



## **Action Plan 2022/23**

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## **Introduction**

The purpose of this document is to give details of the direction in which the CPC proposes to progress over the next 18 months, to give a framework within which it will work. The Plan is divided into three parts:

- **Major Projects**
- **Minor Projects**
- **Events**

The first part of the report gives details of those project for which the Community Park Committee proposes to seek grant funding. It gives sufficient detail that the two Parish Councils may be assured that the Objectives in the Strategic Plan are being pursued. It should be noted that these projects were clearly supported by the survey run at the Consultation Day.

The figures given for the Major Projects are estimates, with more detailed costs being researched at the point when a grant application is made. It is important to understand that any funds granted will be ringfenced to a particular project in line with the application. **Parish Councils may be assured that they will not be exposed to financial risk should any price increases affect a project funded by a grant; generally, the grant funder will not increase their grant offer, and the project will be value-engineered to stay within the original grant award.**

The second part of the plan deals with Minor Projects, which is work that will involve CPC members and Volunteers and that require relatively little spending. Not all of these projects will be achieved during the course of the 18 months of the Plan but having approval by the Parish Councils will give the CPC flexibility to approach each project when most appropriate.

The third part of the Plan deals with the running of events. It is clear, both from the Consultation, the attendance at the events held to date and from the anecdotal evidence of comments, that the residents are keen for there to be more events. If this is to be taken forward there needs to be a radical rethink of the role of events in the overall forward planning for the development of the Park. Events cannot be considered as purely fund-raising but as an objective in themselves.

There also needs to be a rethink as to the use made of the funds already raised and into the future. It is evident that the major projects cannot be funded from running events or the small ad hoc grants from such funders as Tesco and the Co-Op. Therefore, there clear strategy as to what these funds will be used for and this is addressed below.

If Parish Councils feel assured that the Action Plan 2022/23 is in line with the Strategic Plan, they will be asked to give approval for the Action Plan 2022/23, thereby allowing the CPC to take action within the terms of the agreed Plan without having to seek further approval for individual elements or spending.

**It should be noted that this document, together with the Strategic Plan, will form a part of grant applications.**

## **Major Projects**

Following the consultation held on 15 May grant funding will be sought for the projects listed below. These projects require more funds than practicably may be raised purely through fund-raising events. As such, the projects are dependent on securing grant funding and won't commence until grants are awarded. As a result, the projects may not proceed in the order of priority set by the survey or at all. Residents need to be made aware of this and kept informed of progress in seeking funds.

The projects to be pursued are:

- **Additional Play Equipment (swings in the first instance to benefit from funding offered by the village trust – TRUST PROPERTY HELD ICW THE FORMER NORMANBY AND OWMBY VILLAGE INSTITUTE AND HALL)**
- **Hub/Mini Village Hall (including to bring utilities of electricity and water on to the park)**
- **All-Weather Path (including for the Nature Walk)**
- **Community Garden**

### **Project 1 – Completion of the Children's Playground**

It has always been the intention of the Committee to add to the Children's Playground, most particularly swings. A project is being drafted that will add two swings for toddlers, a nest swing for more than one child, two swings and some climbing apparatus for older children. In addition to these items, the entire playground will be fenced in an approved fencing and a suitable surface laid. The fencing and surfacing will improve the safety of the playground and keep out dogs.

Having received quotes from three different suppliers for the three types of swings with safe surfacing, a grant for these items of approximately £24,000 (excluding VAT) would be required. Additional research will be required to include climbing apparatus.

### **Project 2 - Hub/Mini Village Hall including utilities**

A hub or mini village hall would provide a base for the Community Park. It would be used for catering for events, regular pop-up café, a venue for small clubs and groups and for meetings. It would be perfect for residents to use for children's parties and other functions.

It is proposed to source a module formed from a metal container that is vandal proof and can be made secure between uses. Although these site cabins may be deemed to be typically unsightly, there are many ways to make them acceptable; painting, cladding or planting. Taken against the many advantages, this potential problem should not be a deciding factor when considering this solution.

As mentioned above, a second-hand site cabin can be purchased from £3,000 upwards, depending on condition and style. For example, a marketing suite from a housing development might be around £15,000 and would have sliding patio windows and would generally look more prestigious, whereas a site cabin with two or three windows with shutters would be between £3,000 to £7,000. Transportation would be an additional cost to be considered and would depend on distance.

