

**WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE TOURISM AND LEISURE COMMITTEE
HELD AT THE BLAKEHAY ON TUESDAY 19TH DECEMBER 2023**

Meeting Commenced: 2.32 pm

Meeting Concluded: 3.12 pm

PRESENT: Councillors Peter Crew (Chair), Mike Bell, Annabelle Chard , James Clayton , Catherine Gibbons, Simon Harrison-Morse, John Crockford-Hawley, Caroline Reynolds and John Standfield

ALSO, IN ATTENDANCE : Malcolm Nicholson (Town Clerk /), Fay Powell (Assistant Town Clerk-Operational Services), Rebecca Saunders (Civic & Committee Officer) and Julie Donahugh (member of the public)

274	<p>Apologies for Absence and Notification of Substitutes</p> <p>Apologies were received from Councillor Richard Tucker who was substituted by Councillor James Clayton, Councillor Joe Bambridge who was substituted by Councillor John Crockford-Hawley and Councillor Bailey with no substitution.</p>
275	<p>Declarations of Interest</p> <p>There were no declarations of interest received.</p>
276	<p>To approve the accuracy of the minutes of the Tourism and Leisure Committee meeting held on the 17th October 2023</p> <p>The minutes of the meeting had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Simon Harrison-Morse SECONDED BY: Councillor Caroline Reynolds</p> <p>The Committee Officer noted that under item 169, Councillor Roger Bailey proposed instead of Councillor Richard Tucker.</p> <p>A vote was taken and accordingly it was carried.</p> <p>RESOLVED: That with the above amendment the minutes be approved as a true record of the meeting and signed by the Chair</p>
277	<p>Finance Reports</p> <p>The Report of the Deputy Town Clerk had been circulated prior to the meeting</p> <p>RESOLVED That the report be noted.</p>
278	<p>Tourism Update</p> <p><u>.1 General update</u></p> <p>The Assistant Town Clerk-Operational services invited questions in relation to the reports and none were received.</p>

RESOLVED: That the report of the Visitor & Information Manger be noted.

.2 Update Partners

The Assistant Town Clerk-Operational Services reported that the banner advertising was now ready to be launched and request s had already been received to utilise this service from partners.

The Chair noted that the Tourism Statistic s were outstripping competitors and had continued to build month on month.

5.2.1 New partners and changes to partnership levels

The Assistant Town Clerk-Operational Services reported the Tourism Manager had attended an event at The Grand Pier and delivered a presentation which had been very well received and resulted in enquires from large organisations, one of which had ordered 5 platinum packages.

RESOLVED: That the report be noted.

5.2.2 Business Closures & Openings

The Assistant Town Clerk-Operational services invited questions in relation to the reports and none were received.

RESOLVED: That the report be noted.

5.2.3 Airbnb in North Somerset

The Assistant Town Clerk-Operational Services reported there were no updates on this item and requested to defer to the next meeting.

RESOLVED: That the Visitor and Information Services Manager explore options for promoting Airbnb properties through the Visit Weston website.

5.3 Silca Update – Asset transfer update from the Deputy Town Clerk

The Assistant Town Clerk-Operational Services reported there were no updates and requested to defer until the next meeting.

RESOLVED: That an update report on the Silica asset transfer be given at the next meeting.

279 General Play Provision Update

.1 To receive the full list of current play provisions undertaken by Weston Town Council

The Assistant Town Clerk-Operational services invited questions in relation to the reports and none were received.

RESOLVED: That the report be noted.

.2 Development of Play Strategy

The Chair requested that a working party be appointed ahead of any play consultation to

review all existing play areas and decide on a firm direction future play provision should take.

Councillor James Clayton requested that any decisions made should consider the demographics of each area as it was felt that some sites in more deprived areas would benefit from more local play support and inclusion of picnic areas in addition to play equipment, providing outside space to families without gardens.

6.2.1 Community Engagement

The Assistant Town Clerk-Operational Services reported there was a need to engage with the community of each of the play areas to ensure what was required and that each area achieved and ensured long term protection of the new assets. This engagement should be robust and include consultation with:

- Residents and Park users
- Community Groups
- Partner organisations (i.e.: Police/ Local Authority)

6.2.2 Timescales for development of play strategy

The Assistant Town Clerk-Operational Services reported the play strategy would need to be adopted and in place by the Autumn of 2025 to allow for adequate financial planning and identification of capital requirements etc.

