

YAXHAM PARISH CHARITY
MEDIUM & LARGER PROJECTS*
2020/21 GRANT ELIGIBILITY & APPLICATION FORM

** Medium projects are those requesting £1,001 to £10,000 and Larger projects are those requesting £10,001 or more from the Parish Charity.*

Please fill in all sections. Should you wish to expand on a question please enclose additional information separately. Only one project per application. The Declaration at end of form must be signed and dated. When completed please return this application form to:

Email: yaxhamparishclerk@gmail.com

1. Your organisation	
Name of organisation	YAXHAM PARISH COUNCIL – PLAYSPACE WORKING GROUP
Primary Contact name	CHRIS COUVES
Position in organisation	CHAIRMAN OF THE WORKING GROUP
Tel No.	01362 422515
Email address	CHRIS.COUVES@HOTMAIL.CO.UK
Secondary Contact name	SUSAN MARTIN
Position in organisation	GRANT CO-ORDINATOR
Tel No.	01362 696805
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Address for correspondence	MR C COUVES 12 PRIORS GROVE YAXHAM NORFOLK NR19 1SL

2. About the project

Please give details of your proposed project, what you propose to use any grant awarded for and timescale including when the project is expected to commence, key milestones, and when it is planned to be completed.

Recollections

Looking back, a great number of our childhood memories were made in our local Play Spaces and parks. Not only did we get to play with our friends, but we got to throw ourselves down slides, throw ourselves to what felt like the moon and back on a swing and even make ourselves giddy with glee on roundabouts. Health & Safety guidelines have changed, as have the way we look at what is considered fun and what is downright dangerous.

Health & Safety

Upgrading the current Play Space will ensure that it is as up to date as possible with regards to the equipment itself being in good repair as well as the equipment meeting health and safety guidelines in terms of their use. The Play Space has been closed since its last inspection in 2020, when it was considered by the YVAA (Yaxham Village Amenities Association Trustees) to be a hazard. As such it has remained closed for much of the past year.

Further Development

Park and Play Space equipment today is now used in more ways than we could have ever imagined, with certain Play Spaces being utilised to truly help child development. From mental stimulation through role-playing to fine-tuning a young one's fine motor skills, their balance and coordination. With up-to-date equipment that has made specifically for this, the play space will be re-opened – and not just a place to play, it also becomes a space in which young minds can develop further – helping the community's recovery from COVID-19.

Encourage More People to Use It

We all know the play space looks like it could have done with an upgrade years ago. Its current state put off a lot of potential users off. Post COVID-19 there is a greater parental emphasis on cleanliness, the value of activity and fresh air. With an upgrade, this is a positive message that could entice a whole host of new users, bringing the community together in more and hopefully bring more people to the Village Hall as well, and help the community "spring back better".

Where is your project located? Do you have the landowner's permission to proceed? Do you need planning permission or other permissions? If so at what stage are your applications at?

The project is located by Yaxham Village Hall, within the existing Play Space. This area of land is owned by the YVVA, but controlled by the Parish Council under an agreement - effective 1st May 2021. The agreement gives permission for the project to proceed.

Planning Permission is not required for this project.

Please give details of consultation you have undertaken with the community for this project.

In 2015 a full Consultation was undertaken by NP4Yaxham, the Neighbourhood Plan Working Group. This gave overwhelming support for the Play Space to be upgraded, see <https://www.np4yaxham.com/referendum-plan.html> made 3rd July 2017.

At a further Consultation Event in November 2017 at the Village Hall the community ranked the Play Space in the top three projects for the Parish, subject to funds.

In 2020 Parishioners lobbied the Parish Council to reinstate the Play Space, in accordance with the consultations undertaken in 2015 and 2017

Additionally, the Yaxham Play Space Improvement page on Facebook has 46 members and shows continued keen support for the Play Space to be re-opened, of those 10% have offered to work on the project. The Parish Council Newsletter distributed w/c 19th April 2021 also asks for views, comments and observations.