The project would include laying a patio outside the module, with a pull-out awning to provide shelter or shade as required.

Quotations for the provision of water and power on site were obtained last year as follows:

- Electricity supply (from Normanby Road) £2406.00
- Water supply (from Normanby Road) £2356.59
- Connection to main sewer (Normanby Road) To be determined

Other costs would include kitchen units, oven, fridge, sink, tables and chairs, paving slabs, outdoor tables and chairs (all of which could be obtained on one of the many popular sale/auction web sites)

Standing charge for both electricity to be paid by Parish Councils, each event to be charged for power (and water, if metred) used.

It is envisaged that a grant of approximately £20,000 would be sought, subject to costs at the time of application.

### **Project 3 – All-weather path**

The purpose of an all-weather path would be to improve access to the park for a range of residents particularly those using wheelchairs, mobility scooters, buggies/push chairs, and anyone finding uneven ground challenging. It would also provide a good surface for exercise and dog-walking.

The path would be constructed by excavating to a depth of 20-30 cm and a width of 1.2m. This would be backfilled with limestone hardcore to a depth of 10-15 cm, compacted, and then topped with a layer of self-binding gravel to a depth of 10-15 cm and compacted. No edging would be required, allowing some growth to soften the edges and removing the risk of a trip hazard.

The total length of the path will be 400 metres around the perimeter of the park, including the wild life area. This would require a total of approximately 144 cubic metres of hardcore and 96 cubic metres of self-binding gravel. The hire of driver and digger is currently approximately £260 per day and this project will take an estimated 5 to 8 days.

A grant would be sought using the above estimates with the costs at the time of application, but it would be likely to be in the region of £20,000.

#### **Project 4 - Community Garden**

A Community Garden is a shared space for the growing of vegetables, fruit and flowers. Unlike allotments, produce is generally grown and shared between participants or the wider community. A Community Garden may also be a place for people to relax together in pleasant surroundings.

Community Gardens and other shared horticultural projects are now widely recognized as a way to alleviate loneliness and mental health issues. They are an excellent way for residents of all ages to meet and work together, and ideal for older residents to pass on their experience and knowledge to children. Normanby Primary School has horticulture in its curriculum and a Community Garden might allow for an expansion of the activity.

The garden would be situated in a designated accessible area, with paths suitable for wheelchair users, raised beds, a polytunnel and a large shed/pavilion that could serve for shelter, storage of tools and also for meetings of residents interested in forming a horticultural society. The shed roof would be used to harvest water.

The amount of the grant application for this project has yet to be costed.

## **Minor Projects**

Minor projects are those that will not necessarily require grant funding but will rely on volunteers to assist with implementation. It is not necessarily anticipated that all these projects would be completed during the period covered by this plan but rather will be undertaken as and when appropriate. However, in order to do so, approval is needed from the Parish Councils, with costs covered from the Community Park funds, with the CPC empowered to manage those funds accordingly for the duration of this plan.

These are the projects that the CPC is currently considering:

- **Nature Walk**
- **Treating benches**
- **Wild flower sowing**
- **Main gate**
- **Boules court**
- **'Exercise' benches**

### **Project A - Nature Walk**

This project is not envisaged as requiring major funding as much of the work may be carried out by volunteers and some funds are already available in the Jubilee grant made to Owmbly Parish Council by WLDC. This grant was awarded to carry out work to fully complete the entrance path and plants trees in the area adjoining Highgate Lane that has been designated for the Wild Life area. Additional work will be to create a meandering path with some seating, making and siting bird and bat boxes. It is hoped that the children of Normanby Primary School will be involved in this project.

### **Project B – Treating benches**

The benches, which were donated by local businesses, are becoming faded and rough. It is proposed that the benches are, where necessary, sanded and then treated with a suitable wood preservative. Such preservatives now come in a wide range of colours so it is proposed that those closest to the play area be rainbow colours with the others treated in one of those colours each. This is a project that will lend itself to volunteer participation.

