

6 August 2014

To: Councillors Ian Blair, Aziz Chowdhry, Tony Davis, David Evan-Jones, Sue Evan-Jones, John Ford, Alan Lawrance, Alan Monaghan, Martin Monk (Chair) and Cleo Trotter.  
Lucy Holtum – Administration Officer, Tony Moore – Estates Officer.

**MEETING OF THE WITCHES HAT AND TYNDALE AVENUE STEERING GROUP ON WEDNESDAY 13 AUGUST 2014 FROM 6.00PM-7.00PM AT POOLE COURT, YATE.**

**AGENDA**

*In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.*

*In the event of a fire alarm or other emergency (signalled by a continuously ringing bell), please leave the building through the nearest fire exit or safest evacuation route. Please meet by the flag pole in the car park.*

**1. Apologies for Absence**

To receive apologies for absence.

**2. Declarations of Interest under the Localism Act 2011**

*Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.*

**3. Minutes of the Previous Meeting**

To receive and approve the minutes of the last meeting held on 10 April 2014 (Appendix 1).

**4. Tyndale Avenue Play Area**

- To **NOTE** the equipment update at Tyndale Avenue has been completed and an official opening took place on Friday 18 July;
- To receive update on the budget pertaining to this project (Appendix 2);
- To agree any further steps.

**5. Witches Hat Play Area**

- To receive and consider report outlining findings of youth consultation regarding Witches Hat undertaken on Friday 13 June 2014 (Appendix 3);
- To receive and consider concept plans for the Witches Hat play area (Appendix 4);
- 15 minute public participation session to obtain any feedback regarding the concept plan from local people;

- To make recommendations for the way forward, with consideration to be given to the following:
  - Approve or amend concept plan as appropriate to enable a specification of works to be produced;
  - To consider engagement of a landscape architect to develop exact specifications and produce technical drawings:
  - How to approach the tender process:
    - How prescriptive to be with regards to make and model of equipment;
    - Engagement of sole contractor to provide whole solution or several specialised contractors;
    - If several contractors are to be used, how to project manage the process (landscape architect or similar would need to be engaged);
    - Timeline for tender process and set date for a meeting of this steering group to open and consider tenders received and make recommendation to Full Council;
  - To agree next steps.

#### **6. Date of Next Meeting**

- To agree date of next meeting.

**MINUTES OF THE WITCHES HAT AND TYNDALE AVENUE PLAY AREA  
REFURBISHMENT STEERING GROUP MEETING HELD ON THURSDAY  
10 APRIL 2014 FROM 6.00PM-7.15PM AT POOLE COURT.**

**PRESENT:** Councillors Tony Davis, John Ford and Martin Monk (Chair) -  
Yate Town Council.  
9 Members of the Public – part-meeting.  
Estates Officer and Admin Officer - Yate Town Council.

**1. APOLOGIES FOR ABSENCE**

**RESOLVED** Apologies for absence were received and accepted from Councillors Ian Blair, Sue Evan-Jones and Alan Monaghan.

Councillors Aziz Chowdhry, David Evan-Jones, Alan Lawrance and Cleo Trotter were absent.

**2. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011**

Ian Blair South Gloucestershire Council, School Governor (Tyndale Primary School)  
Martin Monk School Governor (Brimsham Green School and Tyndale Primary School)

**3. MINUTES OF THE PREVIOUS MEETING**

**RESOLVED** The minutes of the previous meeting held on 3 March 2014 be approved as a true and accurate record (Appendix 1).

**4. WITCHES HAT PLAY AREA**

An open discussion took place.

Members of the public who reside in Pitchcombe re-iterated their request that any refurbishment incorporates measures which attempt to mitigate any possible future issues at the Witches Hat.

It was **NOTED** that the request comprises of the following:

- The play area and park to be fenced and locked at night;
- The wooded area near to the roundabout be thinned out to increase visibility;
- The wooded area near to the roundabout be incorporated into the main park (and thus fenced and locked at night);

A further discussion took place. It was **RESOLVED** that:

- A consultation roadshow be organised in conjunction with South Gloucestershire Youth Initiative to get input from local young people about refurbishment plans for Witches Hat;
- Following a youth consultation roadshow, Estates Officer to produce a concept plan for Witches Hat (including budget costings) with consideration to the following:

- Wishes of local young people and to provide a facility they want to use;
- Request from local residents to incorporate fencing and a gate and for the park to be locked at night and for landscaping works to improve visibility;
- Incorporate the piece of land near the roundabout into the footprint of the existing park but focus on making this an enjoyable space for all members of the community.
- Once the concept plan is approved by the members of the Witches Hat and Tyndale Avenue Steering Group Committee, the plans be used as the basis for further consultation with local people.

