

Multi-Use Games Area

Current Situation:

At its September meeting the parish council:

1. approved the cost of:
 - i. Removal and disposal of a basket ball hoop at Ground level£ £ 112.50
 - ii. Undertake repairs to damaged tarmac area £ 654.37
 - iii. Supply and install Green Bow Top fencing to a height of 1.2m £4269.80
 - iv. Delivery £ 112.50

a total cost of £5249.22 plus VAT, work to be undertaken by Playforce, and approved the transfer of £5,250 from earmarked reserves (Teen Project Replacement) to General Reserves (Report [WPC.21.09.10](#) & Min. 21.09.18 refer).

Additionally, the parish council agreed that it supported the Estate's Committee's proposal to:

1. research and consult on the development of a new MUGA; and
2. research, consult on and apply for grant funding to re-purpose the old MUGA space for:
 - low level cardiovascular equipment, with no requirement to re-surface the existing tarmac;

Redevelopment of old MUGA for outdoor fitness equipment

There are a range of options for outdoor fitness stations which could be sited within the old MUGA space.

The parish council has established that the space should be used for low-level (below 600mm) cardiovascular equipment which therefore requires no safety surfacing beneath it. The equipment conforms to EN16630 specification (this is the safety standard for outdoor gym equipment).

An indicative quote has been obtained from a play provider (**Appendix A refers**) which includes:

- Adult Activ8 Outdoor Gym Multi-Unit
- Adult Spacesaver Outdoor Gym Multi-Unit

In this way, there would be no need to re-surface or replace the existing tarmac. The suggested equipment shown above would accommodate up to thirteen users at any one time.

An additional Timber Gym Station, designed for body weight exercises, dips, pull ups, presses etc could also be sited just outside of the fenced area. The provider has offered the project discounted to £14,350.78 (from £15,708.14) plus VAT.

There is funding for the Teen project replacement in earmarked reserves (£7,250 after funding of new bow top fencing to enclose the space) which could form the basis of seed funding for a larger grant application. It is suggested that some of this seed funding be set aside for part funding of any necessary new/replacement equipment in the Skate Park. Individual equipment items could be offered as an option, but would take more space (allowing for the equipment and access to it) and consequently reduce the number of users at any one time). For example, the existing space of 11m x 13m would be likely to only accommodate 6 items of Urbanix equipment, which offered at approximately £3,000 plus VAT each, would push costs towards £18,000.

WPC.EC.21.10.03 – Multi-Use Games Area

Action:

The committee is asked to agree a consultation with the parish based on a combination of:

- low level cardiovascular equipment, with no requirement to re-surface the existing tarmac; and
- An additional Timber Gym Station, which could be sited just outside of the fenced area.

Which would include an explanation of approximate costs and the implications of moving to individual equipment stations.

Development of a new MUGA

Development of new and larger grant funded MUGA, incorporating 5 aside football hockey and basketball allowing for a MUGA up to 20m x 30m. The initial proposal at the August meeting was to look at a position in the southern most corner of Six Acres, between the Bowling Green and Tennis Courts.



We have created the reference J22212 in our "Sports walls / Ball courts" range. This module is accessible from 6 years.

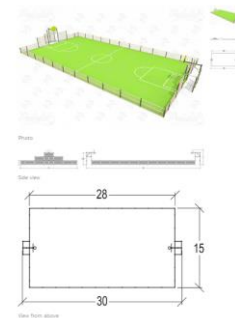
The size of the module is 30.20 m wide, 15.20 m deep, 3.90 m high.

Specifications

Age range: 6+
Size: 30.20 x 15.20 x 3.90 m

Equipment installation

Number of installers: 3
Installation time: 24:00:00
Concrete volume: 4.20 m³
Total weight: 1585.49 kg
Weight of the heaviest element: 27.38 kg



The Estates Committee was however concerned about possible noise nuisance to residents of Thorns Close in this position. Another issue subsequently identified was the likely need for substantial hard landscaping in this position, and possible drainage issues which might impact on the tennis courts.

Consequently, following advice from a specialist play area provider, when an indicative quote was sought for a new, larger Multi Use Games Area, the North East Corner of Six Acres was considered more appropriate, with less risk of noise nuisance or drainage issues.

