

EPHING TOWN COUNCIL ACTION PLAN 2023-27

DRAFT MAY 2024



COUNCIL:

CLLR N AVEY, CLLR C BURGESS, CLLR L BURROWS,
CLLR J DUFFELL, CLLR C MCCREDIE, CLLR H PEGRUM,
CLLR R SHARIF, CLLR G SCRUTON, CLLR H WHITBREAD,
CLLR JANET WHITEHOUSE, CLLR JON WHITEHOUSE, CLLR M WRIGHT

Considered at the Ordinary Council meeting on 14th November 2023 by this Council and APPROVED as a working draft.

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EPPING TOWN COUNCIL

ACTION PLAN 2023/27

Epping Town Council consists of twelve councillors, including the Chairman, who is also the Town Mayor, and a Deputy Mayor. They are responsible for two halls, six recreation grounds, a cemetery, a Monday charter market, two allotment sites, a block of public toilets and a war memorial. Council produce Town Magazine Talk About Epping four times a year, support our local organisations, manage many key services and functions within Epping Parish (Epping Town, Coopersale and Fiddlers Hamlet) and have an active website and Twitter presence. They are responsible for selected noticeboards, bus shelters and additional pieces of land. There are fifteen employed staff. The Town Council is managed by the Town Clerk. Epping Town Council are a Quality Gold status Council.

Decisions are made by full Council at Council meetings. Epping Town Council has a number of long-standing committees which work on particular areas and make recommendations to Council. Council also have a number of working parties who work on short-term projects and make recommendations to Council.

The following priorities are all current and major projects which will evolve and should be completed throughout the life of this Action Plan. The Plan will be reviewed annually to reflect that progression and evolution.

The purpose of this Action Plan is to enable Epping Town Council to manage the necessary time, resources, budget and funding applications for each project, whilst maintaining its key ongoing responsibilities for the benefit of our residents and community.

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Priorities: 2024-2025

1 Epping Hall improvements

Option A (from 2019-2023)

Status:

Ongoing

History:

EPPING HALL:

Once Epping Hall was not involved in the St John's Development site, Epping Town Council 2019-23 planned improvements to Epping Hall, including offices and more usable community space, to maximise the potential of the site and building. These received planning permission in 2022.

Aim:

Improved offices

Improved community space and revenue

Storage for hirers

Actions:

- Determine if Council 2023-27 wish to progress or change this project

Budgetary implications:

Funding:

Public Works Loan Board loan

This would be considered once the current Epping Hall PWLB loans come to an end in 2024/25.

Costs:

TBC (Possibly £1 million upwards)

Finances:

None included in the revenue budget. (Too large a project)

COMMUNITY ENGAGEMENT: As plans evolve and develop, they will be shared with Hall users and local residents.

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1 Epping Hall improvements

Option B (from 2023-2027)

Status:

Ongoing

History:**EPPING HALL:**

Once Epping Hall was not involved in the St John's Development site, Epping Town Council 2019-23 planned improvements to Epping Hall, including offices and more usable community space, to maximise the potential of the site and building. These received planning permission in 2022.

These plans were revisited by the new Council 2023-27, to determine if this was still the correct course of action at the current time.

Aim:

Improved offices

Actions:

- Determine if Council 2023-27 wish to progress or change this project

Budgetary implications:**Funding:****Public Works Loan Board loan**

This would be considered once the current Epping Hall PWLB loans come to an end in 2024/25.

Costs:

TBC (£30,000-£80,000 guestimate)

Finances:

None included in the revenue budget. (Too large a project)

COMMUNITY ENGAGEMENT: As plans evolve and develop, they will be shared with Hall users and local residents if planning permission is required.

2 Epping Hall and the Jack Silley Pavilion lighting

Status:

Ongoing

Situation:

- Desire to increase both building's environmental sustainability with increased LED lighting, in accordance with Council's Climate & Environmental Awareness Policy

Aims:

- a) To replace the remaining lighting in Epping Hall with LED. Approx 40% completed

(Please note: JSP lighting is now LED)

Actions:

- (a) Replace as needed

Budgetary implications:

Funding:

- N/A

Costs:

- (a) £9,000 EH (estimate)

Finances:

General income/expenditure budget will finance point of need replacements on an ad hoc basis.

