

# **COPYTHORNE PARISH COUNCIL MEETING**

**TUESDAY 10<sup>th</sup> April 2018**

## **ITEM NO: 10 – COPYTHORNE PLAYGROUND**

### **The Sixth 3 Monthly progress report from Friends of Copythorne Playground:**

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#### ***Purpose:***

This paper sets out a summary of work carried out by the Friends of Copythorne Playground Group since our fifth progress report was delivered to the Parish Council Tuesday 13<sup>th</sup> February 2018.

#### ***The Previous Work Programme and Consultation***

Friends of Copythorne Playground made an application for funding from NFDC Construction Fund. A good deal of research, time and effort went into this application and we believe that a strong case was made. Two members of our committee made a 15 minute presentation to the NFDC Task and Finish Group on 18 December. The NFDC Community Overview and Scrutiny Panel met on 16 January to consider the recommendations of the Task and Finish Group. The Council Cabinet met on 07 February and there was a meeting of the full Council on 26 February. The formal offer of £23,000 has been received.

Total funds received as at the 4<sup>th</sup> of April stands at £30,930.08. Taken together with the £23,000 offered by NFDC we have now exceeded our £50,000 target.

#### ***Progress During Sixth Reporting Period 14 February 2018 to 10 April 2018***

The total sum raised as at 13 February was £26,374.33

FOCP launched their fund raising pack “The Copythorne Challenge” and a number of events have taken place in the last 2 months.

The Aviva Community Fund has donated £300.00.

Councillor Edward Heron has given £1,000.00 of HCC funding from his personal allocation.

More than 40 children took part in a sponsored cycle ride raising £1,024.00.

The Tutu Club raised £706 getting pre-school ballet dancers taking part in a sponsored balance.

Children baking cakes and selling them raised another £366.00

The Copythorne Pre-School raised £278.00 through a sponsored toddle.

A number of parents have paid to have their children’s names on the new playground on a plaque.

Once it became clear that FOCP would receive the NFDC grant a tendering process was put in place for the acquisition of the playground. The timetable and procedure appears in Appendix I. 5 companies submitted their plans by the deadline of 23 February. These bids were studied and scored and a shortlist of 2 was selected. Those 2 companies have submitted their detailed designs by the deadline of 28 March. Again, their bids have been studied and scored and the clear winner is the submission by Creative Play.

The Creative Play bid appears as Appendix II whilst the FOCP scoring of the final bids is Appendix III.

A key consideration throughout the scoring process has been maximum longevity and minimising maintenance costs. At the meeting on 10 April the Parish Council will be asked to endorse the decision of FOCP to accept the Creative Play bid and in considering this we particularly refer to the estimate of Lifecycle Costs in Appendix IV.

### ***The next 3 months***

As per the Plan and Timetable Appendix I, and subject to the agreement of the Parish Council at the meeting of 10 April, FOCP plan to sign the contract with the preferred bidder on 12 April with a view to the playground being completed on 01 June 2018.

### ***Risk Register***

- The target of £50,000 was set in the belief that VAT on that sum would be recoverable. A recent ruling that has been received from HMRC has cast some doubt on this assumption. Steps are being taken to satisfy HMRC requirements so that VAT can be recovered. If this proves to be impossible the specification of the playground may be reduced which together with the contingency now held would enable us to stick to the current timetable and pay the VAT. Because the VAT situation is not as clear as we would have wished there is a possibility of delay to both signing the contract and then to eventual completion.
- Any construction project can be subject to delays and so the opening date of the playground may slip backwards from our June 2018 target.

FOCP – April 2018

## Appendix I – Plan & Timetable

Stage	Deadline	Comments
<b>Responses from 1<sup>st</sup> stage tender process where each supplier offers their best proposals</b>	23 February 2018	By close of business
<b>Consider 1<sup>st</sup> stage tender responses and develop detailed specification for single ideal design. Issue Stage 2 tender to shortlisted bidders for quotations on ideal design.</b>	9 March 2018	A single ideal design will be developed based on Stage 1 responses. Stage 2 bids will require detailed specifications of materials, design and pricing (whereas stage 1 is expected to only cover high level concepts and estimates)
<b>Receive Stage 2 tender responses</b>	28 March 2018	By close of business
<b>Deadline for all queries and clarifications</b>	2 April 2018	
<b>FOCP meeting to determine winning bidder. Report to Copythorne Parish Council.</b>	4 April 2018	
<b>Confirm winning bid with Copythorne Parish Council</b>	10 April 2018	
<b>Award Contract</b>	12 April 2018	
<b>Target date for Completion of Works</b>	01 June 2018	