During 2024/2025 the current play areas would be maintained to meet the required safety standards.

RESOLVED: That the report be noted.

6.2.3 Appointment of External Play Consultant

The Assistant Town Clerk-Operational Services reported that play provision had evolved rapidly in recent years and that the employment of a specialist Play consultant may be required to support the development and interpretation of the Fields in Trust (FiT) standards into a Play strategy document for members to adopt.

A member enquired into the costs of appointing a consultant.

The Assistant Town Clerk-Operational Services reported that no costs had been enquired to date, but once the committee had approved the procurement in principle the procurement process would involve members who could control costs.

6.2.4 Existing play area repairs; To provide direction for interim needs ahead of play strategy adoption.

The Assistant Town Clerk-Operational Services reported that the council continued to work with an external play specialist to provide up to date condition reports on all 22 play areas. Once received, these reports would provide detail of priority areas or work required across the councils play provision and would be used to identify essential and urgent works to meet national safety standards.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Simon Harrison-Morse

A vote was taken and accordingly it was **carried**.

RESOLVED:

- 1) To approve the timescales for Community Engagement to commence in Spring 2025 detailed in 6.2.1 above.
- 2) To approve the suggested timescales for Development of a Play Strategy detailed in 6.2.2
- 3) To approve the use of an External Consultant as required (details of which will be bought back to future meetings for approval prior to appointment).
- 4) To note and approve the interim maintenance of current play areas in 2024/2025 while the play strategy was in development (during next financial year).
- 5) To form a working party to review existing play areas consisting of Councillors Peter Crew, Catherine Gibbons and Annabelle Chard.
- 6) That while the above was taking place that urgent works be carried out on play areas that required attention.

6.3 To receive the condition surveys from GB Sport & Leisure, received to date

The condition surveys from GB Sports & Leisure to date were circulate prior t o the meeting.

The Assistant Town Clerk-Operational services invited questions in relation to the reports and none were received.

RESOLVED: That the report be noted.

280

Castle Batch SEN Play Park

.1 Future Steps Community engagement & safety, confirmation of next Community engagement meeting

The Chair reported that the vandalism experienced earlier in the summer had been resolved with the base on site for the PCSO and Community Response Officers. The Assistant Town Clerk-Operational Services informed that the development team had arranged a Community engagement event at Weston Museum early in 2024. Regular Inspections carried out by the Grounds Manager indicated that the park was being well used and holding up well to the high use.

RESOLVED: That the report be noted.

7.2.1 Additional Equipment Provision

The Assistant Town Clerk-Operational Services reported that further to previous reports on the desire to include an outdoor gym on the site , a meeting with North Somerset Council Officers had been arranged to discuss granting permissions and the favored location.

RESOLVED: An update on additional play equipment at Castle Batch Play Park would be reported to the committee at the next meeting.

7.2.2 Update on Future development areas from The Deputy Town Clerk

The Assistant Town Clerk-Operational Services reported that a concession for refreshments on site either in the community hall or in a mobile unit located in the car park would be of great benefit as would some tree planting to provide shade in the summer months.

RESOLVED: That the report be noted.

281 Waterpark

.1 Update on operational model 2024

The Assistant Town Clerk outlined the benefits of managing the on-site concession internally including generating revenue, resolving the problem of unpaid entries and allowing the opportunity to gather information on visitor numbers and locations where visitors were coming from.

The report had been approved by the Policy & Finance Committee to invest and operate a kiosk at the waterpark solely managed by the Town Council to follow the principles used in Clara's café model.

A member enquired how the figures of expected revenue had been reached.

The Assistant Town Clerk -Operational Services explained that previous entry numbers and average spend per head of Museum visitors had been used to project the income . She was confident that the reported figure was conservative and that with good weather and out of season opening, the figure could easily be increased substantially.

RESOLVED: That the report be noted.

.2 Capital Investment requirements

Item not discussed.