A member of the public extended thanks to Yate Town Council for engaging local residents in the decision making process about how to refurbish the Witches Hat play area and park.

*The 9 members of the public left the meeting.*

It was **RECOMMENDED** that the Estates Officer explore ways in which the wooded area could be immediately improved with minimal expenditure (to include thinning the shrubbery, litter picking and power washing the paths) once the land is in the ownership of Yate Town Council.

## 5. TYNDALE AVENUE

An update was received. It was **NOTED** that:

- Consultation was underway – the closing date for comments being Tuesday 15 April 2014;
- To date, all responses received have been very positive about the suggested additions to Tyndale Avenue Play Area;
- Comments have been received from 2 members of the public regarding dogs in Tyndale Avenue. They have seen others with dogs in the play area and park and have requested confirmation about whether dogs are prohibited or not.

Quotations for suggested refurbishment of the park were received from three suppliers:

Suppliers
HAGS SMP
Proludic
Russel Play

The cost of the quotations supplied, in increasing order were:

Cost of Quotations:
£17,155.00
£20,000.00
£20,400.00

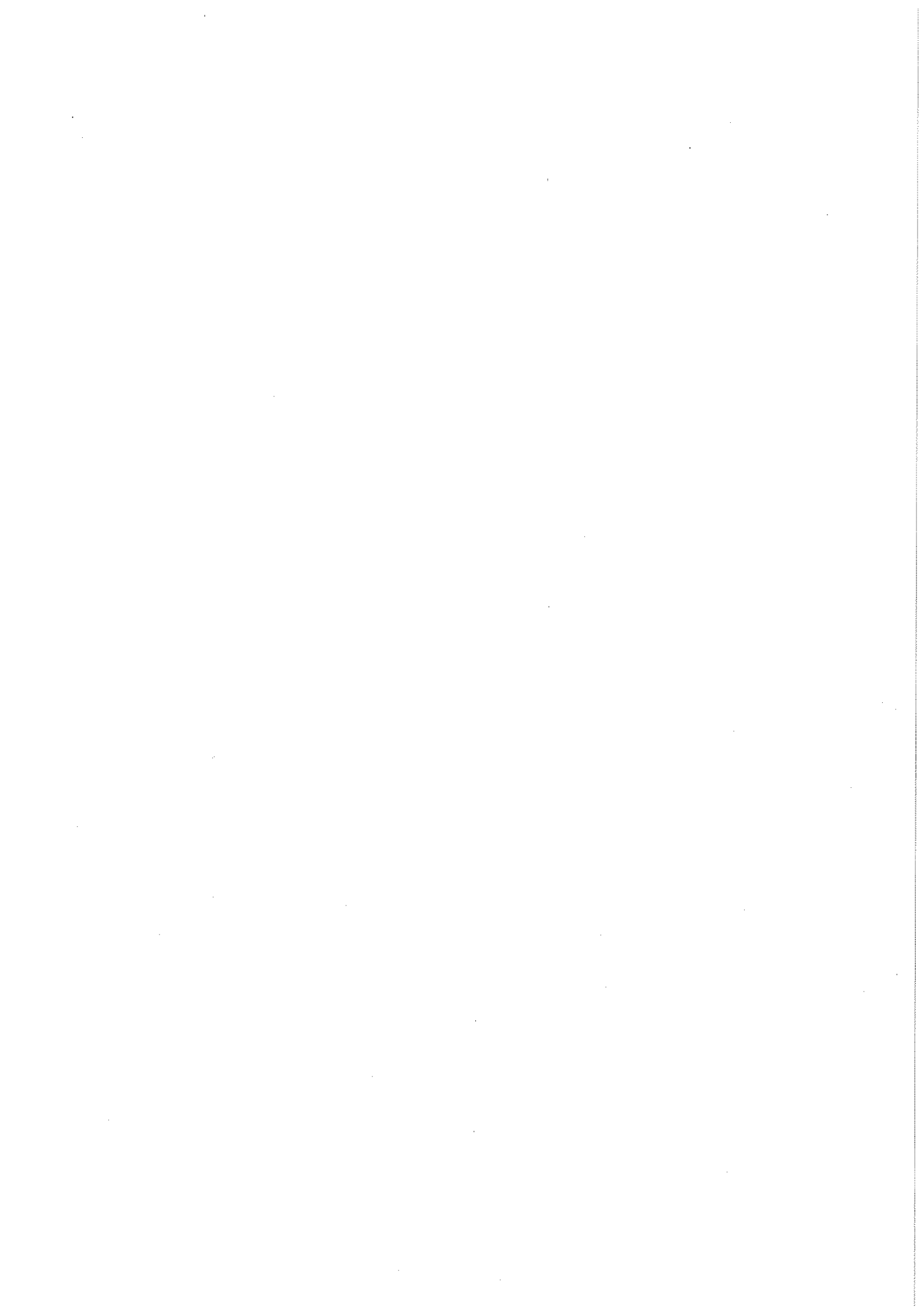
The following was **RESOLVED**:

- Dogs are to be allowed in the park on a lead, and excluded from the play areas;
- Subject to positive conclusion of the consultation, an order to be placed with Proludic who are the preferred supplier in the sum of £20,400.00 for the equipment because their proposal was felt to be the most suitable for Tyndale Avenue as it complements the existing equipment.

**6. DATE OF NEXT MEETING**

**RESOLVED** Admin Officer to send out an availability request to all committee members via Doodle.

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## **Tyndale Park play area - update**

All the play equipment has been installed and the site is in use.

There was space within the existing main bark pit, and enough budget, to relocate the existing springy toddler see-saw.

The 2 other items removed have had their concrete bases removed and they are being stored for re-use.

Lining of the Bitmac pad in front of the new goal unit will be lined with basketball and 5-a-side markings in early September.

A picnic bench will be installed shortly.

Planting will take place in early autumn.

A sum of approximately £850 remains in the project budget. Some ideas for use of this will be discussed at the meeting. Members ideas will be welcomed.



**Feedback from Youth Consultation about Witches Hat refurbishment.**

Councillor Tony Davis and Lucy Holtum attended an informal session at St Nicholas Family Centre Youth Club on Friday 13<sup>th</sup> June 2014.

Engagement was made with about a dozen young people (aged 12-15) from both genders about the Witches Hat play area to find out what they think of it now and what Yate Town Council could do to improve it for them.

The overall picture from this age group is that they think the play area is pretty uninspiring at the moment. They use the football pitch area (but lots of comments about this – see below), the swings (mainly for sitting on to have a chat) and occasionally the spinning disc roundabout.

**Football 'Pitch'**

This was mentioned as one of the best features at Witches Hat and the young people are keen to keep it, but it could be improved by putting into place the following:

- Replace the astro turf area right in front of the goal – feedback was that this is very rough and they dislike playing on it;
- Full size goals were requested several times;
- Painted lines on the pitch were also requested by several of the boys;
- Some kind of fencing behind the goal to stop the ball going a long way out of the area.

**Wheels 'Park' area**

All of the young people we talked to felt this was a good idea. Interestingly, the young people we spoke to tended to be scooter enthusiasts rather than skate boarders.

They were keen on the idea of an entry level circuit – something like a ramp or half pipe at each end, a multi faced jump box in the middle and some grind rails. They were happy for this to be fenced off to provide a division from the more general play area.

We discussed the location of the wheels park – and the general feeling was that this would be well situated in the top corner of the park (where the toddler area is now).

**Play Area for the Teen Age Group**

All the young people mentioned the inadequate seating in the current park. They wanted more formal seating and a couple of picnic tables and benches, and one or more teen shelters to sit when it rains (the girls said they tend to sit in large-ish groups so ideally, a shelter with seating for 6-8 young people would be ideal).

In terms of equipment, the unanimous feedback we received was that one or two key bits of equipment which would cause an adrenaline rush would be welcome over lots of smaller (cheaper?) items.

The idea of a large trampoline of some kind was very popular with both boys and girls.

Other ideas for large dynamic bits of kit which would be used were: see-saw that you stand on (like the 'surf spinner' or a seated scary version like the mobilus), the 'sky carver,' a zip wire, or roundabout you stand on (like the one at Woodchester Play Area).

Swings were discussed- and more exciting alternatives were mentioned. However, it was felt that generally, traditional swings are enjoyed and well used by all ages.

The girls especially mentioned they liked ropes – so some kind of climbing road pyramid would go down well with them.

We talked about the hammock style swings- and this group felt they were not very popular or widely used.