COMMUNITY ENGAGEMENT:

Engage with users of the halls.

3A Stonards Hill recreation ground skate park

Status:

Ongoing

Situation:

- Multiple improvements to Stonards Hill recreation ground took place in 2019 and 2020. (Jack Silley Pavilion & café, outdoor gym, outdoor table tennis table and tennis courts)
- User groups requested a new skate park in 2021
- Awaiting release of funds from The National Lottery
- Timetable, subject to legals, Sept 2024

Aims and actions:

To deliver the refurbished skate park in 2024

Budgetary implications:

Funding:

- £30,000 in a skate park earmarked reserve from Qualis
- £115,000 successful award from The National Lottery, awaiting release following legal terms and conditions (currently with ETC solicitor and TNL legal team)

Costs:

- £145,000 approximately

Finances:

None included in the revenue budget

COMMUNITY ENGAGEMENT:

Engage with community and Stonards Hill recreation ground users.

Engage further with the skate park requesters, users and Betongpark.

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3B Stonards Hill recreation ground improvements (wish lists)

Appendix 1 current wish list 2023

Appendix 2 historic wish list 2021

Status:

Ongoing

Situation:

- Multiple improvements to Stonards Hill recreation ground took place in 2019 and 2020. (Jack Silley Pavilion & café, outdoor gym, outdoor table tennis table and tennis courts)
- Additional wish list created in 2021
- Revised wish list created in 2023 (more operational issues)

Aims:

To deliver improvements to Stonards Hill recreation ground

Actions:

- Town Clerk to pursue wish list options from 2023
- Deliver as much of that wish list as possible
- Reconfirm Epping Town Council 2023-27's Stonards Hill recreation ground wish list as issues develop

Budgetary implications:

Funding:

- Costs identified. Funding pursued if appropriate. If not, costs should be built into the income/expenditure budget

Costs:

- Will be confirmed through research

Finances:

None included in the revenue budget to date. Some should be deliverable within the income and expenditure budget.

COMMUNITY ENGAGEMENT:

Engage with community and Stonards Hill recreation ground users.

Engage with recreation users on planned works.

4 Neighbourhood Planning**Status:****Ongoing****Aim:**

Progress the Neighbourhood Plan towards examination and referendum and when made, to sit alongside Epping Forest District Council's Local Plan to inform development in Epping Parish.

Actions:

- All documents are currently with EFDC and we are awaiting their comments and **next steps**
- Complete the Neighbourhood Planning process towards the Plan being made
- Epping Town Council to assist with Masterplanning, where applicable
- File the character appraisals for Epping parish (possibly collate into a Town Guide in the future)

Budgetary implications:**Funding:**

£2,000 through the income and expenditure budget, with underspends accrued from previous financial years.

Costs:

Expert advice from our Town Planner. Financed through budget and funding above.

Breakeven position anticipated.

(All Locality Funding received and utilised on the project to date.)

COMMUNITY ENGAGEMENT: Planning is a key issue in Epping and residents are very concerned about future development and its impact. Many residents have joined Council at the Neighbourhood Planning meetings, several residents stakeholders and community partners have joined the Neighbourhood Planning Advisory Committee to share their considerable local and specialist knowledge to help formulate the Plan.

We undertook a six week public consultation and received a response rate of approximately 9.5%. Neighbourhood Planning meetings are public and we

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accept comments on a continual basis. Epping Forest District Council provided feedback on our draft Neighbourhood Plan V11.4, as the Neighbourhood Plan needs to be in broad conformity with EFDC's Local Plan, and this will be fed back into the Neighbourhood Plan. Version 11.6 was APPROVED by Epping Town Council in March 2023 and is now undergoing consultation with EFDC. The community with voted on the Plan through the referendum. Epping Town Council will liaise with Epping Forest District Council on masterplanning (where applicable). The Neighbourhood Plan is currently V11.6.