There being no further business, the Chairman closed the meeting at 3.12 pm

Signed: Dated:

Chairman of the Tourism and Leisure Committee

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
120 Blakehay Central Costs							
1105 Blakehay Box office income	3,913	19	4,000	3,981			0.5%
Blakehay Central Costs :- Income	3,913	19	4,000	3,981			0.5%
4000 Staffing Costs	5,507	56,136	68,254	12,118		12,118	82.2%
4013 Training	345	739	1,050	311		311	70.4%
4014 P P E / Health & Safety	0	306	500	194		194	61.2%
4019 Website Costs-TC	0	0	500	500		500	0.0%
4030 Equipment Purchase	92	3,516	5,000	1,484		1,484	70.3%
4031 Equipment - Rental	70	411	139	(272)		(272)	295.9%
4034 Equipment Repairs	136	1,834	2,000	166		166	91.7%
4035 Telephone	134	1,367	1,344	(23)		(23)	101.7%
4036 Stationery	106	220	500	280		280	44.1%
4043 Ink Cartridges/printing	78	199	350	151		151	56.9%
4044 Insurance	377	10,465	10,363	(102)		(102)	101.0%
4102 NNDR	314	3,144	3,226	82		82	97.4%
4104 Utilities - Water	56	495	624	129		129	79.3%
4105 Utilities - Heat & Light	1,906	18,368	21,017	2,649		2,649	87.4%
4107 IT Support & Upgrade	0	2,763	3,500	737		737	78.9%
4109 Alarm system	0	63	641	579		579	9.8%
4110 Cleaning	1,639	16,173	19,766	3,593		3,593	81.8%
4111 Window Cleaning	0	150	308	158		158	48.7%
4114 Refuse Removal	22	1,578	2,029	451		451	77.8%
4131 Licenses	0	319	1,200	881		881	26.6%
4136 Credit Card Chgs	51	407	450	43		43	90.4%
6000 Admin Salaries Recharge	1,659	16,542	17,540	998		998	94.3%
6005 Admin Overhead Recharge	485	4,672	4,926	254		254	94.8%
6009 HQ recharges	29	1,564	2,830	1,266		1,266	55.3%
6010 Grounds Salaries Recharge	468	5,576	6,230	654		654	89.5%
6015 Grounds Overhead Recharge	233	1,205	1,530	325		325	78.8%
6030 Operational Staffing Recharge	1,402	14,187	14,750	563		563	96.2%
6035 Operational Overhead Recharge	54	2,580	1,780	(800)		(800)	144.9%
Blakehay Central Costs :- Indirect Expenditure	15,164	164,979	192,347	27,368	0	27,368	85.8%
Net Income over Expenditure	(11,251)	(164,960)	(188,347)	(23,387)			
121 Blakehay -Auditorium							
1090 Bookings	1,426	22,126	38,089	15,963			58.1%
Blakehay -Auditorium :- Income	1,426	22,126	38,089	15,963			58.1%
4000 Staffing Costs	3,876	36,084	47,725	11,641		11,641	75.6%
4039 Advertising & Marketing	0	1,749	3,500	1,751		1,751	50.0%

