

CLIFTON PARK RESTORATION PROJECT BOARD

Venue: The Courtyard, Clifton
Park Museum

Date: Friday, 13th November, 2009

Time: 2.00 p.m.

A G E N D A

1. Apologies for Absence.
2. Minutes of the previous meeting held on 9th June, 2009 (herewith) (Pages 1 - 4)
3. Project Overview - Update (report herewith) (Pages 5 - 8)
4. Any Other Business.
5. Date and Time of Next Meeting.

Membership:-

Chairman – Councillor I. St. John
Ward 12 – The Mayor, Councillor Ali: Councillors Dodson and Kirk
Councillors Falvey, Hussain, McNeely, Smith, Walker,
Wootton and S. Wright
Elaine Humphries, Chair of the Friends Group
Joyce Miller, Friends of Group

Officers:-

David Burton, Phil Gill, Andy Lee, Phil Rogers and
Dawn Roebuck

CLIFTON PARK RESTORATION PROJECT BOARD
Tuesday, 9th June, 2009

Present:- Councillor St. John (in the Chair); Councillors McNeely and Wootton.

together with:-

Elaine Humphries	Friends of Clifton Park
Joyce Miller	Friends of Clifton Park
Nick Barnes	Principal Project Development Officer
David Burton	Consultant Project Manager
Peter Cunningham	Development Play Officer
Phil Gill	Greenspaces Manager
Andy Lee	Operations Manager
Dawn Roebuck	Senior Accountant

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from:-

Councillor J. Falvey	
Phil Rogers	Director of Culture and Leisure Services
Alistair Farr	Clifton Park Manager

2. MINUTES OF THE PREVIOUS MEETING HELD ON 1ST MAY, 2009

The minutes of the previous meeting held on 1st May, 2009 were noted.

3. MATTERS ARISING

The following issues were discussed:-

(i) Road Train

2 aspects were discussed:- a road train from the town centre to the park, and a road train within the park. 'Friends of' reported that Wheatley's Amusements were interested in providing a road train for within the park. The discussion also covered whether an open top bus could be used. However reference was made to PSV requirements, trees and other obstacles in the park.

It was agreed: That Andy Lee and Elaine Humphries would discuss this issue further.

(ii) Facilities for recycling

Investigations continued to try to find a suitable receptacle for encouraging recycling. It was pointed out that this needed to be durable and complement the activities at the park.

4. PROJECT UPDATE

David Burton, Consultant Project Manager, presented a briefing note in respect of the following issues relating to the Clifton Park Restoration Project:-

Contract progress:-

The projected completion date was 14th August which was in line with the original contract programme.

Activity Area:- this was now scheduled for handover to the client on 15th June. It was confirmed that permanent fencing around the area was now being installed. The kiosk would be open prior to the activity area and staff training would be trained 16th/17th June on site. It was noted that in terms of numbers using the facility, there were still risk assessments to be done which would be done once the facility was handed over. It was explained that the facility was designed be run by 2 members of staff. There was to be a visit by local school children which would be monitored, and a visit by the Access Group had been set up for 11th June. All staff would be 1st Aid trained.

Cenotaph and garden:- this had now been cleaned and work was currently being done to clear the garden.

Entrance gates:- the pillars were now back in position. The new gates would be installed shortly.

Rock Garden:- work was almost complete.

Bandstand:- it was reported that serious faults had been discovered in the roof timbers and remedial works would start shortly.

Memorial Garden:- the stone wall had been restored and work commenced on the rest of the garden.

Garden Building and Community Garden:- it was reported that work was 2 weeks behind programme.

Reference was made to:-

- the removal of trees within the park and to the successful event – Treecycle, funded by the Gulbenkien Foundation. This had focussed on tree management and re-use of felled timber.
- the value of using a Bulletin and the Website.

Contract costs:- noting that the costs were within the overall budget. Additional costs identified would be offset using the contingency sums. A breakdown of costs and sources of funding were detailed in the submitted report.

Interpretation:- Phil Gill, Greenspaces Manager, provided images of interpretive monoliths for:- Coronation Beech; Cenotaph and Memorial Garden; Bandstand; Walled Garden; maps and model; water; rock garden. There would also be welcome signs with a detailed park map on one side, and space for events notices on the other.

