

## MENDIP DISTRICT COUNCIL

Minutes of the meeting of the Wells Recreation Ground Trust held on Thursday 19 January 2017 in the Elim Connect Centre, Wells commencing at 6.30 pm.

**PRESENT:** Councillors John North (Chair) – Ward Member, Nigel Taylor (Vice Chair) – Portfolio Holder for Neighbourhood and Community Health Services, Roy Mackenzie – Ward Member, John Osman – Ward Member, John Parham – Portfolio Holder for Finance, Governance and Corporate Services, Tony Robbins, Wells City Council, Harvey Siggs, Leader of Mendip District Council, Danny Unwin – Ward Member and Cabinet Assistant on Transformation.

### OFFICERS

**PRESENT:** David Clark - Group Manager – Law and Governance  
 Stuart Finney - Group Manager, Neighbourhood Services  
 Caroline McCafferty - Committee Officer  
 Duncan Moss - Deputy Corporate Financial Advisor  
 Jane Sharp - Shape Mendip Project and Improvement Officer and Lead Officer

Agenda Item Number	Subject	Actioned by
1	<p><b>Chair’s Announcements</b></p> <p>The Chair requested that mobile phones be turned to silent and explained the evacuation procedures.</p>	
2	<p><b>Apologies for Absence</b></p> <p>Councillor Celia Wride.</p>	
3	<p><b>Declarations of Interest</b></p> <p>None</p>	
4	<p><b>Public Participation</b></p> <p><b>a. Items on the Agenda</b></p> <p>Kirsty Harris of Better Play Areas for Wells stated that the current surface was very muddy and unpleasant, and was concerned that the play area would not be used if the current surface remained. Better Play Areas for Wells would prefer that the whole play area be resurfaced. It was noted that there had been complaints that the gate no longer closed automatically and dogs were getting in. Mrs Harris concluded by thanking the Trust for all their work.</p> <p>Alex Kolombos was delighted to read that early in 2017 Somerset Building Preservation Trust would be project managing minor repairs to the barn to help increase usage in the short term. He added that in</p>	

	<p>addition to the minimum commitment of the Trust was to fund at least 5% of expenditure, he would like to see a limit set for the maximum expenditure.</p> <p>In response to questions from Mr Kolombos, The Chair clarified that repair works were separate from the remit of the proposed Project Development Manager. The scope of the repair works were to increase use of the building in the short-term.</p> <p><b>b. Items not the Agenda</b></p>	
<b>5</b>	<p><b>Previous Minutes</b></p> <p>The minutes of the meeting held on 12 December 2016 were agreed.</p>	<b>Caroline McCafferty</b>
<b>6</b>	<p><b>Play Area Update and Potential Enhancement Options</b></p> <p>Following the destruction of the play palace structure in the fire of 5 November 2016 a like for like replacement of the structure and damaged surfacing was ordered and was awaiting installation.</p> <p>A number of further enhancements to the site were proposed in line with suggestions from the community and these were described in the report with estimated costs provided. The enhancements covered site security, ground surfacing, additional furniture and a modification to the play palace.</p> <p>The Group Manager for Neighbourhood Services explained that the recommendations had been revised, as follows. An infrared CCTV camera, which would encompass the whole of the play area and not require lighting, was to be installed at a cost of £5,823, which would be financed by Mendip District Council's Corporate funding. Windows were to be cut into the new palace, costing £3,500, which would be supplied by the community funding. Additional seating and an additional picnic table would also be installed from the community funds. Trustees requested assistance from Cabinet with regard to the necessary delegations.</p> <p>Trustees felt that the surfacing was key to the success of the play area and agreed it was preferable to surface the whole site. It was proposed to request an agreement in principal, and to obtain the necessary delegations for the Group Manager for Neighbourhood Services, with the Chairman and the Portfolio Holder for Finance, in consultation with Better Play Areas for Wells to determine the appropriate type of surfacing. It was also agreed that further enhancements were an ideal use of community money, subject to consultation with the community fund donors.</p> <p><b>RESOLVED</b></p>	<b>Stuart Finney</b>