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4224 Blakehay Performing Rights	0	0	1,000	1,000		1,000	0.0%
Blakehay -Auditorium :- Indirect Expenditure	3,876	37,833	52,225	14,392	0	14,392	72.4%
Net Income over Expenditure	(2,450)	(15,707)	(14,136)	1,571			
<u>122 Blakehay - Upper Studio</u>							
1014 BH evening classes income	0	175	660	485			26.5%
1090 Bookings	314	4,876	6,621	1,745			73.6%
Blakehay - Upper Studio :- Income	314	5,051	7,281	2,230			69.4%
4141 BH evening classes expenditure	0	125	551	426		426	22.7%
4405 Blakehay Bar Expenditure	0	12	0	(12)		(12)	0.0%
Blakehay - Upper Studio :- Indirect Expenditure	0	137	551	414	0	414	24.8%
Net Income over Expenditure	314	4,915	6,730	1,815			
<u>123 Blakehay Bar</u>							
1015 Internal Bookings (Council)	1,956	3,589	0	(3,589)			0.0%
1193 Blakehay Bar Events Hire	0	125	1,000	875			12.5%
1194 Bar Income	905	13,826	15,000	1,174			92.2%
Blakehay Bar :- Income	2,861	17,540	16,000	(1,540)			109.6%
4000 Staffing Costs	5,652	18,207	20,967	2,760		2,760	86.8%
4031 Equipment - Rental	47	482	528	46		46	91.2%
4405 Blakehay Bar Expenditure	1,060	6,418	7,000	582		582	91.7%
Blakehay Bar :- Indirect Expenditure	6,759	25,106	28,495	3,389	0	3,389	88.1%
Net Income over Expenditure	(3,898)	(7,566)	(12,495)	(4,929)			
<u>125 Blakehay -Live Shows</u>							
1106 Blakehay events income	(3,527)	30,188	48,000	17,812			62.9%
Blakehay -Live Shows :- Income	(3,527)	30,188	48,000	17,812			62.9%
4016 Show costs	10,600	16,900	24,000	7,100		7,100	70.4%
4039 Advertising & Marketing	0	1,832	3,500	1,668		1,668	52.3%
Blakehay -Live Shows :- Indirect Expenditure	10,600	18,732	27,500	8,768	0	8,768	68.1%
Net Income over Expenditure	(14,127)	11,456	20,500	9,044			
Grand Totals:- Income	4,986	74,925	113,370	38,445			66.1%
Expenditure	36,398	246,787	301,118	54,331	0	54,331	82.0%
Net Income over Expenditure	(31,413)	(171,863)	(187,748)	(15,885)			
Movement to/(from) Gen Reserve	(31,413)	(171,863)					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>140 Museum Central Costs</u>							
1034 Grant funding	0	1,703	0	(1,703)			0.0%
1100 Miscellaneous Income	417	4,785	5,000	215			95.7%
Museum Central Costs :- Income	<u>417</u>	<u>6,489</u>	<u>5,000</u>	<u>(1,489)</u>			<u>129.8%</u>
4000 Staffing Costs	9,825	99,506	123,542	24,036	24,036		80.5%
4012 Travel & Subsistence Expenses	0	61	50	(11)	(11)		122.9%
4013 Training	345	2,812	3,806	994	994		73.9%
4014 P P E / Health & Safety	0	407	500	93	93		81.3%
4019 Website Costs-TC	6	120	350	230	230		34.3%
4030 Equipment Purchase	510	1,130	1,000	(130)	(130)		113.0%
4031 Equipment - Rental	(281)	157	403	246	246		38.9%
4034 Equipment Repairs	530	553	1,000	447	447		55.3%
4035 Telephone	267	2,697	2,950	253	253		91.4%
4036 Stationery	163	374	500	126	126		74.8%
4039 Advertising & Marketing	0	1,931	4,000	2,069	2,069		48.3%
4041 Fees, Subs and Conferences	9	268	100	(168)	(168)		267.5%
4044 Insurance	377	11,902	10,363	(1,539)	(1,539)		114.9%
4102 NNDR	0	(17,738)	213	17,951	17,951		(8327.8)
4104 Utilities - Water	16	320	257	(63)	(63)		124.4%
4105 Utilities - Heat & Light	715	12,173	12,953	780	780		94.0%
4107 IT Support & Upgrade	517	5,566	5,348	(218)	(218)		104.1%
4109 Alarm system	80	393	1,060	667	667		37.1%
4110 Cleaning	1,315	12,729	14,492	1,763	1,763		87.8%
4111 Window Cleaning	50	300	616	316	316		48.7%
4114 Refuse Removal	(501)	1,695	2,068	373	373		82.0%
4131 Licenses	0	3,045	1,907	(1,138)	(1,138)		159.7%
4214 Somerset County Council - SLA	0	0	72,260	72,260	72,260		0.0%
6000 Admin Salaries Recharge	1,385	13,809	14,650	841	841		94.3%
6005 Admin Overhead Recharge	405	3,900	4,106	206	206		95.0%
6009 HQ recharges	30	1,601	3,820	2,219	2,219		41.9%
6010 Grounds Salaries Recharge	775	9,229	10,320	1,091	1,091		89.4%
6015 Grounds Overhead Recharge	385	1,995	2,530	535	535		78.9%
6030 Operational Staffing Recharge	2,250	22,761	9,120	(13,641)	(13,641)		249.6%
6035 Operational Overhead Recharge	86	4,136	1,100	(3,036)	(3,036)		376.0%
Museum Central Costs :- Indirect Expenditure	<u>19,258</u>	<u>197,832</u>	<u>305,384</u>	<u>107,552</u>	<u>0</u>	<u>107,552</u>	<u>64.8%</u>
Net Income over Expenditure	<u>(18,841)</u>	<u>(191,343)</u>	<u>(300,384)</u>	<u>(109,041)</u>			
<u>141 Museum Learning and Events</u>							
1006 Learning Income	1,129	7,729	11,653	3,924			66.3%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1008 Museum handling box hire	200	1,160	2,404	1,244			48.3%
Museum Learning and Events :- Income	1,329	8,889	14,057	5,168			63.2%
4000 Staffing Costs	2,760	30,060	36,849	6,789		6,789	81.6%
4012 Travel & Subsistence Expenses	0	0	100	100		100	0.0%
4020 Learning/Event education equip	21	713	1,200	487		487	59.5%
4030 Equipment Purchase	324	504	2,500	1,996		1,996	20.2%
Museum Learning and Events :- Indirect Expenditure	3,105	31,277	40,649	9,372	0	9,372	76.9%
Net Income over Expenditure	(1,776)	(22,389)	(26,592)	(4,203)			
<u>142 Museum Cafe</u>							
1004 Cafe Sales	5,926	58,889	66,000	7,111			89.2%
1194 Bar Income	209	1,426	10,000	8,574			14.3%
1197 Function food income	900	13,272	0	(13,272)			0.0%
Museum Cafe :- Income	7,035	73,587	76,000	2,413			96.8%
4000 Staffing Costs	1,242	44,633	46,746	2,113		2,113	95.5%
4014 P P E / Health & Safety	77	743	1,500	757		757	49.5%
4030 Equipment Purchase	332	2,814	2,500	(314)		(314)	112.5%
4031 Equipment - Rental	332	1,678	1,980	302		302	84.8%
4110 Cleaning	391	728	1,000	272		272	72.8%
4114 Refuse Removal	1,038	2,091	2,280	189		189	91.7%
4406 Bar Stock	134	2,278	5,000	2,722		2,722	45.6%
4407 Museum cafe stock	2,577	22,003	16,500	(5,503)		(5,503)	133.4%
4511 Function food costs	196	3,884	0	(3,884)		(3,884)	0.0%
Museum Cafe :- Indirect Expenditure	6,318	80,853	77,506	(3,347)	0	(3,347)	104.3%
Net Income over Expenditure	716	(7,265)	(1,506)	5,759			
<u>143 Museum shop/retail</u>							
1005 Museum Shop Sales	896	12,000	13,500	1,500			88.9%
1009 Museum sale or return comm	(1,195)	862	1,500	638			57.5%
Museum shop/retail :- Income	(299)	12,863	15,000	2,137			85.8%
4030 Equipment Purchase	0	345	300	(45)		(45)	114.9%
4031 Equipment - Rental	180	308	156	(152)		(152)	197.8%
4136 Credit Card Chgs	51	407	450	43		43	90.4%
4408 Museum shop stock	361	7,083	8,250	1,167		1,167	85.9%
Museum shop/retail :- Indirect Expenditure	592	8,143	9,156	1,013	0	1,013	88.9%
Net Income over Expenditure	(891)	4,720	5,844	1,124			

