C. WORK PROGRAM 2024 /2025

Item	Date and Time	Agenda Item	Members present & Guest(s) invited and remarks.
1	18 Sep 24 @ 1900	a. Tour of playgrounds (recreation ground and Oakroyd Av). b. Election of Chair – Cllr Rod Jones elected. c. Terms of Reference consideration: i. Options for consideration: a. amended to include ‘ascertaining the viability of the Council’s Playgrounds and Play areas. ii. Para two, members added ‘playground and play area design consultancies.’ iii. Para 4, amended to include ‘viability’ iv. Notes amended: a. to amend, The T&F group will make a recommendation to the Downs and Commons Committee if a requirement for funding is identified to pursue its function. b. to include Consultation with the public to also include different aged ‘user’ groups to find out what is wanted as a core component of the group’s consideration of options (para 1 refers). v. Additional information amended to include: a. Talberds Ley, b. Office shared folder for a documents repository. vi. Formatting, spelling and grammatical amendments. vii. Members **agreed** to make a recommendation to the full council (3rd Oct 24) to adopt the Working Group’s Terms of Reference rather than wait until the next D&C committee meeting (31 Oct 24). d. Discussion of timetable for all future meetings: i. Members **agreed** to hold meetings on Tuesday evenings starting no earlier than 6pm but preferably from 7pm onwards to allow full participation. ii. Members also **agreed** to hold meetings during the working day on an ad hoc basis (with plenty of notice) if required to pursue the group’s function.	Cllr Paul Anderson (PA) Cllr Phil Cobb (PC) Cllr Rod Jones (Chair) Mr Matt Hull (MH) Amenities Manager (Mrs Caz Burton) AM Operations Manager (Mr Moule) OM Apologies: Mrs Rosie Jamieson (RJ) **AM and Chair** to action Report for agenda no later than Tues 24 Sept 24. **AM and Chair** to create a provisional timetable for monthly meetings. Continued over…

1 cont.	18 Sep 24 @ 1900	e. Any other points: i. The Chair asked members to consider and think about the options for consideration at para 1. i to iii of the draft ToRs in preparation for the next meeting. ii. Members discussed public consultations. iii. Members **agreed** to invite Jem Free (youth club) on to the group. iv. Members discussed the creation of a 'group' (office 365) shared folder as document repository and distribution list to ease the flow of information and report creation. **Next meeting** – 8th Oct 24 @1800	 **AM or OM** to action **AM or OM** to action Meeting Closed @ 2025
2	8 Oct 24 @ 1800	a. Tour of Lower Mill Field and Talberds Ley play areas (meet at Lower Mill Field). b. Discussion and consideration on Para 1 i. to iii. and v. of the ToRs i. Members **agreed** to prioritise the refurbishment and repair of the Council's playgrounds and play areas in the following order: 1. Skate Park (Recreation Ground) 2. Playground (Recreation Ground) 3. Talberds Ley 4. Lower Mill Field 5. Oakroyd Avenue 6. Trim Trail (Recreation Ground) ii. Members **agreed** to prioritise improvements to the Councils playgrounds and play areas in the following order: 1. Playground (Recreation Ground) 2. Talberds Ley 3. Skate Park (Recreation Ground) 4. Oakroyd Avenue 5. Lower Mill Field 6. Trim Trail (Recreation Ground) iii. Members **agreed** to prioritise installation of additional play equipment in the Councils playgrounds and play areas in the following order:	Cllr Rod Jones (Chair) Cllr Paul Anderson (PA) Cllr Phil Cobb (PC) Mr Matt Hull (MH) Mr Jem Free Mr Lincoln Coutts Mrs Caz Burton (AM) Mr Terry Moule (OM) Mrs Jo Jeakins (JJ), Mrs Giulietta Holt (GH) Apologies: Mrs Rosie Jamieson (RJ) Mr Jack Frangiamore (JF) An improvement for example could be removing an existing piece of equipment and replacing it with a new piece of equipment. Improvements will only apply within the current curtilage of the existing playground/ play area.

