

Public Document Pack



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20 December 2021

Dear Councillor

NOTICE OF DECISION TAKEN BETWEEN MEETINGS – (DPH03 21) PLAY AREA IMPROVEMENTS FUNDED BY KCC'S COVID-19 CONTAIN OUTBREAK MANAGEMENT FUND

Please find attached details of a decision taken by Councillor Trevor Bartlett, Leader of the Council, in relation to the receipt of funding from Kent County Council's Covid-19 Contain Outbreak Management Fund for improvements to play areas at Cowdray Square, Deal and Connaught Park, Dover.

The Chairman of the Council has agreed to suspend call-in for the reasons set out in paragraph 1.2 of the decision notice.

Members of the public who require further information are asked to contact Kate Batty-Smith, Democratic Services Officer on 01304 872303 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink that reads "Kate Batty-Smith". Below the signature is a short horizontal line.

Democratic Services Officer

ENCL

- 1 **NOTICE OF DECISION TAKEN BETWEEN MEETINGS - (DPH03 21) PLAY AREA IMPROVEMENTS FUNDED BY KENT COUNTY COUNCIL'S COVID-19 CONTAIN OUTBREAK MANAGEMENT FUND** (Pages 2-27)

Decision Notice

Decision Taken Between Meetings

Decision No:	DPH03
Subject:	KENT COUNTY COUNCIL-FUNDED PLAY AREA IMPROVEMENTS – COWDRAY SQUARE, DEAL AND CONNAUGHT PARK, DOVER
Notification Date:	20 December 2021
Implementation Date:	8 December 2021
Decision taken by:	Councillor Trevor Bartlett, Leader of the Council
Authority:	Paragraph 12 (General Responsibilities Delegated to all Members of the Executive) of Section 3C of Part 3 (Responsibility for Functions) of the Constitution
Decision Type:	Executive Key Decision
Call-In to Apply?	No (<i>The Chairman of the Council has agreed to suspend call-in for the reasons set out at paragraph 1.2</i>)
Classification:	Unrestricted
Reason for the Decision:	To progress the improvement of Cowdray Square Community Park, Deal and to carry out improvement works to Connaught Park, Dover play area utilising external grant monies.
Decision:	<p>It is recommended that the Leader of the Council:</p> <ul style="list-style-type: none"> (a) Accepts the grant of £175,000 from Kent County Council's Covid-19 Contain Outbreak Management Fund to finance the project. (b) Approves the delivery of the upgraded Cowdray Square Community Park play area, including: <ul style="list-style-type: none"> (i) The capital purchase of identified equipment; (ii) The revenue purchase of identified equipment to deliver the project; (iii) The ongoing associated revenue costs to resource and deliver the project. (c) Approves the delivery of refurbishments to Connaught Park play area. (d) Delegates all decisions, including the award of the contract and, if necessary, the decision to terminate, to the Head of Assets and Building Control, in consultation with the Portfolio Holder for Community and Corporate Property. (e) The decision-maker is of the opinion that this decision is an urgent one and should not therefore be subject to call-in.

1. **Consideration and Alternatives** *(if applicable)*

1.1 See the attached report.

1.2 The Chairman of the Council has agreed to suspend call-in in order for the project to proceed as quickly as possible. The funding has to be spent by 31 March 2022, leaving extremely tight timescales in which to carry out the tender exercise, award the contract and deliver the works.

2. **Any Conflicts of Interest Declared?**

2.1 None.

3. **Supporting Information** *(as applicable)*

See the attached report.

Subject: PLAY AREA IMPROVEMENTS FUNDED BY KENT COUNTY COUNCIL'S COVID-19 CONTAIN OUTBREAK MANAGEMENT FUND

Date: 8 December 2021

Decision to be taken by: Councillor Trevor Bartlett, Leader of the Council

Report of: Nadeem Aziz, Chief Executive

Portfolio Holder: Councillor Oliver Richardson, Portfolio Holder for Community and Corporate Property

Decision Type: Executive Non-Key Decision

Classification: Unrestricted

Purpose of the report: To progress the improvement of Cowdray Square Community Park, Deal and carry out improvement works to Connaught Park play area utilising external grant monies.