The clerk will investigate whether there would be any planning implications to developing a MUGA at this site.



An indicative quote for a new MUGA at this location is attached as **Appendix B**

Action:

The Committee is asked whether it supports a full consultation with the parish on development of a new MUGA at the proposed site identified above, asking the following questions:

Hilary Workman
Clerk & RFO
September 2021

WPC.EC.21.10.03 – Multi-Use Games Area

1. Do you want to see a new Multi-use Games Area established on Six Acres?
 2. What activities do you want to see included:
 - a. Five-a-side football
 - b. Netball
 - c. Hockey
 - d. Basketball
 - e. Wheelchair sports
 3. Do you want to see the same height fencing all around, or staggered?
 4. There are likely to be significant cost and planning implications if the area were to be lit – is lighting important to you?
 5. Would you want to see seating built into the MUGA?
 6. Do you think an additional path linking the MUGA to the carpark should be considered?
 7. Is there anything else that you think the council should consider?
 8. If you don't think a new MUGA should be considered, please explain why?
- This will help the committee to establish the case for the MUGA in more depth, and the detailed questions will enable the committee to develop a specification prior to asking for detailed quotations, which could themselves then be consulted on.

Skatepark

The Graffiti Workshop is scheduled for Thursday 28th October. A "Save the Date" flyer is attached as **Appendix C**. The clerk can advise the following:

- Confirmation that the event is covered by the Parish Council insurance
- The Artist will be providing supplies (excluding gloves and masks)
- The risk assessment will be completed jointly with the artist by the clerk
- The Artist will be DBS checked. The clerk will also apply for a DBS check as the appointed Safeguarding Officer under the new Safeguarding Policy adopted by the Council and attached as **Appendix D**.
- The MSC has been approached for wet weather and refreshment space.
- Our District Councillor, Sarah Pugh, has suggested the clerk apply for a locality grant to cover some of the cost of the event.
- It is planned that the day should also be used to canvass opinion on both the new outdoor fitness space (parents and guardians, dog walkers etc) and whether any new or replacement equipment would be welcomed within the skatepark space.

Recommendation:

The Estates Committee authorise the cost of three additional DBS checks for the clerk plus two (councillors or committee members) at a cost of not more than £76.00.

Reports:

[WPC.EC.21.08.05](#)

[WPC.21.09.10](#)

Minutes:

21.09.18

EC.21.08.12

Hilary Workman
Clerk & RFO
September 2021



Hilary Workman
Wickhambrook Parish Council
123 York Rd
Bury Saint Edmunds
Suffolk
IP33 3EG

21st September 2021

Ref: 133478JH

Dear Hilary,

Re: Supply & Installation of outdoor gym equipment and bow top fencing

Firstly, many thanks for taking the time to meet with me recently to discuss the potential new exciting outdoor project at your memorial open space.

Following our discussions, I am pleased to attach the quotation to supply and install a new outdoor gym equipment area to include cardiovascular equipment onto the existing tarmac area, enclosed with additional green bow top fencing. Then supply and installation of body weight gym equipment frame onto grass immediately outside of the tarmac area with safer grass mats safety surfacing.

We are able to offer you with a free of charge funding service to take the stress out of your outdoor project. We require commitment that once we have secured the funds with you that the order is placed with Playforce (otherwise the service charge is applicable) then we will get cracking on raising the money for you. this service normally takes around 9-12 weeks.

I hope you have found the above information will be of interest to you and if you require any additional information please do not hesitate to contact me directly.

With kindest regards,

John Hambrook

National Sales Manager

Tel: 07540 758555

Email: John.Hambrook@playforce.co.uk

Web: www.playforce.co.uk



Enclosed for you

- ✓ Your Quote

Wickhambrook Parish Council
Playforce Quotation Reference: 133478

20th September 2021

www.playforce.co.uk/important-info



1. Adult Activ8 Outdoor Gym Multi-Unit PGYM110-A-NA	£	6,503.47	
2. Adult Spacesaver Outdoor Gym Multi-Unit PGYM112-A-NA	£	3,854.55	
3. Timber Gym Station PVR9040-A-S	£	2,441.28	
4. 30 x m ² Safer Impact Grass Tiles - API advise 2m CFH when installed on to well kept grass PSUR116-B-NA	£	2,272.80	
5. Removal and Disposal of a basketball hoop At ground level.	£	112.50	
6. 37 x To supply and install Green Bow Top Fencing to a height of 1.2m high.	£	4,269.80	
7. Repair to damaged tarmac area	£	654.37	
8. Delivery Cost	£	848.59	£212.55
Total	£	20,957.36	
Total with Discount	£	19,951.41	

Please note that all prices are subject to VAT, and quotations are valid for a period of 3 months from the date stated above.