2 cont.		1. Oakroyd Avenue 2. Skate Park (Recreation Ground) 3. Talberds Ley 4. Playground (Recreation Ground) 5. Trim Trail (Recreation Ground) 6. Lower Mill Field v. a. Members **agreed** that all playgrounds are viable for repair/refurbishment, improvements and installation of new play equipment. b. Members discussed and **agreed** that consideration into installing a Pump Track or Zip Wire would be beneficial. c. Consultations discussion and consideration of: i. Public (parents and residents of the Parish) consultations and how. Members considered and **agreed** to the following: Designing and displaying QR posters/signs in all play areas Designing an online survey Designing a leaflet Advertising in the Outlook Magazine ii. Discussion and consideration of youth consultations and how. Members considered and **agreed** to liaise with all schools, the library, Uttlesford Community Hub, One Life Leisure Centre, local sports clubs and organisations including the Youth Club. d. Discussion and consideration of the draft meetings timetable. It was **agreed** a shared calendar would be available showing all future monthly meetings e. Any other points. It was **agreed** by members that the survey should be made available in time for the Christmas break **Next meeting** – 12th Nov 24 @1800	**PC to action** **PC to action** **RJ/CB to action** Meeting Closed @ 2047
3	12th Nov 24 @ 1800	a.Consideration of the Public Consultation: i.Design of the online survey **(PC to action)** 1. PC presented his draft survey. Members discussed and **agreed** some changes to	Cllr Rod Jones (Chair) Cllr Paul Anderson (PA) Cllr Phil Cobb (PC) Mr Jem Free Mr Lincoln Coutts

3 cont.		wording and additional options for selection 2. members agreed to anonymity to questionnaire responses 3. Add additional links to plans of the MUGA at the end of the online survey along with 'any other comments' section ii. Design of the leaflet (PC to action) 1. Members **agreed** to suggestion of using canva and make available via email link to members 2. Members **agreed** that all designs were to a duplicate of one another with the addition of changing size to suit design requirement iii. Design of the poster (PC to action) 1. Members **agreed** that all designs were to a duplicate of one another with the addition of changing size to suit design requirement iv. Design of the QR signs **(PC to action)** 1. Members **agreed** that all designs were to a duplicate of one another with the addition of changing size to suit design requirement v. Design of the Outlook magazine article 1. Agreed for a design to be ready for publication at the next D&C meeting on the 8th Jan. 2. Members at the D&C meeting to make a decision on suitability of the cost implications & design. 3. Cost for publication in the outlook is £80 for a whole page advert 4. Printing costs to be submitted at the next meeting on the 26th Nov **(GH to action)** 5. Members **agreed** that all designs were to a duplicate of one another with the addition of changing size to suit design requirement vi. Design of the council web page (as above 2) 1. Web management team to upload to webpage **(GH & JJ to action)** vii. Design of the social media campaign (PC to action) 1. Members **agreed** that all designs were to be a duplicate of one another with the addition of changing size to suit design requirement (**GH & JJ to action**)	Mr Terry Moule (OM) Mrs Jo Jeakins (JJ), Mrs Giulietta Holt (GH) Apologies : Matt Hull Jem Free Caz Burton Outlook magazine deadline for advert submissions is the 8th Jan for Februarys publication. PC has informed us he will 'save a page' in anticipation Publication to be included in D&C agenda **(CB to action)**

<table>
<tr><td>3 cont.</td><td></td><td>Next meeting – 3rd Dec 24 @1800
** Please note the new date **</td><td>Meeting Closed @</td></tr>
<tr><td>4</td><td>3rd Dec 24 @ 1800</td><td>a. Review of the Public Consultation Survey

i. RJ presented the amended draft survey designed by PC. Members discussed and agreed to the following changes:

a. In the 4th sentence, in the opening statement, the word “questions” need realigning next to “brief” with the removal of spacing between the words “brief and questions”.
b. In the 2nd sentence add a full stop after the word’s “serviceable life” and remove the word “and”. Keep “we are working to update and replace the equipment with modern facilities”.
c. Keep “Your feedback on how the areas are currently used and suggestions for improving the spaces will help influence your town council in creating” add “and improving your play areas. Delete “that will best serve the needs of Great Dunmow's residents”.
d. All survey questions need to be numbered.
e. For any questions that have a circle answer option add the wording “select one option”
f. For any questions that have a square answer option add the wording “select all options that are applicable”.
g. Q1 add the word “of the parish” before “of Great Dunmow” and add a “?” at the end of the question.
h. Move the find out more on our website and social media links section to the page after submission that says your response has been recorded.
i. Remove the clear form option or is there a need for it to be on there? PC to advise
j. A separate heading will need to be added to the GDTC website homepage under events and posters. Headed “Playground Consultation”. An image of a playground to also be added. Members suggested allowing a budget of £400.
k. The Council Facebook page will need to have a dedicated event</td><td>PC to action and make the amendments for inclusion on the Downs & Commons Agenda for the meeting on 08.01.25.
AM to publish the agenda W/C 16.12.24 no later than 20.12.24