Materials required:

- 6 x 2.5 litre tins of preservative
- Suitable brushes
- Sandpaper
- PPE

### **Project C – Wildflower sowing**

This project is to continue clearing suitable pieces of ground and sowing perennial and annual wild flower seeds. It could also include the planting of pre-sown plug plants.

### **Project D – Treating main gate, Decorative planting and re-siting bins**

The main gate is in need of treatment with a preservative and this could be done at the same time as the benches. The litterbin on the east side of the gate needs switching from inside to outside of the fence and the poo bin would be better sited away from the seating area. The litterbin is attached by metal banding to the fence so should be simple to move but the poo bin is concreted into the ground, so will be more problematic. Some decorative planting around the gate will enhance the entrance to the park.

### **Project E – Boules court**

12m x 3m would be sufficient size for family use. The edges would be made from timber, the surface being compacted hardcore topped with gravel.

Timber (sleeper) – 30 linear metre	300.00
Hardcore – 7 cubic metres	525.00
Self-binding gravel – 7 cubic metres	945.00
<b>Estimated total</b>	<b><u>£1,770.00</u></b>

### **Project F - ‘Exercise’ benches**

This would be a cost-effective alternative to outdoor exercise equipment. Once the all-weather path is installed sturdy benches of suitable dimensions will be positioned around the path with instructions on weatherproof boards for various exercises that may be performed making use of the benches and distances between them.

Some examples of the type of exercises are as follows:

1. *Plank twists. Start in a push-up position, with shoulders stacked over wrists. ...*
2. *Lateral lifts. Stand with one foot on bench and hands on hips. ...*
3. *Triceps dips. Place hands on bench, fingers pointing forward, and walk legs out, keeping arms straight. ...*
4. *High knee step-ups.*

This project may be carried forward until the path is laid or could be pursued independently if deemed desirable. Further research is needed.



## **Events**

It is quite clear from the number of attendees at the events run to date, the very many positive comments and the result of the survey, that residents wish for more events. The CPC, through its Events Committee, will plan to increase the number and variety of events held.

In order to do this in the long term it is essential that the Committee acquires its own equipment. At present, it relies on borrowing which might not be sustainable. It also increases the amount of time and work involved in staging an event because of having to collect and return equipment.

It is proposed that the sum of £1000 is ring-fenced at the beginning of the financial year to ensure that there are always funds available to run the programme of events. It is further proposed that of the balance currently in the Community Park account, funds should be made available to purchase equipment for running events. The proposed budget includes the purchase of marquees and gazebos. The purchase of other equipment, such as tables and chairs will have be deferred until adequate storage is available and therefore do not appear in the budget for 2022/23.

The equipment used to run events to date is listed below, in the order that it should ideally be purchased. Costs are given where it is practicable to do so but some items could be purchased second-hand and so giving exact figures is more problematic.

<b><i>Used at past three events, borrowed.</i></b>	<b><i>Replacement to be sought</i></b>	<b><i>Estimated cost</i></b>
Generator	Replace by bringing power supply on the Park	£3,000.00
Marquees x 3	4m x 8m marquee	£600.00 each
	3m x 6m marquee (prices from House of Tents)	£320.00 each
Gazebos x 3	Pop-up gazebo with 3 sides	£250.00 each
1.8 m tables	10 tables	£60.00 each
Tables & chairs	Possibly available from a closing catering company	
Crockery & Cutlery	Possibly available from a closing catering company	

Storage will be required as more equipment is acquired. A solution may be to purchase a second-hand welfare cabin which could be refurbished to provide a toilet (disabled access) to be connected to mains sewage, with the rest of the space used for storage. A unit of between 10m to 16m in length would be ideal. This would be in addition to the to module referred to in Major Projects.

Until a storage module is available on the Park, one of the local 'self-storage' might provide an acceptable alternative.