5 Improving Social Media presence

Status:

Ongoing

Aim:

To improve/augment use of Twitter

To improve/augment use of Facebook

Actions:

- Social Media Strategy has been developed
- Office team to work on Social Media presence with Clerk's direction from Strategy (outside support will be needed)
- Office team awaiting relevant training in Council appropriate social media

Budgetary implications:

Funding: Should be deliverable within the income and expenditure budget

Costs: Not yet known

COMMUNITY ENGAGEMENT: Keep our residents and community informed about any events/news and share their information, as appropriate

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6 Market store

Status:

Ongoing

Aim:

To monitor the use of the market store and ensure its use is maximised

To reduce operational costs such as business rates

Actions:

- Monitor the storage required for the market
- If the volume of storage is not required, consider appropriate uses for the building to maximise use and minimise costs

Budgetary implications:

Funding: Not applicable

Costs: Would be part of a wider project

COMMUNITY ENGAGEMENT: Keep the community informed about any proposed changes and request input if required.

7 Playground refurbishments

Status:

Ongoing

Aim:

To monitor the playgrounds and place them on a rolling refurbishment programme

Actions:

To monitor each playground and decide what refurbishments/replacements/repairs are needed (major works as minor works will be undertaken through the regular inspection, repairs and maintenance regimes)

Budgetary implications:

Funding: Refurbishments will require funding (with ideally ETC's contributions through the Asset and Capital Funds) and/or Epping Playground Association modelling

Costs: Range from £30,000-£200,000 guestimate

COMMUNITY ENGAGEMENT: Request input from our residents and

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community to inform refurbishments.

8 Improve existing land and assets

Status:

Aspirations

To be pursued as funds allow

Aim:

To continue to make improvements to Council's land and assets, such as the cemetery, paths, tarmac resurfacing, etc.

- Improvements to Stonards (see item 3b)
- Tarmac paths and car parks at Stonards
- Parking management at Stonards

Actions:

- Determine what improvements should take place
- Determine costs and budget accordingly
- Town Clerk and Town Supervisor to identify and monitor required improvements

- Automatic Numberplate (ANP) parking management system to be implemented May 2024

Budgetary implications:

Funding:

May be available depending on the improvement required

Costs:

Cost items as identified

Finances:

From Asset Fund and Capital Funds accordingly

Smaller items from revenue budget

COMMUNITY ENGAGEMENT: Invite and react to comments from our residents to identify necessary improvements.

9 Maintaining ongoing services and responsibilities.

NB: PLEASE NOTE THESE ARE COUNCIL'S ONGOING FUNCTIONS AND RESPONSIBILITIES AND ANY ADDITIONAL ACTION PLAN PROJECTS MUST BE MANAGED IN ADDITION TO THEM. THIS IS PARTICULARLY IMPORTANT IN TERMS OF STAFFING RESOURCES. ADDITIONAL PROJECTS MAY REQUIRE ADDITIONAL STAFFING.

- Epping Hall bookings, administration and maintenance
- Jack Silley Pavilion bookings, administration and maintenance
- Undertake burials at Bury Lane cemetery, related administration & maintenance
- Lower Bury Lane and Meadow Road allotments: administration & maintenance
- Maintain and protect Lovelocks Meadow
- Manage the Monday market, administration and maintenance
- Manage the 2 main Town Signs and selected fingerposts
- Maintain website and Twitter presence
- Organise and advertise events such as the Town Show, Christmas Market
- Maintain and protect the War Memorial
- Resolve the Baker's Lane Toilets situation
- Maintain grounds and machinery
- Monitor assets and replace as necessary
- Produce Talk About Epping four times a year (consider print/non print from 2024/25)
- Blue plaques in Epping Parish
- Support Epping in Bloom
- Administer Council's finances, invoicing, payments, banking
- Work with partners such as Petanque Club and Scouts
- Work with local organisations
- Organise Mayor's Civic Reception
- Fulfil statutory responsibilities
- Produce agendas, supporting documents and minutes
- Present planning applications and return Committee's objections