GH/JJ to action.</td></tr>
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4 cont.			added for it to appear at the top of the home page. It could be pinned so it would appear as the first item on the page. l. A link to the survey will need to be created and added to the Councils Instagram page. ii. Members discussed the posters, leaflets and sign boards for the public consultation and **agreed** to the following: a. The signs for the individual parks would have the specific QR code dedicated to the specific location. b. Members preferred the poster version with a white background. c. To keep the red banner at the top and keep the wording Playgrounds for the Future in white coloured font. d. To make the QR code larger in size. e. To change the wording of the 2nd sentence to Great Dunmow Town Council is "looking to rejuvenate these vital community spaces" and remove the full stop after the word spaces. f. Your input matters-To change the word "input" to "views" matter. g. To keep the wording: help us ~~to~~ create playgrounds and follow with "for everyone." Delete the remainder that cater but change the wording everyone's needs to for everyone. Delete the remainder-share your ideas…… h. To add a new sentence in a large font - Complete the survey: Scan the QR code Or Visit the council office. i. To make the QR code larger. j. To keep the image of the slide on the left-hand side but remove the section of image on the top left-hand side of the page above the top of the red banner heading. k. To justify the whole document to the right. l. To remove all full stops from the document. m. To keep the bottom red banner heading Let's make Great Dunmow a great place to play! n. To keep visit our website to find out more: greatdunmow-tc.gov.uk	**GH/JJ** to action.

4 cont.		iii. Members discussed the Outlook magazine advert and the deadline for the February edition for-submission is 9th January 2025. a. Members agreed to change the red headings to dark grey as the advert needs to be printed in black and white format and not colour.	**PC** to action and make the amendments for inclusion on the Downs & Commons Agenda for the meeting on 08.01.25. AM to publish the agenda W/C 16.12.24 no later than 20.12.24
		iv. Members discussed the signs for the play areas and agreed the following quantities: a. Recreation Ground Play Area – 4 Signs Skate Park – 3 Trim Trail – 3 Talberds Ley – 3 Oakroyd Avenue – 2 Lower Millfield – 2 17 signs are required in total. Locations of the signs are to be chosen by the Officers.	**PC** to action and make the amendments for inclusion on the D&C Agenda.
		Members **agreed** to the officers obtaining quotations for producing 17x Correx signs in sizes A2 and A3, 17x posts and 17x backing boards.	**GH/JJ** to action and obtain quotations.
		v. Members discussed the quotations obtained by officers for producing flyers and it was **agreed** that the use of flyers was an unnecessary expense. vi. Members agreed posters would be printed ~~out~~ in house and suggested allowing a budget of £100 to cover the expenses for printing. vii. Members suggested taking a poster round to all the local businesses on the High Street and to each of the local schools.	
		Next meeting – 21st January 25 @1800	Meeting Closed @ 2000
		An email was sent to all members of the working group containing copies of the Playgrounds and Play Areas Working Group report with quotations for feedback prior to the Downs & Commons agenda being published.	

5	21st January 25 @ 1800	a. Discuss Tesco Grant Funding Members discussed the option of applying for the Tesco grant funding b. Inform members that the Downs and Commons Committee agreed at their meeting held on 8th January 2025 the following – i. To allocate £400.00 + vat for the design of the public consultation page on to the council's website. ii. To allocate £100.00 (vat exempt) for the internal printing of posters. iii. To allocate a sum of £90.00 (vat exempt) for a full-page advertisement in the February edition of the Outlook magazine. iv. To accept and approve the four individual quotations listed below relating to material costs for signage. • Quotation 1 - 17x A2 Correx Boards signs single sided @ £12.00 each = £204.00 + VAT • Quotation 2 - 2x sheets of 12mm Ply for backing the signs @ £31.77 each = £63.54 + VAT • Quotation 3 - 3x 3x3 metre wooden posts @ £13.84 each = £41.52 + VAT • Quotation 4 - 4x bags of Post Crete @ £7.38 each = £29.52 + VAT The Total cost is not to exceed £928.58 + VAT and is to be taken from the project budget line. The D&C Committee requested that the word Council Office be amended to Council Offices and the address be added to the poster which Cllr Cobb actioned and updated accordingly.	Cllr Rod Jones (Chair) Cllr Phil Cobb (PC) Mr Terry Moule (OM) Mrs Jo Jeakins (JJ), Mrs Giulietta Holt (GH) Mrs Caz Burton (AM) Mr Matt Hull Apologies Cllr Paul Anderson (PA) Mr Lincoln Coutts **Chair** to submit application and report back to group