Recommendation: It is recommended that the Leader of the Council:

1. Accepts the grant of £157,000 from KCC's Covid-19 Contain Outbreak Management Fund to finance the project.
2. Approves delivery of the upgraded Cowdray Square Community Park play area.
 - a. The capital purchase of the identified equipment.
 - b. The revenue purchases of associated equipment to deliver the project.
 - c. The on-going associated revenue costs to resource and deliver the project.
3. Approves delivery of refurbishments to Connaught Park play area.
4. All decisions including award of contract and, if necessary, decision to terminate, are delegated to the Head of Assets and Building Control in consultation with the Portfolio Holder for Community and Corporate Property.
5. The decision-maker is of the opinion that this decision is an urgent one and should not therefore be subject to call-in.

1. Summary

- 1.1 The Council has been awarded additional funding from KCC from its Contain Outbreak Management Fund (COMF) to be spent on community parks within the district. All Kent authorities have had similar awards. The total funding allocated to DDC to spend on community parks is £157,680. This report requests the approval of acceptance of the funding and of the capital purchases for the Community Park improvement at Cowdray

Square, the approval of ongoing revenue expenditure and the approval of refurbishments at Connaught Park play area.

- 1.2 The Chairman of the Council has consented to the suspension of call-in due to the tight deadlines associated with these projects.

2. **Introduction and Background**

- 2.1 The funding provided by KCC, as per the agreed award letter (see appendix 1) will be used to provide essential and well overdue upgrades and enhancements to the Community Park in Cowdray Square, Deal and Connaught Park.

- 2.2 The Councils play area inspections have identified the demise of certain play items within Connaught Park Play area. The refurbishment of these items can be delivered quickly, and indicative costs have been obtained from the Councils approved play consultant, Play Safe of in the region of £40,000.

- 2.3 IMD data highlights the deprivation data in the Mill Hill ward that justifies improvements in Cowdray Park to an area with very limited Community Park provision.

- 2.4 Recent extensive local public consultation to Mill Hill has already taken place to understand the community need and requirements of the local area and Cowdray Square (Appendix 2)

- 2.5 The Cowdray Square project will help support the most vulnerable in our district, targeting social isolation and the improvements to the Community park will provide accessibility specifically for children with special needs, the elderly and the disabled.

- 2.6 It is important to know that items funded under this Grant must be purchased and delivered by the 31st March 2022. This is a significantly tight timeframe and is highlighted in the enclosed Draft Programme of Works and the Risk Register (see appendices 3 & 4)

- 2.7 By providing funding to enhance community parks, it is anticipated communities will be encouraged to utilise outside spaces where the chances of onward transmission of COVID-19 are lower when compared to indoor activities. Furthermore, community parks provide free access for families as well as exercise, play and learning for children

- 2.8 The aim of the project is to deliver a new play provision in Cowdray Square Park. The design and style of equipment will be influenced by the feedback from the consultation outcomes.

- 2.9 The project will also address the main entrance to the Park which is currently through the play area itself. It is intended to create a more welcoming, open entrance to the overall Park that is segregated from the play area.

- 2.10 Other aspects to be delivered as part of the project will include tree planting throughout the wider context of the park, a dog exercise area, as well as seating and a wildflower area. This will also include the maintenance and aftercare of the planting for a period of no less than 12 months.

- 2.11 There is the prospect of having a goalpost installed to encourage an informal kick about area.

- 2.12 The future maintenance of this site will be supported from the HRA budgets ensuring DDC's long term commitment to its upkeep.

3. **Procurement**

- 3.1 To meet the timescales associated with the award of the grant it is necessary to expedite the design and enhancement of Cowdray Square, Deal. The funding award is to deliver an immediate response identifying and delivering community parks to support for those disproportionately impacted by the pandemic.

- 3.2 A minimum of three companies are being invited to tender for the project in compliance with Contract Standing Orders. Those suppliers to be invited have previously delivered similar projects to the Council and have expertise in this service.
- 3.3 Because the tendering process will result in the submission of a design for the play area in accordance with the consultation outcomes and requirements, by restricting the tenderers will allow more time to comprehensively review each tender submission within a very strict timeframe.
- 3.4 The Council will be required to pay for a large amount of the project before it has been signed off and snagged. There is a medium to high risk that the Council have no leverage on rectification works or additional items that may develop throughout project delivery.

4. Identification of Options

- 4.1 Option1 - Accept the grant funding and deliver the project in accordance with the grant award.
- 4.2 Option 2 - Reject the grant funding and do not progress the project.

5. Evaluation of Options

- 5.1 Option 1 - Accepting the funding and progress with the identified park improvements in an area of increased deprivation as per the funding guidance to deliver a transformational and innovative community focused park area for individuals and communities identified as being most at need. This is the recommended option.
- 5.2 Option 2 - The funding cannot be used for other uses, failure to agree the decision would result in having to return the awarded funding back to KCC for re-allocation to other areas in the county, resulting in detrimental impact to identified communities and individuals most at need in the district with no alternative substitution. This option is not recommended.