1. The Trust endorsed the recommended enhancements in accordance with the table below.

Description of enhancement	Cost £	Funding source	Priority
1b) Install pole and security Infra-Red CCTV camera (night vision) in same position as 1a above.	5,823	MDC Corporate funding (CCTV budget)	<b>High</b> To precede the replacement play palace installation.
2a) Artificial safety surfacing encompassing all the play area equipment. E.g. "Tiger Mulch". See plan option 1 green shaded area.	43,387	Joint funding, equal parts MDC and Trust supplemented by balance of Community funding	<b>High</b> subject to funding
3. Play Palace modification to install windows to enable better supervision of children at play inside the structure.	3,500	Community funding	<b>High</b>
4a) Additional public seating on concrete base, exact location to be agreed with play area users. Glasdon public seating	822	Community funding	<b>High</b>
4b) Additional picnic table on concrete base, exact location to be agreed with play area users. Glasdon public seating including wheelchair accessibility.	638	Community funding	<b>High</b>

2. The Trust requested that Mendip District Council's Cabinet assist the Trust by the allocation of resources in the form of a delegation to the Group Manager for Neighbourhood Services in liaison with the Portfolio Holder to make the decision to procure the recommended enhancements in line with the priorities and available funding.

	<p>3. A delegation to the Group Manager Neighbourhood Services, the Chairman and the Portfolio Holder for Finance, in consultation with Better Play Areas for Wells, to determine the appropriate type of surfacing.</p> <p>It was noted that the allocation of community funding was subject to permission from the donors to use the funds in these ways.</p>	
7	<p><b>Engagement of a Project Development Manager</b></p> <p>Following Cabinet’s approval to undertake preliminary steps for engaging a Project Development Manager (PDM), a Brief and Request to Quote had been prepared.</p> <p>Trustees were asked to agree to progress to the next stage, which was to invite suitably qualified and experienced persons or companies to bid for the work. The PDM would develop and deliver a planned approach for delivering a larger barn improvement scheme and enhancements to the Recreation Ground. Tasks included securing funding and a programme of stakeholder engagement and public consultation.</p> <p>In response to questions from Trustees, the Shape Mendip Project and Improvement and Lead Officer clarified that Mendip District Council had research material gathered from other similar buildings, together with a package of research material from Christina Dixon Consulting. The PDM would speak directly to other barns. It was further clarified that the PDM would report to the Lead Officer on a day-to-day basis and ultimately, to the Trust.</p> <p>The Portfolio Holder for Finance noted that with regard to varying skill sets, the PDM engaged to prepare the bid may not be the same person to manage the build, and queried whether this should be built into the contract.</p> <p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. The Project Development Manager Brief and Request to Quote, included at Appendix A, were approved</li> <li>2. That suitably qualified and experienced persons or companies be asked to bid for the Project Development Manager role. Delegated authority was granted to the Council’s Group Manager for Corporate Services in consultation with the Chair of the WRGT Committee and the Portfolio Holder for Finance, Governance and Corporate Services to co-ordinate the task.</li> <li>3. That the Somerset Building Preservation Trust be asked to provide advice to the Trust on the appointment of the Project Development Manager.</li> <li>4. The Trust agreed that the appointed Project Development Manager would prepare and submit an application requesting a development grant from the Heritage Lottery Fund (i.e. Stage 1).</li> </ol>	Jane Sharp

	<p>5. The Trust noted that the Project Development Manager's fees for Stage 1 would be irrecoverable and agree that up to £7,000 of Trust monies were released for this purpose.</p> <p>6. The Trustees noted that:</p> <ul style="list-style-type: none"> <li>• Cabinet would be asked to endorse the appointment of the Project Development Manager at a later date</li> <li>• Subject to securing a development grant, the Project Development Manager's engagement would continue to Stage 2, i.e. developing the detailed barn improvement scheme and associated grant applications.</li> <li>• The Trust would be required to contribute at least 5% of the total costs to match fund a Heritage Lottery Fund grant.</li> <li>• Advice would be sought on any VAT implications.</li> </ul>	
<b>8</b>	<p><b>Financial Report</b></p> <p>The Wells Recreation Ground Trust had requested financial updates to be provided at each meeting. Appendix 1 showed the income and expenditure figures at the Year end of March 2015/16 &amp; for Q3 December 2016, the retained fund and the Capital receipt from the sale of Park Cottage.</p> <p><b>RESOLVED</b></p> <p>The Trustees noted the financial position of the trust as set out in the report</p>	<b>Duncan Moss</b>
<b>9</b>	<p><b>Urgent Business</b></p> <p>On March 6, the Trust would be holding their AGM at 7.00pm at Wells Town Hall. The Chair thanked all for attending.</p>	

The meeting closed at approximately 7.00pm.