Playground Inspections

The British Standards for Playground Equipment and Surfacing, BSEN 1176 advises that all playground installations should be inspected by a competent person, and that the schedule should include routine daily/weekly inspections, operational and annual inspections.

We can take the hassle out of organising these for you with our Playforce Care inspection package. This covers the main annual inspection, three operational inspections and also includes on-site training for a member of your staff in undertaking weekly and monthly routine inspections. There are also discounts available for multiple sites in the same locality.

Wickhambrook Parish Council

Playforce Quotation Reference: 133478

20th September 2021



If you would like to include this inspection package, please indicate this when placing your order.

* Annual Inspection Package – includes 1 x independent RPII-accredited annual inspection and report, 3 x quarterly operational inspections and on-site training for a member of your team	£	525.00
Total	£	525.00

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20th September 2021

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Funding Help Agreement

I agree and accept to work with Playforce Ltd and their funding partner to obtain funding for XXX project. Should we be successful in the application of funds and wish to seek an alternative use, or no longer want to proceed with the project or wish to find an alternative supplier of XXX project, we will be responsible for paying Playforce Ltd the costs of the application for bid writing and funding services totalling XXX.

If we are successful in the application and proceed as planned with Playforce Ltd there will be no cost. An unsuccessful bid will also result in no cost.

Signature:

Print:

Position:

Wickhambrook Parish Council

Playforce Quotation Reference: 133481

20th September 2021

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The Playforce Design & Build and Playforce Sale of Goods terms and conditions available at www.playforce.co.uk/important-info ("Terms and Conditions") shall apply to any orders that you may place with us and that order is made subject to those Terms and Conditions. By placing an order with us for goods and/ or services, you confirm that you have read and agree to the Terms and Conditions. In particular, please ensure that you read and agree to clause 12 of those Terms and Conditions which contains limits on our liability. Please note, all deposits are non-refundable.

All plans, quotations and correspondence between Playforce and the addressee are to remain strictly confidential between those parties only. Our customers value our uniquely creative designs, which are one of the qualities that set us apart from the competition and aid us in achieving best value!

All of our play equipment and safer surfacing conforms to the British and European Playground Safety Standards BS EN 1176 and 1177.

Please note that line markings and wetpour surfacing are weather dependent and as a result they may not be completed at the same time as the equipment installation. In this event, we may invoice the individual elements separately. When this is done, we will expect payment of each separate invoice in accordance with our terms and conditions. Wetpour surfacing colours can be affected by UV light at the time of installation. This will only be a temporary colour change, before the surfacing returns to its intended vibrant colour.

Tarmac surface skims are installed onto existing surfaces with the understanding that Playforce Ltd will not be held responsible for future repairs resulting from weed growth damaging the tarmac surface.

Playforce recommends the installation of kerb edging when installing wetpour surfacing onto tarmac / concrete and other hard surfaces. This type of edging detail provides a suitably firm fixing point for the surface and protects the surrounding hard surface from future cracking or failure. Chased edges can be provided but Playforce does not accept responsibility for any future repairs to the tarmac / concrete / hard surface or wetpour resulting from the expansion and contraction forces exerted by the surfacing.

Softbond mulch is frequently specified for installation onto existing grassed areas. Whilst we take care to ensure the suitability of the ground conditions at the time of specifying the product, there can be occasions when the ground beneath the softbond mulch, over a period of time, can move, causing the softbond mulch to sink. For this reason, Playforce advises the laying of an MOT Type 1 base before laying softbond mulch. Playforce therefore does not cover the costs of repairing these areas under warranty should the MOT option not be chosen.