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- Support the Mayor, Deputy Mayor and members
- Respond to all letters, emails and enquiries
- Prepare for elections
- Staff recruitment, management and development
- Manage GDPR responsibilities
- Financial planning and monitoring running costs to ensure good value and efficiency

Actions: Implement and maintain services

Funding: Income and expenditure budget

COMPLETE PROJECTS

A Lower Swaines playground refurbishment (2021)

B Stonards Hill playground improvements (logs and roundabout) (2022)

Working Party: 2023-24: Cllr N Avey, Cllr J Duffell, Cllr H Pegrum, Cllr Jon Whitehouse

Town Clerk: Beverley Rumsey

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DRAFT NOVEMBER 2023



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Priorities: 2023-2024

1 Epping Hall improvements

Option A (from 2019-2023)

Status:

Ongoing

History:

EPPING HALL:

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Aim:

Improved offices

Improved community space and revenue

Storage for hirers

Actions:

- Determine if Council 2023-27 wish to progress or change this project

Budgetary implications:

Funding:

Public Works Loan Board loan

This would be considered once the current Epping Hall PWLB loans come to an end in 2024/25.

Costs:

TBC (Possibly £1 million upwards)

Finances:

None included in the revenue budget. (Too large a project)

COMMUNITY ENGAGEMENT: As plans evolve and develop, they will be shared with Hall users and local residents.

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1 Epping Hall improvements

Option B (from 2023-2027)

Status:

Ongoing

History:**EPPING HALL:**

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Improved offices

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Costs:

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2 Epping Hall and the Jack Silley Pavilion lighting

Status:

Ongoing

Situation:

- Desire to increase both building's environmental sustainability with increased LED lighting, in accordance with Council's Climate & Environmental Awareness Policy

Aims:

- a) To replace all lighting in both Halls with LED

Actions:

- (a) Pursue funding opportunities

Budgetary implications:

Funding:

- (a) Climate focused funding opportunities

Costs:

- (a) To be confirmed (£3,000 JSP approx. £15,000 EH approx.)

Finances:

None included in the revenue budget

COMMUNITY ENGAGEMENT:

Engage with users of both halls.

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3A Stonards Hill recreation ground skate park

Status:

Ongoing

Situation:

- Multiple improvements to Stonards Hill recreation ground took place in 2019 and 2020. (Jack Silley Pavilion & café, outdoor gym, outdoor table tennis table and tennis courts)
- User groups requested a new skate park in 2021
- Funding application in progress with The National Lottery

Aims:

To deliver a refurbished skate park, subject to funding

Actions:

- Deliver the skate park refurbishment if funding is achieved
- Town Clerk to support skate park requesters and work with Betongpark on final designs and any further funding applications
- To deliver a refurbished skate park

Budgetary implications:**Funding:**

- Application with the National Lottery (for £40,000 plus)
- Funding to be pursued with skateboard company partner and skate park requesters

Costs:

- £145,000 approximately

Finances:

None included in the revenue budget to date

COMMUNITY ENGAGEMENT:

Engage with community and Stonards Hill recreation ground users.

Engage further with the skate park requesters, users and Betongpark.

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3B Stonards Hill recreation ground improvements (wish lists)

Appendix 1 current wish list 2023

Appendix 2 historic wish list 2021

Status:

Ongoing

Situation:

- Multiple improvements to Stonards Hill recreation ground took place in 2019 and 2020. (Jack Silley Pavilion & café, outdoor gym, outdoor table tennis table and tennis courts)
- Additional wish list created in 2021
- Revised wish list created in 2023 (more operational issues)

Aims:

To deliver improvements to Stonards Hill recreation ground

Actions:

- Town Clerk to pursue wish list options from 2023
- Deliver as much of that wish list as possible
- Reconfirm Epping Town Council 2023-27's Stonards Hill recreation ground wish list as issues develop

Budgetary implications:

Funding:

- Costs identified. Funding pursued if appropriate. If not, costs should be built into the income/expenditure budget

Costs:

- Will be confirmed through research

Finances:

None included in the revenue budget to date. Some should be deliverable within the income and expenditure budget.