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>145 Museum Function</u>							
1019 Internal Bookings (Council)	0	(193)	1,500	1,693			(12.8%)
1103 Other event misc income	0	0	6,000	6,000			0.0%
1104 Function Income	1,212	24,989	16,000	(8,989)			156.2%
	<u>1,212</u>	<u>24,796</u>	<u>23,500</u>	<u>(1,296)</u>			<u>105.5%</u>
4400 Museum Function Expenditure	0	273	0	(273)		(273)	0.0%
	<u>0</u>	<u>273</u>	<u>0</u>	<u>(273)</u>	<u>0</u>	<u>(273)</u>	
Museum Function :- Direct Expenditure							
4000 Staffing Costs	6,698	13,849	18,361	4,512		4,512	75.4%
4030 Equipment Purchase	2,177	4,393	5,000	607		607	87.9%
4420 Function Expenditure (1104)	393	4,547	0	(4,547)		(4,547)	0.0%
	<u>9,268</u>	<u>22,788</u>	<u>23,361</u>	<u>573</u>	<u>0</u>	<u>573</u>	<u>97.5%</u>
Museum Function :- Indirect Expenditure							
	<u>(8,057)</u>	<u>1,735</u>	<u>139</u>	<u>(1,596)</u>			
Net Income over Expenditure							
Grand Totals:- Income	9,693	126,624	133,557	6,933			94.8%
Expenditure	38,542	341,166	456,056	114,890	0	114,890	74.8%
Net Income over Expenditure	<u>(28,849)</u>	<u>(214,542)</u>	<u>(322,499)</u>	<u>(107,957)</u>			
Movement to/(from) Gen Reserve	<u>(28,849)</u>	<u>(214,542)</u>					

