

Atherstone Town Council

Play Area (Open Spaces) Working Group Meeting

Venue: Boardroom, NWBC

Date and Time: Thursday, 12th December 2024, 12:00 PM – 1:00 PM

Working Group Members:

- Town Councillors M Short, Chambers, Collins, Jones and G Short

Supported by:

- Deputy Clerk: Sally Oldham

AGENDA

1. 2024-25 Budget Position for Play Areas

To consider spending to date and the remaining budget until 31st March 2025.

Supporting documents:

- Current Financial papers

[This was noted and referred to as part of the following discussions.](#)

2. Annual Play Inspection Work

To discuss the findings from the inspections at St Mary's Road and Westwood Road. The group will decide which items to have costed by the Deputy Clerk (as passed on from Full Council, 16th October 2024, Item 9g).

Supporting documents:

- "Findings" reports for both sites, circulated with the agenda.
- Quotation and proofs for 5 site signs plus £95 installation by supplier.
- Westwood Rd ground surface issues with budget costing for a long-term solution.

Recommendations:

- Agree new signage proofs for both play areas (the spend on 3 signs has been approved by Full Council and 2 additional ones are required for the MUGA and Basketball at Westwood Rd) to include a quote of £95 for installation.

[It was agreed to revise the signage proofs to simplify them and make them more accessible for users. The Deputy Clerk will circulate revised design to working group who have delegated authority to approve them.](#)

[For clarity the group recommends to Full Council purchasing 5 signs \(not 3 as previously approved by Full Council\) as advised in the annual inspection – total cost now £522.50 plus £95 installation.](#)

- The group is invited to review the inspection reports and propose specific items for costing. Items highlighted in yellow are officer recommendations for potential action.

[It was agreed to find out the cost of doing all of the work highlighted at both sites and then decide as a group whether to proceed with the work if Full Council agrees.](#)

3. St Mary's Road Public Consultation

To draft an implementation and delivery timeline for a consultation covering the following:

- Graffiti Issue – [for further discussion at a future meeting](#)
- Raising awareness of CCTV on site – [for further discussion at a future meeting](#)
- General improvements to the site – [covered within annual report findings.](#)
- New Equipment (see below)

4. Development of the St Mary's Road play area 2025-26

To draft an implementation and delivery timeline for the project.

Supporting documents:

- *Kompan – design and budget ideas
- *Streetscape Ltd – design and budget ideas
- Procurement, Tender and Financial Rules (ATC Standing Orders and Financial Regs Extracts)
- Funding options – National Lottery Community Fund.
See link: [National Lottery Awards for All England | The National Lottery Community Fund](#)

*Other companies to consider as part of any procurement and tender process: HAGS, Sovereign Play, Sutcliffe Play, Independent Playground Company, Proludic, Creative Play, Wicksteed.

This was briefly discussed and it was suggested January – February 2025 working group members would research other local upgraded sites and investigate how their consultation process worked. This was all with a view to then carrying out a consultation between March – June 2025. Once a project is identified and costed through the consultation process grants/ match funding applications can then be considered.

5. Agree a jobs list for contractor Harvey Pointon to provide quotations for:

- Remove redundant plaques at St Mary's Road oval lottery sign and one other.
- Install temporary dog signs at both sites as provided by NWBC.
- Costing of jobs identified within Annual Inspection Reports.

It was recommended to follow this up with Harvey Pointon.

6. HR Goulds Ltd

- Consider whether to obtain a tree quotation to cut back to the boundary line with the Early Years Centre (as previously, the police have complained that overhanging trees affect the CCTV cameras).

Not discussed – moved to next meeting.

7. 2025-26 Draft Budget for Play Areas

To consider proposed draft budget for Play Areas for the next financial year April 1st 2025 to 31st March 2026 and any financial implications arising from this discussion process. For example identifying a match fund for the St Marys Project.

Supporting documents:

- Forecasted Finance papers

It was recommended by the group to ear mark funds in the 2025-26 budget for the new play equipment at St Marys Rd that could be used towards match funding along with any unspent 2024-5 budget.

8. Summary of all recommendations from this working group to go to January 2025 Full Council. (TBC)

- a) Propose spend on a total of 5 signs for Play Areas and total £522.50 plus installation cost of £95
 - b) Seek quotations from Harvey Pointon as listed under Items 2 and 5 and delegate authority to the working group and Deputy Clerk to approve the quotations once received.
 - c) It was recommended by the group to ear mark funds in the 2025-26 budget for the new play equipment at St Marys Rd that could be used towards match funding along with any unspent 2024-5 budget.
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