COMMUNITY ENGAGEMENT:

Engage with community and Stonards Hill recreation ground users.

Engage with recreation users on planned works.

4 Neighbourhood Planning

Status:

Ongoing

Aim:

Progress the Neighbourhood Plan towards examination and referendum and when made, to sit alongside Epping Forest District Council's Local Plan to inform development in Epping Parish.

Actions:

- All documents are currently with EFDC and we are awaiting their comments and progression plans
- Complete the Neighbourhood Planning process towards the Plan being made
- Epping Town Council to assist with Masterplanning, where applicable
- File the character appraisals for Epping parish (possibly collate into a Town Guide in the future)

Budgetary implications:

Funding:

£2,000 through the income and expenditure budget, with underspends accrued from previous financial years.

Costs:

Expert advice from our Town Planner. Financed through budget and funding above.

Breakeven position anticipated.

(All Locality Funding received and utilised on the project to date.)

COMMUNITY ENGAGEMENT: Planning is a key issue in Epping and residents are very concerned about future development and its impact. Many residents have joined Council at the Neighbourhood Planning meetings, several residents stakeholders and community partners have joined the Neighbourhood Planning Advisory Committee to share their considerable local and specialist knowledge to help formulate the Plan.

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accept comments on a continual basis. Epping Forest District Council provided feedback on our draft Neighbourhood Plan V11.4, as the Neighbourhood Plan needs to be in broad conformity with EFDC's Local Plan, and this will be fed back into the Neighbourhood Plan. Version 11.6 was APPROVED by Epping Town Council in March 2023 and is now undergoing consultation with EFDC. The community with voted on the Plan through the referendum. Epping Town Council will liaise with Epping Forest District Council on masterplanning (where applicable). The Neighbourhood Plan is currently V11.6.

5 Improving Social Media presence

Status:

Ongoing

Aim:

To improve/augment use of Twitter

To improve/augment use of Facebook

Actions:

- Social Media Strategy has been developed
- Office team to work on Social Media presence with Clerk's direction from Strategy (outside support will be needed)
- Office team awaiting relevant training in Council appropriate social media

Budgetary implications:

Funding: Should be deliverable within the income and expenditure budget

Costs: Not yet known

COMMUNITY ENGAGEMENT: Keep our residents and community informed about any events/news and share their information, as appropriate

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6 Market store

Status:

Ongoing

Aim:

To monitor the use of the market store and ensure its use is maximised

To reduce operational costs such as business rates

Actions:

- Monitor the storage required for the market
- If the volume of storage is not required, consider appropriate uses for the building to maximise use and minimise costs

Budgetary implications:

Funding: Not applicable

Costs: Would be part of a wider project

COMMUNITY ENGAGEMENT: Keep the community informed about any proposed changes and request input if required.

7 Playground refurbishments

Status:

Ongoing

Aim:

To monitor the playgrounds and place them on a rolling refurbishment programme

Actions:

To monitor each playground and decide what refurbishments/replacements/repairs are needed (major works as minor works will be undertaken through the regular inspection, repairs and maintenance regimes)

Budgetary implications:

Funding: Refurbishments will require funding (with ideally ETC's contributions through the Asset and Capital Funds) and/or Epping Playground Association modelling

Costs: Range from £30,000-£200,000 guestimate

COMMUNITY ENGAGEMENT: Request input from our residents and

community to inform refurbishments.

8 Improve existing land and assets

Status:

Aspirations

To be pursued as funds allow

Aim:

To continue to make improvements to Council's land and assets, such as the cemetery, paths, tarmac resurfacing, etc.

- Improvements to Stonards (see item 3b)

Actions:

- Determine what improvements should take place
- Determine costs and budget accordingly
- Town Clerk and Town Supervisor to identify and monitor required

improvements

Budgetary implications:

Funding:

May be available depending on the improvement required

Costs:

Cost items as identified

Finances:

From Asset Fund and Capital Funds accordingly

Smaller items from revenue budget

COMMUNITY ENGAGEMENT: Invite and react to comments from our residents to identify necessary improvements.