Please note that we are unable to offer a warranty on wetpour repairs or surface skims with regards to the bond to an existing edge or existing surfaces. We would not recommend patch repairs, especially along edges as a suitable long-term solution.

The customer / client is reminded that it is their responsibility to ensure grassed areas are regularly cut and maintained to a height not exceeding 50mm, prior to the installation of any surfacing that may have been ordered. Failure to do so will incur costs for delays; any aborted visits or any other cost interrupting planned work.

We recommend that all existing court markings are removed before laying new line markings. Please note that removal of line markings come at an additional cost and this is not included with new line markings unless included specifically in your quotation. Failure to remove line markings before laying new ones will mean we are unable to offer a warranty on the new thermoplastics. We are also unable to offer a warranty for laying line markings over excavated or joined tarmac.

To place your order, either send an e-mail to John.Hambrook@playforce.co.uk, stating your quote reference number (as on the top of this quote) and the value that you approve, or sign and date below and fax, email or post the confirmation back to us.

I agree and accept the above quotation from Playforce Ltd reference number 131694 dated 2 February 2021 to the value of £_____.

Signature:

Print:

Position:

Wickhambrook Parish Council

Playforce Quotation Reference: 133481

20th September 2021



Hilary Workman
Wickhambrook Parish Council
123 York Rd
Bury Saint Edmunds
Suffolk
IP33 3EG

20th September 2021

Ref: 133481/JH

Dear Hilary,

Re: Supply & Installation of new Multi Use Games Area (MUGA)

Firstly, many thanks for taking the time to meet with me recently to discuss the potential new exciting outdoor project at your memorial open space.

Following our discussions, I am pleased to attach the quotation to supply and install a Sport England Regulation Sized (36.6mL x 21.35mW) tarmac Muga, including metal fencing with goal ends and basketball hoops. All baseworks and thermoplastic line markings are included in the total price below.

We are able to offer you with a free of charge funding service to take the stress out of your outdoor project. We require commitment that once we have secured the funds with you that the order is placed with Playforce (otherwise the service charge is applicable) then we will get cracking on raising the money for you. this service normally takes around 9-12 weeks.

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With kindest regards,

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Enclosed for you

- ✓ Your Quote
- ✓ Scale Plan
- ✓ Play Equipment Specification Details

Wickhambrook Parish Council

**Playforce Quotation Reference: 133481
20th September 2021**

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1. 782 x Excavation to 210mm depth, arising spoil to be left on site	£ 4,840.58
2. 118 x To supply and install PCC edging	£ 2,293.92
3. 782 x To supply and spread sub base MOT Type 1 to a depth of 150mm	£ 17,383.86
4. Supply & Installation of Tarmac MUGA with metal fencing - 36.6mL x 21.35mW to conform with sport England size. - 3m high goal ends with set back goals dropping to 1m high with basketball hoops"	£ 24,033.08
5. 782 x To supply and lay Tarmac Muga, 50mm open graded base course, 20mm porous wearing course (PC SUM subject to site visit and full site survey)	£ 25,712.16
6. To supply and lay Thermo-markings Football and Basketball court line markings	£ 1,850.00
Total	£ 76,113.60

Please note that all prices are subject to VAT, and quotations are valid for a period of 3 months from the date stated above.

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Playforce Quotation Reference: 133481
20th September 2021



Total

£ 525.00

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Playforce Quotation Reference: 133478

20th September 2021

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Funding Help Agreement

I agree and accept to work with Playforce Ltd and their funding partner to obtain funding for XXX project. Should we be successful in the application of funds and wish to seek an alternative use, or no longer want to proceed with the project or wish to find an alternative supplier of XXX project, we will be responsible for paying Playforce Ltd the costs of the application for bid writing and funding services totalling XXX.

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20th September 2021

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SAVE THE DATE!

28. 10 . 21

TIME: 10.00AM - 4.00PM

AGE: 11-14

GET CREATIVE AND ATTEND A STREET ART WORKSHOP
FROM THE REPRESENT PROJECT AND BE A PART OF
PAINTING THE WICKHAMBROOK SKATEPARK!

