

Playgrounds Committee – Action List: 30th April 2025

Action	Description	Owner	Update on Progress	Date of Update	Completed
PWG.01	Copy grant application to parents			1/9	Completed
PWG.02	Notify WG of grant decision when received		Informed that Grant decision won't be until November	1/0	Completed
PWG.03	Investigate additional funding Start fundraising campaign for eg £30K Investigate alternative grant options		No progress reported by WG members Replaced by PWG.23 & 24		Replaced
PWG.04	Chase pre-planning app		<p>SODC planning officer is Andy Heron, 07717 271916, chased him and left messages asking for update and reminding him he said we would get their recommendation last week. Will chase again on Monday</p> <p>Received letter from Andy Heron, Planning Officer committing to get pre-app advice to GPC within 2 weeks. Didn't arrive</p> <p>Ass.Clerk chased, received an "Out of office" reply. Another letter received from Planning Officer saying pre app advice due shortly, MS replied that he is holding us up and we need it urgently</p> <p>Letter sent (MS) to SODC re poor response</p> <p>Pre-planning advice received, ambiguous, may not need a Planning app for play equipment but probably do for "engineering works" which may include extended groundwork, surfacing, fencing, paths</p>	<p>1/8</p> <p>12/8</p> <p>24/8</p> <p>14/9</p> <p>27/9</p> <p>1/10</p>	Completed

PWG.05	Produce full planning applications for Bourdillon and Gardiner		GPC (14/10/24) gave approval to go ahead with full planning applications for Gardiner and Bourdillon. Also to obtain quotes from suppliers for moving the corner emergency access gate to facilitate extending the Gardiner playground.	14/10	Completed
		Cllr Stares	Obtain quotes for moving gate.		Completed
		Cllr Stares	Produce planning application for Gardiner		Completed
		Cllr Stares	Produce planning application for Bourdillon Get Arboricultural Assessments		Completed
PWG.06	Establish contact with Benson, Haddenham, Sonning Common (Memorial Park), Henley (Mill Meadow), understand process each went through, obtain copies of their documentation		Met Benson 13/8, report produced Met Haddenham 27/8, report produced Met Sonning Common 3/9, report produced	27/8	Completed
PWG.07	Bottom out the exact procurement process/timescale with the Clerk (Sarah) and report back to WG		We will be using the Contract Finder process which goes out to all potential suppliers. Need to be ready with ITT as soon as we hear re grant app	17/9	Completed
PWG.08	Update the initial document sent to suppliers by Craig and prepare final ITT		Harden up decision criteria/emphasis on installation, commissioning & project management/escalation	28/9	
			Finalise ITT with Craig by end September Draft circulated to Barbara, Craig and Anna for comments Produce final draft	28/9	
					Completed

			Review Draft with Sara & Jim and produce final draft "pack" ready to launch as soon as financing resolved		
PWG.09	Refine the list of essential equipment/facilities for Bourdillon/ Gardiner, sent to rest of WG, WG to agree list		Both playgrounds will cater for wide age range, more focus on younger children on Gardiner, Bourdillon with zip wire	19/8	Completed
PWG.10	Agree basketball requirement at Bourdillon	Cllrs Stares & Newman	Agreed, single post, goal and climbing frame. Extend and proper surface area. Update ITT Visit Mapledurham playground re combined goal/basketball equipment	19/8	Completed
PWG.11	Agree re any adult training equipment on Bourdillon		Agreed, none	19/8	Completed
PWG.12	Agree re any more consultation, re TOR	Cllrs Stares & Newman	<p>Reviewed at WGM 19/8</p> <p>Meet with school to review plans to extend the Bourdillon playground</p> <p>Letter sent to school 20/9, meeting 1/10</p> <p>Met with headteacher and assistant. Supportive of extending playground into Bourdillon and towards school gate. Important to leave space for parents to congregate to collect children (MS to add to ITT as an option). Suggested hard surface in this area. Also supportive of improving and widening access path along side of Bourdillon. Supportive of lengthening and resurfacing basketball area but identified problem with balls going into school grounds and people climbing the fence to retrieve them.</p> <p>Update ITT following meeting</p>	<p>19/8</p> <p>20/9</p> <p>31/9</p> <p>2/10</p>	Completed

			Get indicative costings of hoggin path and hoggin area by school gates - Hogging type path approx £100 psm	2/10	
PWG.13	Include northern footpath as optional addition to ITT	Cllr Stares	Include in spec and ITT as an option	19/8	Completed
PWG.14	Set up Whatsapp group		Done	19/8	Completed
PWG.15	Investigate possibility of moving the access gate to Gardiner to enable playground to be widened as envisaged	Cllr Stares	Investigate viability of concept Get indicative costings Check viability re emergency vehicle access	2/10 2/10 2/10	Action consumed in PWG.05
PWG.16	Update TOR and get GPC approval		Done, loaded on Drive	14/10	Completed
PWG.17	Obtain GPC approval to issue ITT for Bourdillon playground facilities	Cllrs Stares & Newman	Appendix issued 7/11	11/11	Completed
PWG.18	Playgrounds Committee TOR and members	Cllrs Stares & Newman	Council meeting 9/12	9/12	Completed
PWG.19	Evaluation Committee TOR and members	Cllrs Stares & Newman	Council meeting 9/12	9/12	Completed
PWG.20	Form Evaluation Group, produce and sign off Evaluation process asap	All	Committee agreed membership of EWG, Cllr Mallen to chair. Membership to be agreed at Full Council 10 th Feb.		Completed
PWG.21	Manage & document Familiarisation site visits	Cllr Stares	Visit Reports on Playgrounds Drive	15/12	Completed
PWG.22	Resolve storage and licence for Bourdillon installation	Cllr Stares	Initial email from Sarah says licence will be required from OCC. Should be an easy and short process to achieve. Pass responsibility onto preferred supplier? All suppliers informed	10/1	Completed

PWG.23	Look at possibility of Grant for open play area on Bourdillon		Subsume within the Bourdillon playground renewal and consider the need for grants at a later stage.		
PWG.24	Look at possibility of Grant for specific items on Gardiner		Priority is Bourdillon no further action until contracts finalised.		
PWG.25	EMR's to reflect ITT costs & Ex of Interest costs	Cllr Stares	Adjustments proposed in Budget, accepted at council meeting 9/12, awaiting Scribe update	Jan 2025	completed
PWG.26	Produce Strategy for Gardiner, Grants etc	Cllr Newman	Priority is Bourdillon no further action until contracts finalised		
PWG.27	Write to all suppliers with answers to questions raised on 7th Jan at supplier meeting	Cllr Stares	By 9th Jan	9/1	Completed
PWG.28	Update residents/community re Bourdillon at appropriate time	Cllr Newman	Ongoing		
PWG.29	New Access gate for Gardiner Field	Cllr Stares	On hold await PWG.26 outcome.		
PWG.30	Evaluation Group conclude preferred supplier	All	Preferred supplier identified.		Completed
PWG.31	Follow up questions with preferred supplier	Cllr Mallen	Ongoing		Completed
PWG.32	Access to Bourdillon for contractor: footpath	Assistant Clerk	Contact OCC Rights of Way; contractor to carry out risk assessment and method statement		Completed