

Members are summoned to the Meeting of  
**Sonning Common Parish Council**

On Monday 27 September July 2021 at 20.00 hrs in the Village Hall Wood Lane  
Sonning Common. Public and Press are welcome to attend.

**AGENDA**

- 22/061 Apologies for absence and declarations of interests: To receive any apologies for absence and any declarations of pecuniary interest and/or requests for dispensations from Members regarding any item on this agenda.
- 22/062 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 22/063 Co-option of new member to fill vacancy.
- 22/064 To approve Minutes of previous meetings:
  - 064.01 Finance Committee held on 14 July, 11 August and 15 September 2021.
  - 064.02 Planning Committees held on 5 and 19 July, 16 August and 6 September 2021.
  - 064.03 Parish Council meeting held on 19 July 2021.
- 22/065 County Councillor's Report.
- 22/066 District Councillor's Report.
- 22/067 Parish Clerk's Report – verbal.
- 22/068 Parks & Recreation Committee – recommendations to Council arising from the PRC meeting on Monday 13 September for discussion and/or endorsement. It is recommended that:
  - 068.1 The committee explores the creation of a new woodland on the brownfield former war-time site west of Old Copse.
  - 068.2 Views are sought from the Memorial Park Working Party on priorities for grant-funding; opportunities/applications to be pursued by the Parish Office.
  - 068.3 The scheduled opening plan for Memorial Park in Spring 2022 is adhered to.
- 22/069 Village Centre and Environment Committee - recommendations to Council arising from the VCEC meeting on Monday 20 September for discussion and/or endorsement. It is recommended that:
  - 069.1 Ms Boorman sets up a working party to create an Environmental Strategy for Council.
  - 069.2 Council supports the Government's Climate and Ecological Emergency (CEE) Bill.
  - 069.3 Mrs Diwell explores the viability of creating a walking route between the Council's allotments and Old Copse.
- 22/070 NDP and Inspired Villages – Mr Cann will provide a verbal update.
- 22/071 To receive an update from Mr Bidgood on progress on the design of a logo for SCPC and on the cycleway project.
- 22/072 To note that Ros Varnes has taken over as the Parish Office manager for all matters to do with the Memorial Park. Mrs Pearman will update the meeting on MPWP matters.

22/073 To note that Becky Jenkins is the Parish Office manager for all matters to do with Play Areas. A short Information paper about the new play area project is at Appendix A.

22/074 To initiate planning to celebrate and mark HM The Queen's Platinum Jubilee in June 2022.

22/075 Matters for future agendas.

22/076 Confidential session without Press or Public to discuss two matters.

Next meeting: Monday 18 October 2021 at 20.00.

Signed by

Philip Collings - Parish Clerk

**Appendix A**  
**SONNING COMMON PARISH COUNCIL**  
**SOUTH OXFORDSHIRE**

**Information paper – New Play Area on Memorial Park**

This paper is to inform members of the progress being made to contract for the new facility to be funded by a grant of £100K from Tarmac. We sought and have received four tenders to supply a full new facility within the £100K budget and no more. The project is being managed by Becky Jenkins.

Designs have to demonstrate how they meets the Play England “Ten Play Design Principles”.  
<http://www.playengland.net/wp-content/uploads/2015/09/design-for-play-introduction.pdf>. To assist, we conducted a community survey in April 2021 and spoke informally with local children. As a result, tenderers were asked to consider including the following items in their designs:

- A variety of equipment offering height, challenge and excitement along with inclusive equipment catering for a wide range of disabilities.
- Climbing/bouldering wall
- Water play
- Role play items for younger children
- Monkey bars
- Games/Hopscotch printed on the surface.
- Quieter area/sensory area for neurodiverse children
- Long ‘pendulum’ style swing
- Large climbing structure
- Seating/picnic benches
- Zip wire
- Somersault bars

Costs must include installation and play area surfacing (supplier must be able to provide a Certificate of Test to EN1177:2018 confirming critical fall height of the impact absorbing surface **and** surface must have been tested to meet IAS BS 7188:1998 +A2:2009). The surface should **not** be bark/loose chippings or sand and any colours used should be sympathetic to the natural environment, whilst being suitable for the visually impaired and accessible to all. Sustainably sourced/recyclable materials are preferred, and attention should be paid to ease of sanitation.

The minimum lifespan of equipment should be 20 years and the contractor must be able to confirm the availability of spare parts for the lifespan of the equipment. Any maintenance requirements (and associated costs) of the warranty should be clearly communicated. All tenderers have visited the site to assess the nature of the work, access, topography etc and carried out all relevant service checks.

**Planned time scales are:**

<b>Action</b>	<b>Date due</b>
Tender bids due	<b>Friday 10<sup>th</sup> September</b>
Tender bids scored by Memorial Park Play Area Working Party	<b>Thursday 23<sup>rd</sup> September</b>
Scoring shared with Memorial Park Working Party and recommendation of supplier reached	<b>Thursday 7<sup>th</sup> October</b>
Recommendation of supplier made from Memorial Park Working Party to Parks and Recreation Committee	<b>Monday 11<sup>th</sup> October</b>
Council meeting discussion/approval of Tender based on Parks and Rec. Committee recommendation and subsequent approval of decision sought from funder.	<b>Monday 18<sup>th</sup> October</b>
Parish council to provide a written response of the outcome of submissions on, or before	<b>Monday 25<sup>th</sup> October</b>
Public consultation of chosen design: (plus further consultation with focus groups in October/November)	<b>Saturday 6<sup>th</sup> November (TBC)</b>
Design adjusted on basis of public consultation by	<b>Monday 29<sup>th</sup> November</b>
Contract negotiations complete	<b>Monday 13<sup>th</sup> December</b>

Project completion	<b>Friday 1<sup>st</sup> April 2022</b>
Post installation report to be completed and snagging issues rectified while contractor still on site.	<b>Friday 8<sup>th</sup> April 2022</b>

### Evaluation of proposals:

Evaluation of proposals will be made in accordance with the following criteria. If the supplier fails under health and safety criteria or has three or more fails, they will be automatically excluded from the supplier list.

<b>Requirement</b>	<b>Score</b>
Proven experience in the supply and installation of play equipment and surfacing.	Pass/fail
Resources and availability to meet the timetable.	Pass/fail
Financial capability	Pass/fail
Evidence of a clean Health and Safety Record (no enforcement action under current legislation).	Pass/fail
Evidence of Public Liability Insurance of no less than £5 million and professional indemnity insurance of no less than £5 million.	Pass/fail

### Scoring of Proposals

<b>40% Design</b>	Meets Play England 10 Design principles, includes inclusive play equipment for 1–14-year-olds with a range of abilities. Includes a variety of desired equipment from list provided, which will be different to that already on offer in the village's existing play areas. Drainage requirement met. Meets BSEN 1176 Standards.
<b>30% Longevity, quality of materials, sustainability, durability and warranties offered.</b>	Materials will be the best of their kind and offer longevity and will be low maintenance. Minimum guaranteed lifespan will be 20 years and spare parts guaranteed available for the expected lifespan. Attention paid to waste and recycling.
<b>10% Price</b>	Good value for money and competitive pricing.
<b>10% Contract management</b>	End to end service offered by supplier with named contract manager working on the project.
<b>10% Presentation</b>	Overall presentation of the submission and documents.