5.1 General Update

5.1.1 Website stats for December

Please find below website statistics for www.visit-westonsupermare.com for December 2023 (organic):

- 50k unique views, up 27.6% on same time previous year
- Organic search enquiries were up 23.6% on previous year to 25,167
- Continue to be no. 1 in searches for main enquiries for WsM, when searching by Google (80% of world-wide searches)
- Most viewed pages were (excl home page):
 - What's On in WsM
 - Things to do in WsM
 - Places to stay in WsM
 - Ideas and Inspiration in WsM
 - Reasons to visit WsM

5.1.2 – Banner Advertising

Functionality is now on and we are busy talking to existing partners and new partners about the feature (£80 a month for 1 x tile, £160 a month for 2 x tile and £200 a month for 3 x tiles)

5.1.2 Social Media

Please find below for Visit Weston social media channels for ten months to end January, 2024:

- Facebook – 1.3m reach (998% increase in engagement in ten months)
- Instagram – 26.8k (272% increase in ten months)

5.1.3 Explore North Somerset

We have been asked to speak at the next Explore! North Somerset:

Date – 20th March, 2024

Time – 9.30am

Location – Puxton Park

Theme – employment in NSC

5.2 Partners report update

The Visitor & Information Services Manger will verbally discuss in detail the listings below at the meeting:

5.2.1 New partners and changes to partnership levels

New

- The Regency (Special Offer) *
- Black Cat (Special Offer) *
- Brit Bar (Special Offer) *
- Tyntesfield National Trust (Platinum)

Working with /in the pipeline

- The Ginger Pig (Special Offer)
- Unity (Brean)
- The Grand Atlantic
- Little Town Adventures
- Laurel Farm Glamping
- Monaco Hotel
- The Phone Guys

(*refers to those taking part in the Ale Trail)

5.2.2 Business Closures and openings

Closures

- Clip n Climb is for sale
- Can't Dance Coffee

Openings/Opened

- Little Town Adventures – spring 2024
- The Activity Dome (part of Laser Quest)

Members are requested to:

Note the report.

Jane Murch

Visitor & Information Services Manager

19th February 2024

Item 6 Parks and Play

Report of the Grounds Manager

6.0 To receive the report of The Grounds Manager

General Play Provision Update

We have successfully completed wet pour repairs at Uphill Junior play area and we have also begun wet pour repair works at Upper Ashcombe park, however due to the number of people using the park the turf has been damaged and will need replacing. We plan to look at this in the coming weeks, please be aware the park will need to be closed whilst the works are being carried out and possibly for one week after to allow the turf to begin to bed in.

We are continuing to carry out play repairs across all our play facilities, which is making a positive impact. We are also continuing to carry out monthly inspections of our play equipment across all our play areas.

Castle Batch continues to be very popular and the vandalism appears to have reduced at this present time, which is good news.