3. Financial details

What is the total project cost? Please give details of costs, including any estimates, quotations or prices obtained (please attach copies). For projects over £10,000 please provide a project plan.

The total cost of the Project is anticipated to be around £20,000 - £25,000

	Budget Range for the Play Space		
	Refurbished	New	Blended
Swings	£2,000.00	£7,000.00	£7,000.00
Climbing Frame	£2,000.00	£15,000.00	£2,000.00
Benches		£1,000.00	£1,000.00
Matting*	£4,200.00	£4,200.00	£4,200.00
Additional play item		£5,000.00	£5,000.00
		£32,200.00	£19,200.00

*Approximately £50 per square metre, currently 84 square metres

1. Annex 1 Project Plan and Timeline
2. Annex 2 Project Scope
3. Annex 3. Working Group Terms of Reference

Once the full quotes have been received a rigorous assessment will take place before the contracts are awarded. The Clerk to the Parish Charity will be notified of the details.

**If the circumstances of the proposed project makes it unlikely that these requirements can be met then this should be explained in detail for the Parish Charity to consider.*

How much is this grant application for?	Up to £17,000 depending on final cost and other grants available. £5,000 from Yaxham Parish Charity and £12,000 as donated to Yaxham Parish Charity by the closed Yaxham Social Club
<p>Do you receive funding from other sources? If yes, please give details of who gives you funding and for what purpose.</p> <p>If this application is approved an application will be made to Breckland Council via NCF for £5,000. This is the maximum sum available and must be match funded. https://www.norfolkfoundation.com/funding-support/grants/groups/breckland-council-inspiring-communities/</p> <p>The Co-op scheme is currently closed but should reopen later this year, when it does reopen an application will be made. https://www.coop.co.uk/membership/lcf-who-can-apply</p> <p>In addition, a watch is kept on Grant Finder to see if other funds are available.</p>	
Do you have one or more bank accounts? If yes, please attach a current bank statement for each account.	Yaxham Parish Council holds funds on behalf of the working group
Please attach latest audited or independently examined accounts. If it is now more than 3 months since the end of accounting year, then please provide an up-to-date statement of current assets and liabilities.	http://yaxham.com/parish-council/parish-council-finance/
Is your organisation VAT registered? If “yes” costs should be NET of VAT. What is the VAT number?	As a Parish Council working group the VAT can be reclaimed.
If you have previously received a grant from Yaxham Parish Council or Yaxham Parish Charity, please give details.	N/A

Please complete the following declaration

YAXHAM PARISH CHARITY takes its role in preventing and detecting fraud very seriously and we take a zero tolerance approach to those who seek to commit an act of fraud or corruption or bribery against us. We will investigate all allegations of fraud, and will pursue both criminal and civil prosecutions.

I declare that the information given is correct and agree to adhere to the conditions laid out in Yaxham Parish Charity's Grants Policy*.

On behalf of Play Space Working Group

I accept the conditions in Yaxham Parish Charity's Grants Policy*

Signed *C Couves*

Date 20th April 2021

Position in organisation Chairman of the Yaxham Play Space Working Group

If the person signing this form is under 18, an adult organisation member must countersign it

Signed _____ Date _____

*see <http://yaxham.com/parish-charity/>

NOTES:

An application should be completed with any information the applicant feels necessary. Yaxham Parish Charity' sole Trustee is Yaxham Parish Council. The Trustee will consider the application at its next meeting considering Parish Charity business. Please submit the completed application and supporting information by email or post so that it arrives 10 days before the next scheduled meeting considering Parish Charity Business to ensure that it is included on that meeting's agenda.

The Trustee may:

- **grant all or part of the sum requested, reject the application or request further information to enable it make an informed decision;**
- **make any grant in the form of single or staged payments, all or part may be in the form of a loan, or in such form as it sees fit;**
- **attach reporting or other conditions to any grant that it sees necessary to the grant, and the signature of the recipient accepting such terms will be required before the grant is made available**

The decision of the trustees is final and the reasons for accepting, varying or refusing the application will be made available to the applicant and to parishioners in the Minutes of the next Parish Council meeting considering Parish Charity business.

Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole

Adopted by the Parish Council at its meeting considering Parish Charity business on 30.04.2020

ANNEX 1
Yaxham Parish Council Play Space Working Group
Grant Application Project Plan and Timeline

Completed Date	Major Task	Responsible Party(ies)	Supporting Party(ies)	Notes
8/4/21	Prepare Scope of Works for tendering.	C.Couves		Scope sent to Suppliers/Installers. Site visits arranged for 14/4/21, 21/4/21 & 27/4/21
12/4/21	Arrange Supplier/Installer site visits.	C.Couves	B Gust	
12/4/21	Obtain Picnic Bench quotations	C.Couves		3 off quotations obtained Multi – Coloured option preferred.
	Complete Parish Charity grant funding application form.	Grant Applicant	Grant Coordinator	Submission to YPC 23/4/21 for PC meeting 29/4/21
	Ensure support of District Councillor for the grant to Breckland Council	Grant Applicant	Grant Coordinator	
	Complete Breckland Council grant application form	Grant Applicant	Grant Coordinator	
	Quotation assessment meeting	Working group		Share budget restrictions and costs
	Brief Parish Council Members	C.Couves	Working group members	
	Arrange meeting with community volunteers/supporters	C.Couves	Working group members	Update meeting on project progress and proposals
	Place order with successful play equipment Supplier/Installer	?	?	Order placement estimated w/c 17/5/21
	Place order with successful Picnic Bench Supplier	?	?	Order placement estimated w/c 17/5/21

ANNEX 2

Yaxham Play Area Project

Scope of Works

1. Introduction:

The existing Play Area occupies an area of approximately 243sq/m and surrounded by a galvanised fence with two entry points. All existing equipment is circa mid 1980's and consists of two sets of metal framed swings plus a metal & timber climbing frame with attached metal slide (see Fig 1 to 5). Below each piece of equipment is a safety impact surface consisting of rubber tiles bedded on concrete (see Fig 4) with the remaining area being laid to grass. The play area is currently closed due to safety concerns and is seen as being not fit for purpose in its current condition. This project will be an opportunity to revitalise the play area for the community of Yaxham and the neighbouring village of Clint Green.

2. Objectives:

This project is to provide a safe fully functioning Play Area for the school summer holiday in July 2021, and will include two sets of new swings, a new or refurbished climbing frame with slide and improved safety matting. Funding opportunities may also be available for additional equipment pending costs and discussions with community volunteers.

3. Scope of Works:

3.1 General

The supplier/installer will be required to conduct a full site survey of the existing play area prior to tendering for this project. This is to ascertain critical issues such as safety, site access, amenity etc.

3.2 Swings (Refurbishment Option)

The supplier/install is to provide costs for the following items;

- a. Conduct a full survey of Infant and Junior swings foundations and metal structures.
- b. Replace all above ground fixings with new stainless steel or corrosion resistant fixings.
- c. Inspect swivel points for wear and corrosion, replace all Oilite bushes and lubricate where necessary.
- d. Paint all above ground surfaces with a weather resistant UV stable paint (colour to be decided).
- e. Supply and install new shackles, chains and seats for both sets of swings. Infant seats to be of the cradle type of seat.
- f. Commission swings; provide safety certificates, manuals and drawings.

3.3 Swings

The supplier/installer is to provide costs for the following items;

- a. Removal and disposal of 2off sets of swings including their foundations from site.
- b. Prepare foundations and erect new swings in the locations identified on the site drawings.
- c. Depending on condition, refurbish, replace or encapsulate the existing safety mats. If disposal is required these costs must be allowed for in the tender.
- d. Make good the surface, level and re-turf if required.
- e. Commission swings, provide safety certificates, manuals and drawings.

