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To: All Services Panel Members

The next Meeting of the Services Panel will take place **on Tuesday 27th July at 10.30 am** to be held electronically.

To access the meeting via Zoom please use the following [link](#)



Lisa Tidy
 Clerk to the Council
 20th July 2021

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1.	Panel Lead's Welcome	
2.	Apologies for Absence To receive and vote to accept apologies where valid reasons for absence have been given to the Clerk, prior to the meeting	1
3.	Minutes Notes from last meeting held on 8 th June 2021 (presented to FC on 16 th June 2021) (attached)	2-3
4.	Trim Trail – update on report sent to FC on 21 st July 2021 (attached) <ul style="list-style-type: none"> • Funding opportunities • Next steps 	4-5
5.	Three Year Play Strategy – update	
6.	Water butts, composting bins – Verbal report from Cllr J Thomas	



Sleaford Town Council
Notes and Report of Services Panel Meeting – Tuesday 8th June 2021
10:00am to 11:40am

Panel members present:

Cllr H Lorimer
Cllr K Fernandes
Cllr D Suiter

Meeting and Panel supported by the Deputy Clerk and Administration Officer (MW)

1. **To Elect Panel Lead**

Councillor K Fernandes was elected Panel Lead for the 2021/2022 Civic Year.

2. **Apologies**

Apologies for absence were received from Councillor J Thomas. Councillor D Darmon was absent from the meeting.

3. **Notes from the last meeting 16th April 2021**

The Panel Lead introduced the notes which had already been presented to Full Council on 28th April 2021.

The Deputy Clerk advised that since the Trim Trail agenda item was very complex the agenda for the meeting was limited to this and one other item only.

4. **Trim Trail at Boston Road Recreation Ground**

The Deputy Clerk introduced this item. It was reported that meetings with three possible Trim Trails providers had proved very helpful and provided the Council with more information than had previously been considered.

Panel members discussed the report, paying particular attention to the feedback received from the three possible providers.

The Deputy Clerk reported that in order to keep the Request For Quotes process transparent, consistent and fair, Council will need to give a clear and detailed brief together with awarding criteria and a scoring matrix to be used when selecting the Request For Quotes winner.

When asked if there had been sufficient feedback from consultation to be confident of a brief, the majority of the Services Panel present, agreed that there had been through Annual Town Meeting(s) and feedback through the evolving Sleaford Neighbourhood Plan.

It was confirmed that no funds have been ringfenced for this project and Full Council, if in agreement, would need to allocate a suggested budget of £25,000 then refer it to the Finance & Strategy Panel.

A brief discussion took place regarding how the Fitness Trail fits in to the decision by Council to develop a 3-year play equipment strategy. It was agreed that the 3-year strategy would be an agenda item at the next meeting.

It was agreed that the following points are to form part of the revised brief:-

- Adult Trim Trail at Boston Road Recreation Ground for the 18-65 age group
- Maximum Budget of £25,000
- Minimum of 10 pieces of equipment (non-mechanical)
- Agree the award-winning criteria would represent value for money with a balance of quality versus cost:
 - Design, layout and equipment
 - Materials used, guarantees, cost of future repairs, installation costs
 - Experience and Examples of similar projects installed
 - Cost – total cost for equipment and installation

Action: Deputy Clerk to re-write the Brief and awarding criteria.

Recommendation: For Council to consider and approve a budget of £25,000 for the work.

5. **Supply of water to the Galley Hill Allotments**

The Deputy Clerk introduced this item and reported that the plumber believed the pipework was copper and lead material. The reduced bore size due to furring inside was causing low water pressure. It had been quoted that it would cost £11,205 to renew all of the pipework and standpipes with insulation boxes surround.

After a brief discussion regarding an alternative water supply, it was agreed this item should be referred to Full Council to deal with in under Climate Emergency Policy.

Recommendation: Full Council to investigate an alternative water supply in line with the declaration of a Climate Emergency: Options being:-

- 1) Do nothing
- 2) Remove 3 taps and replace with one refillable trough
- 3) Remove water supply altogether

6. **Agenda Items for the next meeting**

3-year play equipment strategy

7. **Date of next meeting(s)**

Tuesday 27th July 2021 at 10am

Report to: Full Council
Report From: Clerk and Deputy Clerk
Subject: Adult Trim Trail

Introduction

Full Council considered the recommendation from Services Panel at their meeting held on 16th June 2021 to approve a budget of £25,000 to offer additional Adult Exercise Equipment in the form of a trail (see appendix A for visuals of equipment) at Boston Road Recreation Ground.

At their meeting, Full Council were unclear as to the background of this request and required a further detailed report.

Background

In September 2019, the Services Panel undertook a tour of play areas. In December 2019, Council approved consultation in relation to aspirations for new equipment. The feedback was limited, but there was still a desire from the Services Panel to increase adult play equipment. In January 2020 Clerk had met with providers in relation to a trim trail looking at costings. Panels ceased to meet following the pandemic and when they returned to meeting in 2021, discussions with contractors continued to establish what could be offered and how much it would cost.

Feedback from Contractors included: -

- Adult Trim Trails are suitable for 14 years and above
- Have grouped zones. Each zone consisting of a number of fitness items, either based on a specific workout or user provision. Example of zones: cardio, strength, flexibility etc.
- Trim Trails would be at a slightly higher risk due to lack of visibility if placed a long way apart, particularly an issue in winter. Suggest we look at placing equipment on ONE side of back field only – older ages may not be able to walk / run as far – don't want to exclude the older age group
- Mechanical equipment (moving pieces) – need more maintenance and upkeep. Standing equipment is recommended
- Consideration needed to be given to signage.
- Consideration needed to be given to the type of surfacing.

Equipment & Specification

Following feedback from the Contractors the Services Panel considered the equipment suitable to proceed and it was agreed that the following points are to form part of the revised brief:-

- Adult Trim Trail at Boston Road Recreation Ground for the 18-65 age group
- Maximum Budget of £25,000
- Minimum of 10 pieces of equipment (non-mechanical)
- Agree the award-winning criteria would represent value for money with a balance of quality versus cost:
 - o Design, layout and equipment
 - o Materials used, guarantees, cost of future repairs, installation costs
 - o Experience and Examples of similar projects installed
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Budget Considerations

To go back to the contractor with the specification, a budget required approval from the Council as a capital expenditure. Based upon the contractors feedback, a budget of £25,000 would be sufficient to address the specification.

On advice from the Clerk, funding was explored and could be provided from a revision of the capital programme, Community Infrastructure Levy, s106 contributions (which currently stand at £200k available to be spent by 2024).

Future Provision (3 Year Strategy)

Council considered at their meeting on 24th March 2021 a requirement to plan for ongoing maintenance, repair and replacement of play area equipment and tasked the Services Panel to deliver a coherent 3-year strategy how to develop the recreational areas for the benefit of children and adults. The work of this strategy is still ongoing, however the following priorities provide identifiable areas across Sleaford, direction of travel and achievable targets over the next 3 years: -

- In year 1 to investigate and implement the provision of trim trail on Boston Road Recreational Ground in to address the need for more adult focused equipment, with an estimated value of £25k to be funded through s106 funding;
- In year 2 to investigate potential requirements at Woodside recreational ground, being the next largest play area; and
- In year 3 to investigate potential green spaces in Quarrington to be used for recreation.

Recommendation that: -

That Council support the priorities identified in the report; and

That Council approve the request for s106 funding to support the purchase of a trim trail, to the value of £25k, to be sited at Boston Road Recreation Ground.