**Proposed Events Programme and Budget** (based upon experience of past years' events)

Date	Event	Budget cost	Budget income	Budget profit
July 22	Scarecrow Festival			
Sept 22	Family Fun Day	200.00	700.00	500.00
Nov 22	Christmas Craft Fair	200.00	450.00	250.00
Dec 22	Living advent calendar Christmas Jumper Walk Christmas raffle	150.00	350.00	250.00
	Easter Egg Hunt	150.00	300.00	150.00
	Spring Car boot sale & Plant Fair	150.00	350.00	250.00
	Music in the Park (Evening)			
	Afternoon Tea and Music	180.00	350.00	170.00
	Scarecrow Festival	180.00	350.00	170.00
Sept 23	Family Fun Day	200.00	690.00	410.00
Nov 23	Christmas Craft Fair	140.00	400.00	260.00
Dec 23	Living advent calendar Christmas Jumper Walk Christmas raffle	150.00	320.00	200.00

**Other events to be considered**

- Cinema in the park
- Music in the Park (evening)
- Family Barbeque
- Bonfire Night

## **Budget Information**

	Cost	Balance
<b>Opening balance</b>		<b>7000.00</b>
Less £1000 ringfenced for events	1000.00	6000.00
<b>Available funds</b>		<b>6000.00</b>
Installation of electricity to Park *	3000.00	3000.00
Installation of Swings	3500.00	-500.00
<b>Closing Balance</b>		<b>-500.00</b>

\* Assuming some increase in prices since quote

## **Events**

This is best case scenario as not all the events may go ahead, depending on Events Committee

	Costs	Income	Balance
<b>Opening balance</b>			<b>1000.00</b>
Family Fun Day 2022	200.00	700.00	1500.00
Christmas Craft Day 2022	200.00	450.00	1750.00
Christmas Activities & Raffle 2022	150.00	350.00	1950.00
Easter Activities 2023	150.00	300.00	2100.00
Spring Car Boot Sale 2023	150.00	350.00	2300.00
Afternoon Tea and Music 2023	180.00	350.00	2470.00
Scarecrow Festival 2023	180.00	350.00	2640.00
Family Fun Day 2023	200.00	690.00	3130.00
Christmas Craft Day 2023	140.00	400.00	3390.00
Christmas Activities & Raffle 2023	150.00	320.00	3560.00
<b>Closing balance</b>			<b>3560.00</b>

The Parish Councils will resolve to donate £250 each in order to support the above spends.

## **Sponsorship**

It is proposed to start a proper Sponsorship scheme to try to attract involvement from local business. A first draft of a proposed scheme is laid out below but this may change as more research is undertaken.

**Friends of the Community Park (annual payment)** £500.00 per year

- Permanent 60cm x 40cm plaque at the main gate (paid for by sponsor)

**Sponsoring all Events in a year** £1000.00 per year

- 3 metre x 90 cm banner displayed at events (paid for by sponsor)
- Company name and logo appears on all publicity, including social media

**Sponsorship of Single Event** £250.00 per event

- 3 metre x 90 cm banner displayed at events (paid for by sponsor)
- Company name and logo appears on all publicity, including social media

## **Qualifications, Certification and Training**

In order to expand the number of range of events to be held, it would be helpful to have the following certifications/qualifications.

DBS checked                      All members of the CPC and Events Committee to have opportunity

Food Hygiene                      At least three members of the Events Committee

First Aid                              At least three members of CPC/Events Committee

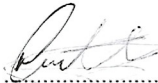
The cost of DBS checking, Food Hygiene certificate and First Aid Training needs to be ascertained and an agreement made as to how it should be paid for, that is by the Parish Councils or CPC.

## Summary

The Parish Councils are invited to approve the following:

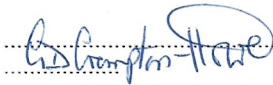
- The CPC may actively seek grant funding for the Major Projects listed in the Action Plan.
- The CPC may undertake the Minor Projects in whatever order is most appropriate with spending as per the above budget in accordance with the Parish Councils' Finance Policy.
- The Events Committee may run the events outlined in the Events Programme with spending approved to the levels indicated, in accordance with the Parish Councils' Finance Policy.
- The budget for spending on Events equipment as outlined in the Plan, using the funds in the Community Park bank account, in accordance with the Parish Councils' Finance Policy.
- The CPC may actively seek sponsorship by designing and implementing a Sponsorship Scheme.
- Appropriate training and certification/qualification may be undertaken.

Signed as approved on behalf of  
Normanby by Spital Parish Council



Date: 5/9/2022

Signed as approved on behalf of  
Owmbly by Spital Parish Council



Date: 27/09/2022