### **Fencing**

We discussed fencing the whole park and locking it up at night with the young people. They were very supportive of this idea as they feel that it is more likely to keep the park in a nice condition. They said they didn't like using an area which they felt had been trashed. Linking into this, a couple of the young people talked about graffiti and how having the artwork at Peg Hill had deterred graffiti – could this be something we consider doing at Witches Hat?

A few mentioned whether we could have CCTV in there – or even a fake camera to help deter anti-social behaviour and discourage drug dealing and use of drugs in the park.

### **Sand Play**

We also took the opportunity of asking those with younger siblings what they thought about the idea of having a sand pit. Feedback for this was very supportive – with some of the older girls saying they'd probably use it too!

The only other point which was made several times was the request for a toilet (even though we were clear this wouldn't be possible).

## Witches Hat Concept Plan

The report below together with associated drawings and illustrations, forms the concept plan for the Witches Hat Play Area.

### Minutes of the meeting dated 10<sup>th</sup> April 2014:

*A further discussion took place. It was **RESOLVED** that:*

- *A consultation roadshow be organised in conjunction with South Gloucestershire Youth Initiative to get input from local young people about refurbishment plans for Witches Hat;*
- *Following a youth consultation roadshow, Estates Officer to produce a concept plan for Witches Hat (including budget costings) with consideration to the following:*
  - *Wishes of local young people and to provide a facility they want to use;*
  - *Request from local residents to incorporate fencing and a gate and for the park to be locked at night and for landscaping works to improve visibility;*
  - *Incorporate the piece of land near the roundabout into the footprint of the existing park but focus on making this an enjoyable space for all members of the community.*
- *Once the concept plan is approved by the members of the Witches Hat and Tyndale Avenue Steering Group Committee, the plans be used as the basis for further consultation with local people.*

*It was **RECOMMENDED** that the Estates Officer explore ways in which the wooded area could be immediately improved with minimal expenditure (to include thinning the shrubbery, litter picking and power washing the paths) once the land is in the ownership of Yate Town Council.*

## Consultation Findings

### The main themes from the various consultations undertaken are:

1. Keep the football pitch area;
2. Wheel play facility – entry level street circuit;
3. Secure fencing and gates, locked at night;
4. More adventurous/ risky play – one or two really good bits of kit – adrenaline rush;
5. Trampoline;
6. Some sort of rope/climbing apparatus (especially popular with teenage girls);
7. Sand pit (not just for toddlers);
8. Better seating / some shelter from the rain (for minimum of 6 people to sit).

## Procurement process

There are 3 options for the procurement of the wheels play park and play area provision:

1. Place two contracts each with a separate contractor; one for the provision of the play area and one for the provision of the wheel play park;
2. Place one combined contract with one contractor for the design and construction of the play area and the skate park. (Note – this may involve the use of sub-contractors which is not desirable);
3. Procure the services of a landscape architect to undertake design and co-ordinate procurement.

### Recommendation – procurement process

*It is recommended that option 3 be pursued as by utilising the specialist experience of an external person, this is likely to produce the best finished result as in addition to the expertise a landscape architect will provide, they will also manage both the procurement process and contractors. Due to the tight timescales involved in developing this project, there is not sufficient in house resource to bring this project to fruition within the proposed timescale.*

## Wheel Play Park

### Location

3 possible locations for the wheel play park have been examined within the existing footprint of the Witches Hat play area:

Location	Pros & Cons
1 At the extreme north end of the play area	<ul style="list-style-type: none"><li>• Buffer distance about 30m;</li><li>• Equipment would have to be removed;</li><li>• Some 'spilt' street lighting.</li></ul>
2 South of the existing swings adjacent to the Westerleigh Road boundary	<ul style="list-style-type: none"><li>• Buffer distance more than 60m;</li><li>• Site is clear grass with just a bench and picnic table;</li><li>• Some 'spilt' street lighting.</li></ul>
3 On the Westerleigh PC land	<ul style="list-style-type: none"><li>• Buffer distance about 50m;</li><li>• Site is clear grass, but within tree root span of existing trees;</li><li>• In shade of trees, leaves and sap may be a problem.</li></ul>

Fields in Trust (formerly National Playing Fields Association) recommend a buffer distance of at least 30m from houses for Skateparks.

