

Report prepared by Julia Lawrence – Deputy Town Clerk

## **RECOMMENDATIONS FROM OTHER COMMITTEES**

### **THE ENVIRONMENT & LEISURE COMMITTEE MEETING**

#### **Purpose of Report**

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to accept and agree the recommendations put forward by Members of the Environment & Leisure Committee meeting held on Thursday, 19 January 2023.

#### **Detailed Information**

##### **1 Sports and Play Consulting – Independent Advice**

Members debated whether it would be appropriate to appoint an independent company who could over see the procurement and tendering process and deal with the project management aspects should a substantial piece of children's play equipment be purchased for the Recreation Ground. For example, the Deputy Clerk reminded Members of the Committee that last year a consultation had taken place with local schools which resulted in a "Quest Enterprise" piece of children's play equipment being the preferred choice. However, it may be appropriate to revisit that exercise which could potentially result in a better piece of equipment at a lower cost, and this could be achieved with the help of this company.

It should be noted that this company, Sports and Play Consulting, would only be commissioned to undertake such work as and when needed.

Members of the Environment and Leisure were all in favour (with the exception of one abstention) to proceed with this company on the basis set out above: "if and when needed".

An outline of the fee structure based on the budget and project is as follows:

Procurement and Tendering Stage	
- Fixed Rate	£1,600.00
Project Management	
- 5.5% of budget (i.e £35,000 budget for improvements)	£1,925.00

Please note that the Project Management costs shown above are for illustration purposes only.

Details about the company, Sports and Play Consulting, can be found by going to: <https://www.sportsandplayconsulting.co.uk/>

## **2 Cemetery Mapping Software Update**

Members of the Environment and Leisure Committee were presented with a report concerning progress on the Cemetery Mapping Software. A copy of the report is attached at Appendix A. As detailed in the report, whilst a substantial amount of work has already been undertaken, there are still areas that require completion to eliminate duplications and ensure that all data is consistent and therefore Pear Mapping have stated for such works to be completed, an amount of up to £750.00 (plus VAT) will be required. Please note that Pear Mapping have stated that costs will not exceed this amount and may possibly be much less but until Pear Mapping investigate the anomalies, it is difficult to pinpoint an exact figure.

## **3 Cemetery Groundworks – Removal of Ivy**

Prior to Christmas, Members of the Environment and Leisure Committee selected a company to remove all the ivy off the Cemetery wall that joins the Football Club. There was a substantial amount of ivy growth on the wall which had become thickly knit in the mortar on the wall. At the time, quotations had been received from four local companies and their fee quotes ranged from £900.00 to £3,860.00 plus VAT. The Company that offered £900.00 was selected although there was some scepticism at the time that they would be able to complete the works. After starting the job, as expected, the Company confirmed that the job was bigger than expected albeit the Company did apologise as they had completely misjudged the amount of work when quoting. However, in order to complete the works, the Company stated that a further £1,400.00 plus VAT would be required. This revised final figure of £2,300.00 plus VAT is still less than the other companies who had quoted, as the lowest quote was £2,910.42. All Members of the Environment and Leisure Committee were in favour of this additional quote in order for the works to be completed as soon as possible.

## **4 Working Parties**

Members of the Finance, Policy and General Purposes Committee are asked to refer to the recent minutes forward by both the Events Working Party and Climate Change Working Party. In particular:

- 4.1 £2,000 for World Book Day, to be taken from the 2022/23 Events Budget.
- 4.2 £2,000 for Climate Change Working Party, to include the Great Big Green Week Event in June 2023, to be included in the 2023/24 budget.

## **Recommendations**

- 1 That Members of the Finance, Policy and General Purposes Committee agree to appointing Sports and Play Consulting if and when required for the purchase of new children's play equipment.**

- 2 That Members of the Finance, Policy and General Purposes Committee agree to Pear Mapping completing the outstanding works to finish this project at a cost of no more than £750.00 plus VAT, noting that this amount may be lower.**
- 3 That Members of the Finance, Policy and General Purposes Committee agree for the Company to return and complete the ivy removal at the Cemetery for a cost of £1,400.00 plus VAT.**
- 4 That Members of the Finance, Policy and General Purposes Committee agree the following requests from the Events Working Party and the Climate Change Working Party:**
  - 1.1 £2,000 for World Book Day, to be taken from the 2022/23 Events Budget.**
  - 1.2 £2,000 for Climate Change Working Party, to include the Great Big Green Week Event in June 2023, to be included in the 2023/24 budget.**