5 cont		The Outlook advert was submitted by Cllr Cobb for the February edition which should be ready for distribution week commencing 27th January 2025. The Chair informed members that the D&C Committee gave approval for the quotations on the materials, signage printing and adverts. c. Members **agreed** to use one generic QR code as opposed to the original decision to use different QR codes for each location on all the publicity documents. Cllr Cobb informed the group The playground consultation survey was now live and there had been 37 responses already with 94% from residents. Cllr Cobb gave a brief update of the results captured: Age groups-Preschool 22%, Infants 22%, Juniors 14%,Teenagers 3%, Adult 5% It was noted that 94% of responses use the Recreation Ground with 37% Skatepark, 32% Trim Trail, 56% Talberds Ley and 2.7% Lower Millfields with no one mentioning Oakroyd Avenue. With 91% use on Saturdays and 70% Sundays.	
		It was agreed to identify quick wins to submit to the D&C Committee for their next meeting to be held on 27th March. It was **agreed** that this date would also be the cut off for the online survey.	Agenda by 17th March 2025
		Matt had some good ideas regarding creating themed settings for equipment such as the existing tractor in the main Recreation Ground play area to promote imaginative play and informed members of a case study recently carried out on a new playground in Hartham, Hertford which in his opinion shows an excellent example of a successful renovation.project and suggested a site visit would be advantageous when planning future improvements. Matt suggested contacting Hertford Playground Alliance for future fund-raising ideas.	Matt to bring designs and case study designs and safety surfacing options to the next meeting
		The Chair asked members for opinions for quick win solutions achievable using the existing budget of £10k. Options discussed included replacing the dog and tortoise spring rockers located in the Recreation Ground. To design a setting around the tractor i.e. farm themed.	
		Replacement of the self-closing mechanisms and refurbishment to the 3 gates could be funded from the current underspend in the Open Space Maintenance budget as advised by the Finance Officer.	ground staff

5 cont		Officers were asked by the Chair to obtain quotes from external contractors to refurbish and paint the existing tractor, helicopter and slide located in the Recreation Ground. The Amenities Manager advised members of two pieces of new equipment that were found in storage, and pictures of the equipment have been taken and circulated to members of the working group. d. Arrange a date for the next meeting to discuss the feedback received from the surveys. **Next meeting** – 11th March 2025 @1800	Officers to source quotes from external contractors and inhouse Quotes to be obtained for installing by an external contractor Meeting closed at 1911
6	Tuesday 11th March @ 6 pm	a. Election of Chair Cllr Cobb was elected as Chair by members. b. Cllr Cobb to update members on the consultation survey 304 responses have been received to date. Cllr Cobb informed members that the comments received overall were positive and very constructive. A full report will be produced by Cllr Cobb once the public consultation survey closes on 27th March 2025. c. Matt to update members regarding creating themed settings as discussed at the last meeting Matt advised members that he currently had no update for members but would bring back to a future meeting. d. The Tesco Grant application was submitted and received. We are currently awaiting an update and decision. Public voting commences in store from the first week of April to the end of June 2025 using the blue token scheme. Members agreed to cover the existing playground survey boards within the play areas to promote the instore voting for the Tesco grant.	Cllr Phil Cobb (PC) Mr Terry Moule (OM) Mrs Jo Jeakins (JJ), Mrs Giulietta Holt (GH) Mrs Caz Burton (AM) Mr Matt Hull Apologies Cllr Anderson (PA) PC to report detailed survey results MH to advise at the next meeting