3.4 Climbing Frame & Slide (Refurbishment Option)

The supplier/installer is to provide costs for the following items;

- a. Conduct a full survey of the climbing frame and slide structure including foundations.
- b. Replace all wood components with new rot resistant child safe material.
- c. Clean all surfaces to remove algae and tarnish, repaint where necessary.
- d. Replace all fixings with new, stainless steel bolts and screws to be used throughout.
- e. Depending on condition, refurbish, replace or encapsulate the existing safety mats. If disposal is required these costs must be allowed for in the tender.
- f. Remove all waste materials from site for disposal.
- g. Issue a safety certificate for the equipment

3.5 Climbing Frame & Slide

The supplier/installer is to provide costs for the following items;

- a. Removal and disposal of 1off climbing frame and slide including all foundations from site.
- b. Prepare foundations and erect new climbing frame and slide in the location identified on the site drawings.
- c. Depending on condition, refurbish, replace or encapsulate the existing safety mats. If disposal is required these costs must be allowed for in the tender.
- d. Make good the surface, level and re-turf if required.
- e. Commission climbing frame, provide safety certificates, manuals and drawings.

3.6 Site Safety, Security & Notices

The supplier/installer shall provide Heras or similar fencing around the site whilst work is commencing to secure the site from unauthorised access. Safety notices shall be displayed on each side of the fenced off area.

3.7 Drawings

All drawings are to be supplied in both hard and electronic format. Hard copy drawings supplied in A2 format scaled as necessary.

3.8 Test Certificates & Warrantee's

All Test Certificates and Warrantee's to be supplied in both hard an electronic format.

Fig 1 Existing Play Area



Fig 2 Junior Swing



Fig 3 Infant Swing



Fig 4 Climbing Frame



Fig 5 Climbing Frame Slide



Chris Couves
April 2021

ANNEX 3 Working Group Terms of Reference - Draft

The Play Area Working Group Terms of Reference were adopted by Yaxham Parish Council on Thursday 29th April 2021. All references to a “meeting” or “meetings” shall include both physical or virtual meetings over Zoom or similar.

Objective

On behalf of the Parish Council to lead, organise and coordinate the delivery of the project as set out in the Management Agreement dated 31st March 2021 (see Attachment 1), including first phase of; and as appropriate to develop any further phases of the project to be propose to the Parish Council and the Yaxham Village Amenities Association Trustees (YVAA) for agreement before proceeding.

Members

To be [nine] residents of Yaxham to be appointed annually or as required and to include at least two Parish Councillors. The Clerk to the Council shall be the Clerk to the Working Group.

Quorum

The quorum of the Working Group shall be [four] Members.

Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman may have the casting vote.

Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such an interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. NB. If a Member has declared an interest and then considers the interest to be prejudicial, he/she must withdraw from the meeting during consideration of the agenda item to which the interest relates.

Officers

The Chairman and Vice-Chairman of the Working Group shall be Yaxham Parish Councillors. As at the date of these Terms of Reference these are: Chris Couves, Chairman; Bob Gust, Vice-Chairman. The Clerk to the Parish Council is the Clerk for the Working Group.

Income & Expenditure

All Working Group Funds shall be held by the Parish Council and ear-marked for the purposes of the Working Group. Any payments by the Working Group will need to be agreed at a Parish Council meeting.

Minutes

A copy of the minutes of each meeting shall be provided to the Clerk to the Parish Council.

Reports

The Working Group will provide reports to the meetings of the Parish Council and YVAA Trustees.

Procedures

Meetings will be held on an as and when needed basis. The Working Group will operate in-line with the Parish Council's Standing Orders and all other relevant Policies (including Health & Safety, Safeguarding, GDPR relevant Risk Assessments), Insurances etc of the Parish Council.

Terms of Reference

The Working Group shall review the Terms of Reference as and when necessary and make appropriate recommendations for amendments to the Parish Council.