



The Parish of Thriplow & Heathfield

Report from Parish Council Sub-Committee meeting, 1st April 19 at Thriplow Village Hall, Thriplow at 7:30pm

Present: Terry Smith, Jane Gough, Mark Brogan, David Schneider and Darren Mullett

Others Attending: None

1. **Welcome & Apologies for Absence:** Martyn sent his apologies.

2. **Minutes of last meeting**

Agreed and released through website 31/01/19

3. **Fundraising – Status and update**

Since last meeting WREN have offered us a grant of £59,000.

This means in total we now have funds of £76,160 available.

Need to pay £6342.50 straight after EPCM to cover Third Party Contribution costs (**Action: MC**)

4. **Equipment, Supplier choice, placement and quotations**

TGOGC have adjusted their quotation to meet the £25K target including a sit up bench.

Wicksteed are our preferred supplier for the bigger pick up sticks 12 arrangement but we need to discuss costs re: safety matting, plus the trampoline

(**Action: DM**)

Flights of Fantasy are the preferred supplier for the Zip wire and the swing. The monkey bars are to be dropped as these are already accommodated for in pick up sticks and gym equipment.

The swing we need to talk to FoF re: head protection, angle and safety matting allowances.

3 main contractors / suppliers which limits admin. Need to confirm that all extras are included in final quotations – no surprises

(**Action: DM**)

Move the trampoline to where old monkey bars were planned to go

Talk to Wicksteed about quotation for benches fixed in place as per U8's park. 4 off and 2 bins.

Placements agreed, plans to be updated

(**Action: DM**)

Costcutter benches are same standard but cheaper, however need more additional organising.

Until EPCM no orders can be placed. Need specifics in place by then too.

5. **Publicity and Marketing for WREN**

Plan is in place.

Press release worked through and displayed prominently at Thriplow Daffodil Weekend to over 10,000 visitors

Need to now send press release through to local newspapers (**Action: DM**)

Review possibility of making public via radio stations too. (**Action: DM**)

6 **Finance general discussions ref. options**

This grant has been offered to us via two routes: TPC pay the contractors and then claim back from WREN (minus VAT) or WREN pay contractors.

Sub-committee recommendation is the former but we need to work closely with the RFO to schedule the invoices to be staggered and work out how best to pay from what funds etc.

(**Action: DM to work with MB to develop a plan to present at EPCM**)

7. **AoB**

Signage within park – Signs agreed upon (x3) for the main entrances

(**Action: DM to source materials on Ridgeons account and claim back from TPC**)

David to get artwork adjusted to add WREN logo and get prices for 3 of each

(**Action: DS**)



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Name confirmed by team: Heathfield Open Space

Access – TS advised that the gates had previously been made smaller and may now need reviewing to ensure work vehicles can get through

(Action: TS/ DM/ Owen to review at earliest possible date and decide route forward)

Opening ceremony – A great opportunity for TPC to build bridges. Worthy of a celebration. DM has asked for ideas ref celebrity to open and ways of publicising. DM also advised this would take a team effort, we would need a budget, sound system and volunteers. For HeART opening this was beg, borrowed and leveraged however might not be advisable to do same here however convinced a lot we can source from Parishoners if we ask nicely. More can be done once dates known and plans in place.

(Action: JG to look into publicity options)

Surrounding hedges – Mentioned that we will need access around the rear of the equipment to get hedge cutters in to maintain ground. We cannot do this presently as it is nesting time so this will need to be scheduled additionally later in year.

(Action: TS/JG/MB as TPC to review who, how and when)

RoSPA inspection(s) – DM identified that we had the option to employ the services of a RoSPA inspector to sign off all the equipment at once or build it in to be inspected at each installation stage. One would cost more than the other but one ensures the Parish protected at all times.

(Action: DM to review and ask price for a one off new installation sign off for awareness)

Date, time and venue of next meeting

8. 11th April 2019 via EPCM at Thriplow Village Hall, 8pm.

Signed

..... Organiser

Dated01st April 2019.....