6 cont.		e. Officers to update members on the quotes received for the replacement of the self-closing mechanisms and also refurbishment of the 3 gates at the Recreation Ground. Members agreed to accept Quote 1 for the supply and install of 6 gate springs to be carried out under the general maintenance budget inhouse. f. Officers to update members regarding the quotes obtained to refurbish and paint the existing tractor, helicopter and slide located in the Recreation Ground. Members agreed to make a recommendation to the Downs & Commons Committee at their meeting on the 27th March 2025 to accept Quote 2 1 for the refurbishment of the 3 climbers. g. Officers to update members regarding the quotes obtained for installing the 2 new pieces of equipment. A quotation was received to remove the existing dog and tortoise spring rockers with 2 new rockers. The quote included the repair of the existing wet pour safety surfacing. Matt mentioned the benefits of using Tiger Mulch opposed to wet pour. Officers were asked to obtain an amended quote for Tiger Mulch. The amended quote is to be bought back to the next meeting. Members discussed the existing safety matting under the large climbing frame located in the Recreation Ground playground which urgently needs attention. Officers were asked to seek 3 quotes for using wet pour and 3 quotes for using Tiger Mulch, as an alternative. Quotes to be bought back the next meeting. A suggestion was tabled for installation of fixed table tennis tables. The Amenities Manager suggested approaching the Dunmow Round Table and the Dunmow Rotary Club for possible sponsorship. The Chair suggested Officers seek quotes for the table tennis tables. To be bought back to the next meeting.	Officers to source quotes from contractors Officers to source quotes from contractors Officers to source quotes from contractors

6 cont.		h. Actions from this meeting to be taken to the Downs & Commons Committee meeting scheduled for the 27th March. Reports to be submitted no later than Wednesday 19th March 2025. **Next meeting** – 13th May 2025 @1730	 Meeting closed at 1915
7	Tues 13th May 2025 @ 5.30pm	 a. Chair to provide update on Public Consultation results From the Public consultation members discussed ways of displaying the results from the public consultation. The Chair to design an update board to replace the existing Tesco campaign posters located at all playgrounds. Officers to obtain A2 printing quotations. b. Compare results against the working group's original priorities to be discussed at the next meeting. c. Members were advised of positive feedback from the recent refurbishment of play equipment. d. Members were reminded of the current Tesco blue token campaign. e. Members agreed to discuss the fixed Table tennis tables and approaching Dunmow Round Table for possible sponsorship. f. Members discussed the safety surfacing priorities. It was agreed for Matt to provide a spec and contact contractors to obtain 3 quotes for Tiger Mulch to go under the large climber in the Recreation Ground. Officers have already obtained 1 quote which was passed onto Matt. Matt agreed to seek advice from Miracle Play who supplied this piece of equipment regarding the overall area of safety surfacing they recommend. g. Members asked for a budget breakdown from the Finance Officer	Cllr Phil Cobb (PC) Mrs Jo Jeakins (JJ), Mrs Giulietta Holt (GH) Mrs Caz Burton (AM) Mr Matt Hull (MH) Cllr Anderson (PA) Cllr/Mayor Sullivan Cllr Arnold (CA) Apologies Lincoln Coutts (LC) Terry Moule (OM) PC to design To be discussed at next meeting Quotes to be discussed at the next meeting. Matt to bring back to next meeting AM to ask Finance Officer to email the Chair ahead of next

			and current Earmarked reserves to be brought back to the next meeting. h. Members agreed for AM and Matt to work together on obtaining a spec in order to seek quotation for a Landscape Design on the Recreation Ground and Talberd's Ley playground areas. i. PC suggested contacting a professional fundraiser for advice on the project. j. Members agreed for a site visit to Hartham Playground on the 18th June 2025 to leave Dunmow at 4.30pm	meeting AM/MH/OM to arrange a meeting PC to action ALL MEMBERS ARE INVITED TO ATTEND IF POSSIBLE **Meeting closed at 19:25**
	Tues 22nd July 2025@ 5.30pm		a. Compare public consultation results against the working group's original priorities to be discussed at the next meeting. b. Members to discuss the quotations obtained for the fixed table tennis tables and consider approaching Dunmow Round Table for possible sponsorship. c. Members to discuss safety surfacing priorities. It was agreed at the previous meeting on 13th May that for Matt to provide a specification and contact contractors to obtain three quotes for Tiger Mulch to go under the large climber in the Recreation Ground. Officers have already obtained one quote which was passed onto Matt. Matt agreed to seek advice from Miracle Play who supplied this piece of equipment regarding the overall area of safety surfacing they recommend. d. Members agreed for the AM and Matt to work together on obtaining a spec in order to seek quotation for a Landscape Design on the Recreation Ground and Talberd's Ley playground areas. e. Professional fundraiser update from Cllr Cobb. f. Members to discuss the quotations received to repair the log cabin located in the Recreation Ground play area highlighted in the recent Rospa report. g. The Operations Manager to provide a verbal update on repairs carried out as a result of receiving the Rospa	a. A strategic plan to be put in place as the results show a different focus to the Group discussion. Most popular equipment from survey is climbing frame & Zip wire. To be brought forward to Full Council. What aesthetic do we want – 5 year plan b. GH to approach round Table in Oct due to no funding c. GH to ask playquip to requote based on more accurate safety surfacing d. Item to be delayed until Strategic Plan set up e. A developed plan is required from Cllr Cobb f. Play equipment has now been removed by OM g. Rospa report to be discussed with Jack C and report available at the

