Notes - Reawla Park Working Group – Meeting 6 – Friday 17th March 2017 – 9.30am

Present : Cllr Michael Roberts (MR), Cllr Jenny Tovey (JT), Cllr Shirley Negus (SN), Vanessa Luckwell (CC), Mrs Vida Perrin (Clerk) (VP)
Belinda Edwards (BE) joined the meeting at 10.30
Mrs Sarah Thomas (Notes)

Apologies : Paul Miners, Diane Richards

1. Meeting 5 (13th Feb 2017)
   a) Notes - meeting 5
      Noted – items all covered in today's agenda
   b) Matters/Actions arising from notes
      None not covered in today's agenda

2. Grant applications/deadlines & finance
   i. Successful in grant application to GGSCF for £21,700 – grant dependent on receiving funding for the rest of the project – council discussed at meeting last Wednesday and will fund the 11% needed to apply for SITA. VP has spoken to Wendy Reading at SITA. Hope to get SITA application in next week
   ii. VP has updated the funds for skate park element. We are doing well as yurt will be free and minibus subsidised.
   iii. Need to discuss – age group / agenda for visits
   iv. Fun day – ask for volunteers – split between those who would like to join the working group, and those who would like to be kept informed.
   v. Need group of 6-10 youngsters who would be "hands on" – take to visit parks then to help with design – suggest 27th May and 3rd June for visits. VL offered to help, MR to check minibus availability.
   vi. MR – has photos of local skate parks – board display
   vii. We need to design something to fit our space – need to give a limited choice of what we can achieve.
   viii. Digital survey – VP – thinks a good idea to have, probably enough money left after fun day – wary of making a decision until after the fun day to check what funds are left. Need to pass through Parish Council – would need 3 quotes.
   ix. JT – would be great to see some work started in the park.

3. Project Elements
   a) Phase 1 (Restoration of existing equipment)
      i. Paint – quote from Wicksteed who supplied original equipment. VP was contacted last week re; probation service – could be a repainting job for them?
      ii. MR concerned if not properly cleaned down paint would not stick
      iii. VL suggested asking probation service if they have access to professional equipment – VP to investigate
      iv. All agreed to go with MR's original quote from sand blaster if probation service have not got suitable equipment
   b) Phase 2 (Toddler Area) & 3 (Mid Age/Family Areas)
      Covered above under funding
   c) Phase 5 (Path)
      i. Discussion took place reference timescales for path and landscaping. All would like to see path done – think phases 2 & 3 can be done with path as "stand alone" project but really don't know.
      ii. MR – would need to go to tender, concern over timings
      iii. MR – would like to ask council at next meeting about tender process
      iv. VL – check SITA guidelines – do not fund retrospectively – need to establish if going to tender would be starting project before funding agreed
   d) Phase 7 (Skate area)
      i. Timings - Sunday 30th April – event to be held – Mount Hawke skate park have another event on Monday 1st May.
      ii. Need to agree timings – discussion took place – agreed 1pm to 4pm.
      iii. Volunteers – need to recruit – VP suggested if not enough volunteers bouncy castle may have to be restricted as 2 are needed to run.