Management:- It was reported that Rebecca Goodwill had been appointed to the post of Horticultural Officer.

A 10 year management and maintenance plan was being developed. Members raised the issue of how the sand areas would be maintained and dealing with dog fouling.

The Park would have a Park Manager (Alistair Farr), a dedicated Ranger Team and gardeners.

Seasonal staff would be employed for the new activity area and play park

It was confirmed that an apprenticeship scheme was being considered and this would be developed in conjunction with the Horticultural Officer and across all greenspaces. Members asked that contact be made with the ABLE project.

It was agreed: That Phil Gill would explore this with Sue Budby, Principal Officer for Reintegration.

Security:- It was reported that additional CCTV had been installed and options for park patrols outside normal working hours were being investigated.

Members made the suggestion that users of the park could be asked to donate 1p for its upkeep.

Amusements Area:- reference was made to the new lease and extended area, and to the investment being made by the operator.

Play Park Contract:- work commenced on 30th March 2009, and was due for completion 3rd July (a delay of 3 weeks)

Procurement:- all procurement was now complete

Contract Costs for the Play Park:- these were detailed in the submitted report, together with details of the sources of funding.

5. ANY OTHER BUSINESS

The following issues were raised:-

(i) The Granary

It was confirmed that money from the Area Assembly devolved budget had been approved although the 'Friends of' group had not yet had official notification, and that the scheme was now in a position to be submitted for planning permission.

(ii) car parking

It was suggested that an approach be made to Clifton School to use their car park during the summer holiday, as it was anticipated that overspill parking would be needed.

It was agreed:- That Andy Lee would investigate.

(iii) plant stock for the walled garden

It was suggested that local garden centres could be asked to donate plants.

It was pointed out that it was intended that plants would be grown from seed as part of the education programme and that fruit, herbs and flowers would be grown for the Museum house and kitchen.

6. DATE AND TIME OF NEXT MEETING

It was agreed:- That the next meeting of the Clifton Park Project Board would be held on Friday, 18th September, 2009 at 2.00 p.m. in the Courtyard at Clifton Park Museum.

CLIFTON PARK RESTORATION PROJECT BOARD MEETING
13 November 2009
Briefing Notes

Agenda item 3 – Project Update

Park Restoration Contract

Contract Progress

The original contract completion date was 14 August 2009. However, it became increasingly obvious in July 2009 that this date would not be achieved. Initially it was thought that it would be only the completion date for the Garden Building that would not be met, but due to slow progress and poor management by the contractor of other elements of the wider scheme, these also failed to meet that date.

Numerous assurances and various revised completion dates were given by the contractor in regard to completion dates, but as at 4 November 2009, the following areas have still not been completed or have major remedial works that need carrying out before they can be accepted by the Council:

Garden Building and Walled Garden
 Rock Garden
 Bandstand

There are also other areas that have been open to the public but have other works still to complete

Activity Area
 Memorial Garden
 Main Diagonal Footpath

Welcome signs and Interpretation panels are also outstanding throughout the park.

The Samuel Walker sundial has been restored thanks to donations from sub-contractors organised by UCS Civils' former site agent, Paul Turner. The sundial is now located in the Walled Garden.

Project Costs

The project costs are within the overall budget set out below. It is proposed that, subject to HLF agreement, all additional costs will be offset by utilising the contingency and inflation sums included within the HLF Allowances.

The projected breakdown of these costs is as follows:-

Capital works (inc. preliminaries, contingencies, Inflation & work already completed)	£5,788,236
Other costs,(inc fees, equipment and project	

Clifton Park Project Board –13th November 2009

specific costs)	£ 571,517
Activity Costs (inc staff training & increased maintenance costs over 5 years)	£ 978,516
Total	£7,338,269

The sources of funds to cover these costs will be as follows:-

HLF grant (62%)	£4,518,000
Transfer of Funding to Play Pathfinder	- £ 66,352
RMBC Capital	£1,449,509
RMBC revenue (over 5 years)	£ 925,159
South Yorkshire HMR Pathfinder	£ 213,000
SRB6	£ 77,818
Neighbourhood Renewal Strategy	£ 2,000
Friends of Clifton Park	£ 10,000
RMBC Emergency Planning Capital	£ 30,000
Sunk funds	£ 153,093
Non-cash contributions	£ 26,042
Total	£7,338,269

The South Yorkshire HMR Pathfinder and SRB6 amounts (£290,818) and the 'Friends of Clifton Park' amount (£10,000) included above have been expended on the Early Works contract.

