research**

- Graham agreed to research Commercial options. GB
- Jo agreed to investigate Community Grants. JS
- They will liaise and produce a list of possible options and deadlines where they exist. GB/JS

**ii. Writing Applications**

- To be arranged.

**iii. Bell Meadow Village Association Legacy**

- To be arranged.

**06. Community Consultation/Playground Company Presentation**

**i. Show approved plans at Bell Meadow Day**

- See above

## **ii. Presentations from Playground companies**

- Jacky to organise a meeting around October (7/8/10?) in the village hall or school hall.
- This will be aimed at the Working Party Committee but will be an open meeting.
- It will be an opportunity for each playground company to present their ideas and for information to be gathered regarding lead times, guarantees, maintenance contracts etc. Each company will be given a timeslot.
- Following the presentations, the Working Party will be able to select the preferred company and negotiations for procurement can take place. Graham/Carolyn may be able to help with the negotiations. It was agreed that we will be in a strong position when we have funds in place as we have the planning permission.
- It was noted that the original quotes were probably out of date but that the £25k budget is still the aim as this keeps us out of the Government Procurement framework.

## **iii. Consultation opportunity for children**

- To be considered. Opportunities to get children involved may include occasion/s such as a Saturday morning in the Women's Club to view plans.
- Some fundraising elements for the children to get involved in and feel that they have some ownership of the project.

## **07. Timeline**

- John will work on the timeline as more information becomes available.

## **08. Date of next meeting**

- Monday 23<sup>rd</sup> September at 8pm in Women's Club.

Meeting Closed at 9.30pm