iv. MR – Cllr Homes will probably help at event.
v. VP – will need to oversee event so difficult to put name to any one item
vi. VP – who to please approach PTRA to ask for volunteers – VP to ask JT to bring up at the committee meeting in March – take along a form to ask for volunteers to sign up to timings
vii. VL – do you want people to sign up before they use the skate park? – discussion took place – suggest they do workshop before going on skate park
viii. Social Media - VP / ST – to look at setting up facebook page
ix. VP – workshops perhaps 30 minutes?
x. DBS checks – PC staff undertaking and MR has check complete
xi. Music – what to put through PA – radio? – VL suggested contacting Mount Hawke skate park to see if they have play list. VP – check PTRA PA system will take music from ipod device
xii. Flyers to neighbours – MR volunteered to leaflet drop a poster 2 weeks before event – will be an opportunity to recruit volunteers – needs copy of sheet to sign volunteers up
xiii. Refreshments – juice/water & biscuits
xiv. Bouncy Castle – Has been booked
xv. Decorations - VP – bunting/balloons to decorate park – VL gave PTRA box of bunting – VP to ask PTRA to borrow
xvi. Marquee – MR – borrow from Hall for Gwinear
xvii. Yurt – MR – sorted from Meadow Yurts – VP to contact our insurance company
xviii. Mini Bus – MR to arrange with Hayle Youth Club
xix. Advertisement - Paul Miners – will put up posters on site
xx. VP – signpost / facebook / posters
xxi. Prizes - VP – goody bags – raffle for older children? – VP to look at finances for 3 prizes and goody bags
xxii. VP – needs to update H&S / risk assessments
xxiii. MR – will collect PA system
xxiv. Refreshments – ST/VP to sort
xxv. Volunteers – VP to ask Jenny Tovey to ask at PTRA meeting
xxvi. MR – timescale for path and landscaping - VP – check with Belinda/Melissa

Belinda joined meeting at 10.30

VP brought BE up to date, looking at phasing the project

i. BE has sample letters, companies – good idea to get topography survey done. Need to follow a professional route – safety use areas need calculating. After topography report, then commission a registered design practice to draw up and tweak the plan to produce drawing for contractors. Designers would have professional indemnity insurance. Would need to adhere to the construction, design and management regulations – duties of client – designer – contractor
ii. VP – do not want to hold up the project – need to know what to do and when
iii. BE – need to commission survey, 2-3 weeks. RoSPA to look at. Practice for design, then RoSPA check again after build.
iv. VP – when to put path in? – contractor to hard landscape. CPO is RoSPA qualified to install equipment. Tigermulch for base – can get quotes when survey is done.
v. 30th April event – agree 1pm to 4pm
vi. Mount Hawke – skate area, bouncy castle, yurt, PA system, refreshments
vii. After discussion – yurt for skate focus workshops, marquee for refreshments and upgrade of park refreshing look at plans.
viii. Would like group of 6-10 youngsters to join group, go out on minibus. Choose how to spend the 4K for a piece of equipment as a starter project, then work on skate park.
ix. BE – will put together photographs and boards for the yurt – work as an ongoing drop in event for the 3 hours rather than structured workshops.
x. VL – ask Stuart Wallace for photos of skate parks.
xi. MR – attended skate workshop – need to engage community, then get community to raise some funds
xii. BE – Sport England now recoginise Skate Parks in grant applications so may not take as long as original thought
xiii. SN – GVA has tables / chairs
xiv. MR – tables at Hall for Gwinear
xv. VP – will ask Paul Miners to help MR with tables/chairs

xvi. MR / VP to arrange site visit to park to agree layout/reccy
xvii. BE – book to sign people in
xviii. VP – parental approval for filming/photos – how to deal
xix. VP – signs on gates & outside yurt notification of photographs being taken – hand stamp to show they have not signed up to photos being taken.
xx. BE suggested looking at regulations on line
xxi. VP – will put together guide for BE as to what information we need – name, contact, join group or keep informed, etc
xxii. VP – suggested skate area looking more urban – BE to look for images
xxiii. VP – will print and laminate MR's skate park photos
xxiv. MR – what to ask adults about?
xxv. VP – will outline plan to put up of where we are and where we'd like to go.
xxvi. VP – electrical services – look at surveys from solicitor, gas runs up the path
xxvii. BE – contractor hopefully goes over area with metal detector before commencing works
xxviii. MR – Steve Rowe mentioned water works under the site
xxix. BE – will confirm process in writing so we ask for clear stages in the design process.
xxx. VP – does BE know of any others as need 3 quotes – suggest Richard Sneedsby, Martin Lonsdale – would need to check their insurance and registration.

VP thanked everyone for attending
Meeting closed at 11.30am

1. Any other business

2. Meeting/events dates:-
   Monday 10th April 2017 (9.30-11.30am) – TBC
   Sun 30th April 2017 – Skate Event (one day weather dependent)