6.1 Existing play area repairs - To provide direction for interim needs ahead of play strategy adoption

The Water Park – we are carrying out repairs to the wooden fort to make this safe and usable for the summer season. We have obtained four quotes to replace the zip wire, snake rope swing and the basket swing due to the wooden frame structures being rotten. We hope to select the most appropriate contractor with a completion date of April 24 within the coming weeks. We have sourced turf and rubber matting to BS EN 1177 slip and fall resistant with a falls height of 2 meters to go around the fort to make this safe and prevent injury from falls and to avoid potential trip hazards. We have also sourced play sand to infill the sand pit, once remedial works have been completed to repair this area.

We have created a timeframe for the works at some of the play areas which we have identified as a priority:

Site Name	Description of work	Start	Finish	Duration
Water Park	Water Park start to finish Grounds Team	05/02/2024	11/03/2024	26 day
	Organise Materials for works, meet potential suppliers, etc	05/02/2024	08/02/2024	4 day
	Erect Harris fencing around the fort - Repairs to fort - remove draw bridge, create wooden frame to take boarding up, repair wooden walkways where needed and fort turrets where rotten etc	12/02/2024	16/02/2024	5 day
	begin ground works, levelling existing area, add new soil, re-turf all around fort and other areas as needed to make safe	19/02/2024	23/02/2024	5 day
	install rubber matting and peg down into new turf around Fort and other areas where needed for H & S	26/02/2024	08/03/2024	10 day
	clear sand pit, make good with wood, infill with soil and re-turf outside	04/03/2024	06/03/2024	3 day
	reinstate sand to the sand pit	06/03/2024	08/03/2024	3 day
	Any catch up works due to poor weather	11/03/2024	15/03/2024	5 day
	Mow and strim Grass, clean Splash Pad	18/03/2024	22/03/2024	5 day
Wet Pour Repairs Ashcombe Upper & Lower	Recommence wet pour repairs - Ashcombe Upper	18/03/2024	22/03/2024	5 day
	Recommence Wet Pour repairs Ashcombe Lower	25/03/2024	05/04/2024	10 day
Maltlands	Maltlands Park erect Hennis Fencing/ close park remove grass matting and reinstate soil and turf	08/04/2024	19/04/2024	10 day
	Remove Toddler Multi play	17/04/2024	19/04/2024	3 day

	Toddler Multi-play Area - reinstate soil & re-turf area	22/04/2024	23/04/2024	2 day
	move green slide into play area and secure. Close entrance (where green slide was) to the park	24/04/2024	26/04/2024	3 day
	remove brambles, cut grass, strim	29/04/2024	01/05/2024	3 day
	catch up days weather dependant	01/05/2024	03/05/2024	3 day
Byron Rec	Bryron Rec - Herris Fence/ Close park remove Gorrila wooden structure	20/05/2024	24/05/2024	5 day
	Remove green matting reinstate soil , returf and install rubber matting and peg down	27/05/2024	07/06/2024	10 day
	reinstate swings	10/06/2024	11/06/2024	2 day
	Paint hop scotch onto tarmac area	10/06/2024	10/06/2024	1 day
	mow existing grass and tidy brambles, cut epicormic growth from base of trees	11/06/2024	12/06/2024	2 day
Wet Pour Repairs Uphill Toddlers and Ellenborough	Wet Pour Repairs Uphill Toddlers and Ellenborough East (swings)	20/06/2024	28/06/2024	7 day
Millenium Green	Millenium Green erect Herris Fencing/ close play area remove multi play	01/07/2024	02/07/2024	2 day
	Remove brambles to tree line on entrance	03/07/2024	05/07/2024	3 day
	Mow/ strim play area and football area	08/07/2024	08/07/2024	1 day
Grove park	Grove Park Herris Fence/ Close	09/07/2024	09/07/2024	1 day
	Remove Multi play tidy grounds, mow/ strim re- turf	10/07/2024	12/07/2024	3 day
Re-painting play equipment across all play areas	re-painting works across all play areas	15/07/2024	05/08/2024	16 day

6.2 To receive the condition surveys from GB Sport & Leisure received to date (attached)

Members are requested to:

Note the report.

Sharon Miles
Grounds Manager
10th October 2023