

Playing fields and Playgrounds Committee Meeting held on 25th April 2007 at 7.30 pm at the Parish Council Offices.

Present at the meeting: Cllrs Mackinnon (Chair), I Hatton, M Beresford, P Lightfoot, P Richmond

1. Apologies:

Apologies for absence were received from Cllrs Ayres and P Hatton

2. Minutes of meeting held on 18th March 2007 were distributed but will be agreed at meeting in May 2007

3. Cllr Mackinnon introduced reason for meeting was to move the process of the contract for the Sports Field groundsman forward.

4. Cllr Mackinnon informed the Committee of the quality requirements for the football leagues as established by himself and Cllr Richmond via Northern Senior League, IOG and the Football Association websites. It was stated that the criteria for Sport England and the Football Foundation establishes standards for playing surfaces for new projects as quoting BS7370/PQS basic. Therefore establishing the expectation that the Council should be working towards PQS basic, ensuring that the playing surface would last for the whole season.

5. Cllr Beresford asked if there was a detailed specification available to issue to contractors wishing to tender by quoting a price.

Cllr Richmond signposted the Committee to BS7370 and IOG PQS – Football – June 2004 manual.

6. Cllr Beresford asked that the specification should include areas outside of the established playing surfaces, including grass areas, banks etc

Cllr Mackinnon stated that as the Council wished to have flexibility in moving the pitches, the whole area needed to be included.

7. After discussion it was agreed by the Committee that litter picking would not be part of the Groundsman contract and there was an expectation of the users to clear litter. Future consideration would be given to the best value of removing litter at a future date.

8. Cllr Beresford stated that we could not refer contractors to a web site and a hard copy would be needed to be sent out. Cllr Lightfoot clarified that the PQS schedule is the outcome and not how to get to the outcome. Cllr Richmond confirmed that it is the whole booklet and Guidance book that is necessary as well as the IOG Calendar available on the web site. Cllr Lightfoot clarified if would be sending hard copy of calendar. It was agreed that a hard copy of the IOG booklets and calendar would be sent.

9. Cllr Mackinnon concluded that the process would be:

- Look at the three contractors that were still expressing an interest and had completed Pre-qualification process
- Consider the comparative pay, hours and materials costings to be provided by Cllr Richmond.

Cllr Lightfoot asked if it was possible to conduct the process in this way

Cllr I Hatton stated that she felt the Contractors needed something more realistic for people to price against. Cllr I Hatton requested that the Council has a paper copy to start with.

10. Cllr Beresford proposed that a letter be sent to the prospective contractors, quoting BS3730 and Pitch maintenance towards PQS basic including requirement for both pitch

surfaces and off pitch surfaces. Prospective Contractors to be asked to give a price to include:

- providing their own equipment
- in season and out of season hours
- materials for improving grounds for year 1 – in season and out of season
- to reach PQS basic at earliest possible date within budget and time limits but to state that it our ideal to reach PQS basic within 4 years

It was agreed to state that there was in total approx 28 acres and the total number of pitches was 5 adult, 1x 3/4 , at least 3 mini pitches, 1x rugby pitch and 1x astro turf area.

It was agreed to give a 2 week tendering period from the date of the letter

- 11.0 A discussion the contractors at pre-qualification took place and it was agreed that:
- | | |
|----------------|--|
| Contractor A - | Criteria points scored 3/10 and lacked specific experience in this particular instance |
| Contractor B- | Criteria points scored 6/10 Not IOG members but have access to IOG member for advice and have experience of working towards BS7370 |
| Contractor C- | Criteria points scored 10/10 after verbal confirmation given to clerk on some points. |

Committee agreed to move forward on contractors B & C and instructed Clerk to write to Contractor A within 15 days with the points above. The Committee agreed that they could be invited to take part in future tendering process'

Committee instructed Clerk to write as proposed by Cllr Beresford and to include Photocopies of IOG booklet and Guidance booklet and to include Calendar from IOG Web site.

12. It was confirmed that the lowest price would not necessarily be accepted as other factors such as technical ability were relevant.
13. Cllr Richmond repeated his declaration of interest as he has dealt professionally in a Cricketing capacity with one of the Contractors being invited to give a price.
14. Cllr Mackinnon requested that Cllr Richmond completes the calculation for number of hours based on IOG calculations.

Meeting Closed at 9.20 pm

Dates of next Meeting: Playing fields and Playgrounds May 23rd 2007 at 7.30
Sports field Management Users Group May 16th at 7.30

Signedand dated this 23rd Day of May 2007