		reports. i. Tesco blue token campaign update from officers Next meeting 15th September 5.30pm	next meeting Update due end of August 2025.Report back in next meeting **Meeting closed at 19.10pm**
8.	Monday 15th Sept 2025 @5.30pm	a. Members enquired about the progress of the strategic plan. b. Members were presented with the individual quotations obtained to replace the safety surfacing underneath the large climber located in the Recreation Ground play area as requested at a previous meeting. Members discussed the quotations sought and agreed to make a recommendation to the Downs & Commons committee at the meeting on 25.09.25 to accept the quotation of £9,890.00 + vat and then be taken to Full Council on 02.10.25. Funds to be taken from the Playgrounds EMR. c. Members also discussed the option of removing the existing spotty dog and tortoise rockers also located in the Recreation ground play area and replacing them with the new 3-seater rocker and new dog rocker. Officers to obtain a quotation and take to D&C on 25.09.25. Funds to be taken from the Playgrounds EMR. d. Members agreed to make a further recommendation to D&C to authorise spending of up to £5000 from the Playgrounds EMR for anticipated capital purchases. e. A further discussion took place regarding the possibility of providing wheelchair accessible picnic benches in our play areas/open spaces. The Amenities Manager suggested an ideal location being the area where the wooden cabin in the	Cllr Phil Cobb (PC) Cllr Anderson (PA) Cllr Sullivan (CS) Mrs Jo Jeakins (JJ), Mrs Giulietta Holt (GH) Mrs Caz Burton (AM) Apologies Mr Jack Coleman (DTC) Mr Terry Moule (OM) Mr Matt Hull Mr Lincoln Coutes (LC) DTC to provide an update to members at the next meeting. Recommendation to be taken to D&C meeting on 25.09.25 GH to obtain quotes to remove existing rockers, install new safety surfacing and install the two new rockers. Take to D&C meeting 25.09.25 Recommendation to be taken to D&C meeting on 25.09.25

		Recreation ground play area had been removed from. Members were in agreement. The AM presented some options available and members chose the design from Picnic Benches UK and agreed to make a recommendation to the D&C committee at the meeting on 25.09.25 to purchase 2x supersized wheelchair accessible picnic benches. There are two finish options of bench available - **Option 1** in timber @ £369.44 + vat each + £94.80 delivery or **Option 2** in recycled plastic @ £629.00 + vat each + £94.80 delivery. f. Members rediscussed the option of purchasing and installing two concrete table tennis tables. Officers have submitted a grant application from the Great Dunmow Round Table and the application is due to be discussed at their next business meeting. g. Officers advised members that we are currently waiting for the awarded funds of from the Tesco blue token grant application scheme. h. Rospa report to be discussed at the next working group meeting. i. Members agreed to discuss the Skate Park and any safety concerns at the next working group meeting.	AM/GH to provide an update at the next working group meeting as to which jobs/actions have already been completed from the report. DTC/OM **Meeting closed at 18.50pm.**
	Tues 11th Nov 2025 5.30pm		Cllr Phil Cobb (PC) Cllr Anderson (PA) Cllr Arnold (CA) Cllr Sullivan (CS) Mrs Jo Jeakins (JJ), Mrs Giulietta Holt (GH) Mrs Caz Burton (AM) Mrs Anne Mangham (ANNE) Mr Matt Hull Apologies Mr Jack Coleman (DTC) Mr Terry Moule (OM) Mr Lincoln Coutes (LC)

9.		(a) Skate Park Members agreed that the Skate Park is the biggest priority as the primary project. Members discussed the two quotations received from Evolution Skate Parks and agreed that more quotes need to be sought for full replacement of both pieces of equipment. The AM advised that the half pipe has been fenced off to prevent users gaining unauthorized access. Once received they will be taken to D&C for consideration. Members discussed the importance of having a 5-year strategic plan. MH asked if the plan is available yet. PC said that the council in his opinion should be investing in a separate location to the Recreation Ground and members agreed. The possibility of using redundant play equipment in alternative locations was discussed and should be considered.	OM/DTC/AM to seek additional quotes DTC **Meeting closed at 18.47pm.** Date of next meeting to be confirmed.