The changes to the original funding involve;

- transfer of the original allowance for the skate park and some additional drainage contingency to the play pathfinder scheme
- confirmation of additional funding in connection with the Emergency Planning facilities in the Garden Building.

Interpretation

The interpretive monoliths have been finalised and are currently being manufactured. and agreeing this with the manufacturer. Illustrated maps will be included in the park welcome signs; the park management team will lead on the preparation of these, supported by the Council's design and print service.

Management

As previously reported, Rebecca Goodwill was appointed to the new post of Horticultural Officer. Regrettably, she gave back work one week before her start date in July. Another suitably qualified candidate was then approached with a view to offering her the post instead, but she was no longer interested having found alternative employment elsewhere. Efforts are again being made to recruit to this post, and the post is to be advertised subject to approval by Corporate Management Team.

Seasonal staff were employed throughout the summer holiday period to help provide supervision and control of the water play area and new play park.

These were very popular attractions, and consequently a large proportion of the time of both permanent and seasonal staff was taken up in their management, and dealing with technical issues with the water treatment systems.

A number of measures have been introduced to improve security within the park. A private security firm has been employed to provide a presence in the park after Rangers finish work and on in to the early hours of the morning. Discussions have continued with South Yorkshire Police and we expect to conclude a service level agreement which will allow the Police to access images from CCTV cameras in the park. There has also been discussion with the SNT to find ways to work in partnership to deal with crime and anti-social behaviour.

Amusements Area

Wheatleys now occupy an enlarged area within the park and this has allowed them to install a temporary mini-golf facility which has been a great success. They are now looking to replace this with a permanent facility in the same area. This will be subject to planning consent which Wheatley's are expected to seek in the next few weeks.

World War 2 Memorial

Interest has been expressed in the possibility of installing a memorial to people who lost their lives in service during World War 2 on the rear of the wall behind the cenotaph. Listed building consent will be needed for this. Quotations are currently being sought for this work. Whilst the Council has indicated its support in principle for the project, specific funds have not been identified at this stage. There is also interest in the possibility of a separate memorial to local people who have been awarded the Victoria Cross. Detailed work has not yet commenced to assess the cost and feasibility of this.

Play Park Contract

Contract Progress

The work to the main play area was completed on 16 July 2009, with the skate park being opened some 4 weeks later on 14 August 2009. The completion of the play area was delayed by two weeks from the original date due to issues of delivery of the Dalben tower slide from Germany. The Skate park was delayed due to a late start and slow progress made by the specialist contractor employed to carry out this work.

The completed play park has been very well received by the many people who have visited it, and has also drawn very favourable comments from the DCSF and Play England.

Contract Costs

A provisional final cost has been negotiated with the contractor, UCS, which is in excess of the amounts previously budgeted .

The additional costs are due to the following:

- Delays due to the Dalben Tower outside of the contractor's control
- Occurrence of Japanese knotweed in the skate park
- Additional tree works
- Anti-graffiti paint on the concrete walls of the tunnel
- Additional drainage works

However, further funding has been made available through the overall Play Pathfinder scheme to cater for some of the additional costs associated with the above.

The projected breakdown of these costs is as follows:-

UCS Contract Works	£ 581,566
Play Equipment	£ 263,865
Skate Park	£ 115,846
Total	£ 961,277

The sources of funds to cover these costs will be as follows:-

DCSF Play Pathfinder Funding	£ 844,000
Contributory HLF Funding	£ 66,352
Total	£ 910,352

An assessment is to be made of elements of the play park that also formed part of the original HLF scheme as an initial step towards seeking a possible financial contribution from that source.