9 Maintaining ongoing services and responsibilities.

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- Maintain and protect the War Memorial
- Maintain Baker's Lane Toilets
- Maintain grounds and machinery
- Monitor assets and replace as necessary
- Produce Talk About Epping four times a year (consider print/non print from 2024/25)
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- Organise Mayor's Civic Reception
- Fulfil statutory responsibilities
- Produce agendas, supporting documents and minutes
- Present planning applications and return Committee's objections
- Support the Mayor, Deputy Mayor and members

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- Respond to all letters, emails and enquiries
- Prepare for elections
- Staff recruitment, management and development
- Manage GDPR responsibilities
- Financial planning and monitoring running costs to ensure good value and efficiency

Actions: Implement and maintain services

Funding: Income and expenditure budget

COMPLETE PROJECTS

A Lower Swaines playground refurbishment (2021)

B Stonards Hill playground improvements (logs and roundabout) (2022)

Working Party: 2023-24: Cllr N Avey, Cllr J Duffell, Cllr H Pegrum, Cllr Jon Whitehouse

Town Clerk: Beverley Rumsey

APPENDIX 1 AUGUST 2023 WISH LIST

Stonards Hill site visit:
Playgrounds & recreations grounds working party meeting
Tuesday 29th August 2023 4pm

Cllr N Avey
Cllr C Burgess
Cllr C McCredie
Cllr H Pegrum
Cllr J Whitehouse
Cllr M Wright

Issues highlighted

1) Entrance gate: (Means of controlling entry and parking)

Automatic barrier?

**Potential solution: Automatic number plate recognition
(under investigation)**

2) External public toilets

Excess paper/improper use causing extensive maintenance issues and closures

**Potential solution: paperless dryer toilets/superloo toilets
(under investigation)**

3) Jack Silley Pavilion car park

Controlling parking

**Potential solution: Automatic number plate recognition
(under investigation)**

4) Jack Silley Pavilion: café and storage

Small kitchen and storage areas

(ideas and costings under investigation)

5) Existing wish list **APPENDIX 1**

- Including Stonards Hill recreation ground main car park.
Tarmac: potholes and pitted
- Including Jac Silley Pavilion car park.
Tarmac: potholes and pitted
- Including central path double width extension
- Including LED lights for the Jack Silley Pavilion
- Running track
- Round the pitch drainage

APPENDIX 2

HISTORIC STONARDS HILL WISH LIST

Stonards Hill recreation ground wish list: April 2021 BR. Updated June 2023

1. General paths

Wish list

- Path between Stonards main car park and JSP car park needed. Currently very narrow. Double the width it is now.

Cost: £30,000 & £5,000 widen areas at start and finish = a priority

2. Running track/circuitous path

Wish list

- Running track/path (tarmac) around the whole recreation ground

Extent to be determined. This will inform cost.

3. JSP lighting

Wish list

- Change lights to LED

Cost: £3,000 approx

4. Drainage

Wish list

- 'Around the pitch' drainage: Flooding/waterlogged

Cost: Quote from 2017: £25,000 (£30,000 now?) Limited people to do this

Plus: Sand slitting for drainage £15,000-£30,000

5. Stonards Hill recreation ground main public car park

Wish list

- Tarmac surfacing repairs

Cost: £20,000

- Reworked/new height barrier

Cost: £2,000

6. Jack Silley Pavilion car park

Wish list

- Tarmac surfacing repairs

Cost: £10,000-£15,000

Possible pedestrian gate needed.

Internal/separate

7. Skate park

Wish list

- Replacement skate park (similar or slightly larger than existing footprint)

Cost: £140,000-£145,000 (funding required)

Funding:

£30,000 in earmarked reserve from Qualis

TNL application submitted, passed stage 1, awaiting feedback on next stage

Additional (from operating budget) Total: £7500

Low flatbed trailer & straps second hand galvanised 12-14 ft long £3000

3 x playground gates (SH x 1 & IC x 2) £4500