TO SIGN UP: PARISHCLERK@WICKHAMBROOK.ORG.UK

**REP
REZ
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PROJECT**

Wickhambrook Parish Council

SAFEGUARDING POLICY

Policy Statement

Wickhambrook Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

Introduction and Purpose:

This policy sets out how WICKHAMBROOK PARISH COUNCIL operates to keep adults at risk of abuse or neglect and children safe from abuse.

The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

We have a Duty of Care to our volunteers and service users. We are committed to the protection and safety of adults at risk and children whether they are volunteers and/or participants in our activities. We will protect and support the volunteers who work with us as well as users of our services.

All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. Children's legislation includes the Childrens Act 1989 and 2004.

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every councillor, lay member, volunteer, and staff member who supports us whatever their role, will play their part in keeping people safe.

Policy Objectives:

1. To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to children and vulnerable people.
2. To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
3. To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
4. As the Parish Council does not directly provide care or supervision services to children, it expects all children using its facilities to do so with the consent and the necessary supervision of a parent or other responsible adult.

Aims

The aim of this policy document is to guide members of Wickhambrook Parish Council should any child or vulnerable adult protection issue arise during their work.

Definitions:

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

“Safeguarding and promoting the welfare of children” is defined in Working Together 2018 as:

- protecting children from maltreatment
- preventing impairment of children’s health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Persons affected by this policy

- All councillors, lay members, volunteers and employed staff
- All service users
- All visitors and contractors

Our Policy

WICKHAMBROOK PARISH COUNCIL has a zero-tolerance approach to abuse.

There are no excuses for not taking all reasonable action to protect adults at risk and children from abuse, exploitation, radicalisation and mistreatment.

WICKHAMBROOK PARISH COUNCIL recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

The welfare of the child and/ or adult at risk is paramount and all adults have the right to protection from abuse.

We are committed to working with appropriate agencies including Suffolk Social Care, Suffolk Safeguarding Teams and the police et c. to ensure the reporting of abuse is appropriate and in line with local, national and Charity Commission requirements and Information Sharing guidance.

A Designated Safeguarding Officer (DSO) will be appointed from within the Council
Appropriate recruitment of councillors, lay members, volunteers and staff is in place including policies on when to obtain a DBS check

We will create an environment where councillors, lay members, volunteers and staff feel able to raise safeguarding concerns and feel supported with their safeguarding responsibilities

Appropriate Safeguarding training is provided to councillors, lay members councillors, lay members, volunteers and staff as part of their induction and a safeguarding refresher course will be provided every three years.

Responsibilities & Procedures

- Decisions on which portfolio responsibilities should require the individual holding them to be checked through Disclosure and Barring Service (DBS) will be made by the Council or the Chairman after consultation with the Clerk following risk assessment.
- A councillor will hold leadership responsibility for WICKHAMBROOK PARISH COUNCIL's safeguarding arrangements
- The Designated Safeguarding Lead (DSO) is responsible for ensuring that:
 - Any safeguarding incident reported to them is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.
 - information about child protection and good practice is shared with partner organisations, councillors, employees, volunteers, parents and carers.
 - Facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.
 - In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children may be at risk, then that contractor will be asked to provide their Child Protection Policy.
 - before any Parish Council organised event with children or vulnerable persons, participants are briefed appropriately.
- All councillors, lay members, volunteers and staff:
 - who come into contact with adults at risk of abuse, and children and their families as part of their WICKHAMBROOK PARISH COUNCIL duties will be alert to possible signs of abuse and consider whether there may be safeguarding concerns.
 - be aware of the appropriate reporting and support procedure for safeguarding including the reporting of people at risk of radicalisation and extremism and discuss their concerns with the Designated Safeguarding Lead at the earliest opportunity
 - will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising children.
 - Adults to wear appropriate clothing at all times
 - Adults not to play physical contact games.
 - Ensure that accidents are recorded in an accident book.
 - Never do anything of a personal nature for a young person.

Declaration

Wickhambrook Parish Council is fully committed to safeguarding the well-being of children by protecting them from physical, sexual, emotional harm and neglect.

All members of Wickhambrook Parish Council should read the Council's Safeguarding Policy. Having read the Policy they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

This Policy will be reviewed annually at the first meeting following the Annual Parish Council meeting.