### Recommendation – Wheel Play Park Location

*It is recommended that the skate park be established in location 2, along the Westerleigh Road boundary as it allows for the greatest distance buffer from the residential area.*

### Design

The following criteria are suggested for the design brief:

- a) The park to be constructed from cast in-situ concrete. This is normally the quietest running and most robust form of construction. However, it cannot easily be modified once built;
- b) The area should complement Peg Hill and not compete with it or duplicate it;
- c) The area have the form of a 'street circuit', i.e. a flat pad with various features including boxes, ramps, steps, grind features etc. (Appendix 1);
- d) The area should be suitable for beginners, as well as experienced/ skilled riders;

- e) Shallow banking should be provided to attenuate some of the noise from the feature;
- f) Informal seating should be incorporated in the design, in the form of earth terraces, timber seating, boulders etc.;
- g) A small group of potential users should be involved in developing the detailed specification and selection of the successful tenderer.

Member's comments on the criteria for the brief are welcomed.

## **Play provision**

It is proposed to improve provision for both younger and older users, and there is no reason why adults cannot use some of the equipment.

If appointed, a landscape architect would produce the design, let tenders and supervise the installation of new equipment.

It is recommended that certain specific items of equipment be specified (i.e. make and model). This is because we know from our combined experience, and from consultation, that particular items are popular with users or fulfil a particular need.

The following criteria are suggested for the brief:

- a) Items of equipment:
  - At least one large key item to facilitate challenging active use by one or more teenagers;
  - Basket or single point swing or in combination with;
  - See-sawing/ rocking items;
  - Rotating item(s);
  - At least some items should facilitate play by users with some types and severities of disability;
  - Provision of some toddler equipment;
- b) Provision of a sandpit and sand – with sand specific equipment;
- c) Bark pit to be extended to the Westerleigh Road fence with a suitable barrier to prevent loss of bark onto the roadside, and extended towards the existing DDA slide unit;
- d) Provision of some landscaping: attractive boundaries to the bark pit; provision of boulders and log features;
- e) Provision of picnic benches and other under cover seating;
- f) Provision of gates and fencing if applicable;
- g) Any excavated soil to be reused on the site.

Member's comments on the criteria for the brief are welcomed.

## **Sandpit**

In order to research concerns about the value and potential problems presented by a sandpit, it is proposed to install a temporary sandpit, within the existing bark pit area, for the remainder of the summer; The sandpit to be funded from the project budget.

### **Recommendation - Sandpit**

*It is recommended that a temporary sand pit be established if time should allow.*

## **Fencing and Gates**

Members will recall that funding was awarded for proposals to enhance play provision, but not to enhance site security. Any costs incurred in improving site security from the project budget will inevitably impact on play provision.

### **Option 1**

- The hedge between the Westerleigh land and the play area is laid during the autumn/winter, to reduce its height and increase its density;
- The northern part of the hedge to the main play area is similarly laid;
- The central part of the hedge, which is younger, is trimmed to increase its density.

Thereafter the hedge will be flailed to about 4ft high, like the Common hedge on Westerleigh Road. This will improve visibility into the play area, yet maintain a dense barrier.

Lockable gates will be installed to allow access at the 2 existing access points, together with a service access gate, as at present.

### **Option 2**

- Install 2m. high fencing around the site, incorporating lockable gates.

Note – the cost of locking and unlocking gates will be about £1,800 per year.

### **Recommendation - fencing**

*It is recommended that Option 1 be pursued.*

*Both options would be relatively secure, however neither option is impenetrable.*

## **Timescales**

Timescales for the project will be discussed at the meeting but it is anticipated work will start on October/November this year.

## **Westerleigh land**

This is the public open space by the roundabout, currently in the ownership of Westerleigh PC, which is being transferred to Yate Town Council.

The following works are proposed for this area, once the land has been transferred to Yate Town Council to transform and open up the area into a useable public park:

1. Conduct a tree survey and act on its recommendations;
2. Reduce the height of the hedge, laying it where required;
3. Prune and tidy shrub beds;
4. Renovate benches, paths and bins
5. Cut the grass

**Recommendation – Westerleigh land**

*It is recommended that the works as detailed above be carried out, subject to a budget being available.*

**Synopsis of Recommendations:**

1. Procure the services of a landscape architect to undertake design and co-ordinate procurement of play area and wheels park provision;
2. Wheels play park to be located at location 2 – which is south of the existing swings, adjacent to the Westerleigh Road boundary;
3. Temporary sandpit be established if time allows;
4. Works are undertaken to make the hedge around the park denser, whilst reducing its height – thus providing a barrier whilst increasing the visibility into the park. Gates to be provided which are to be locked at night;
5. The Westerleigh land is to be developed when the land has been officially transferred to Yate Town Council.