6. Resource Implications

- 6.1 The £157k external funding being received will cover the costs of all enhancements and additions to the Community Park, Cowdray Square, Deal and identified improvements to Connaught Park Play Area, Dover. There is no further cost implication to DDC in year one however future maintenance costs will need to be considered going forward.
- 6.2 An approximate breakdown of costings are:

	£
Refurbishment of play equipment in Connaught Park	£40,000
Supply and install new play area as per design following tender award	£95,000
Dog Control fencing	£17,000
Tree Planting and wild meadow area	
Seating	
DDC Officer Time	£5,680
Total	157,680.00

7. Climate Change and Environmental Implications

- 7.1 The play area will include equipment made from renewable sources where available to minimise its impact on the environment. Additional tree planting will also be carried out in-situ as part of the scheme and ongoing commitment from DDC to reduce its

carbon footprint. Local doorstep provision will also help prevent individuals having to travel into other Dover district to access the services on offer.

8. Corporate Implications

- 8.1 Comment from the Director of Finance (linked to the MTFP): Accountancy has been consulted and has no further comment. (DL)
- 8.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 8.3 Comment from the Equalities Officer: This report highlights a positive impact for some of the protected characteristic groups. Members are reminded that in discharging their duties they are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010
<https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.legislation.gov.uk%2Fukpga%2F2010%2F15%2Fsection%2F149&data=04%7C01%7CDarran.Solley%40DOVER.GOV.UK%7C510056036b564dbaefac08d9b973093d%7C97d0cb53199d4c70a001375e8c953735%7C0%7C0%7C637744725984026953%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C3000&sdata=UpluXKr3ZWK9eVc8nfQZM89Wmn%2FdilMHyb8wLqHJHiw%3D&reserved=0>

9. Appendices

Appendix 1 – KCC COMF funding award letter

Appendix 2 – Cowdray Square Community Consultation results

Appendix 3 – Programme of Works

Contact Officers:

Darran Solley – Parks and Open Spaces Manager

Darran.solley@dover.gov.uk

Martin Leggatt – Head of Assets and Building Control

Martin.Leggatt@dover.gov.uk



Letter sent via email to
nadeemaziz@dover.gov.uk

Public Health
Strategic Commissioning
Kent County Council
3rd Floor B Block
Sessions House
County Hall
Maidstone
Kent ME14 1XU

Contact: Emily Kerr
Email: COVID19Funding@kent.gov.uk
Phone: 03000 416403
Date: 9th November 2021

Dear Nadeem Aziz

Kent County Council Funding for Community Parks From COMF

We are pleased to write to you to notify you of funding from the Contain Outbreak Management Fund (COMF) to be spent on community parks within your district. The total funding allocated to your district to spend on community parks is £157,680.10. This funding is in addition to funding already received under the Contain Outbreak Management Fund. Councils are permitted to utilise existing COMF underspend to increase funding towards community parks in line with the requirements as set out within this letter.

The additional funding for community parks can be spent to deliver any of the below

- New children's play equipment in a community park that previously did not have children's play equipment
- Enlarging children's play equipment in a community park
- Refurbish existing children's play equipment in a community park
- New outdoor seating/tables in a community park to create places for people to meet outside

The funding provided cannot be used to purchase or refurbish outdoor gym equipment.

By providing funding to enhance community parks, it is anticipated communities will be encouraged to utilise outside spaces where the chances of onward transmission of COVID-19 are lower when compared to indoor activities. Furthermore, community parks provide free access for families as well as exercise, play and learning for children. Additional tables and seating will provide a safe space for many individuals to continue to meet safely throughout the year.

Councils are required to assess the community parks within their geography and work with appropriate bodies within their districts (such as housing authorities and Parish/Town Councils) to ensure the additional funding is targeted at communities and play parks where there will be the biggest benefit. Wherever possible, the funding should be focused on enhancing the community parks in areas of deprivation.

This funding is one off and KCC will not be liable for any additional or ongoing costs. Councils should make efforts to ensure maintenance and warranties are included within the purchase price to ensure the equipment remains in a good working condition and is therefore able to provide a lasting benefit. Furthermore, Grant recipients' will be accountable for conducting relevant due diligence in relation to this funding and any equipment purchased under this funding.

Items funded under this Grant must be purchased and delivered by the 31st March 2022. Reporting on spend and activity for the additional funding will be through existing COMF reporting mechanisms and Councils should continue to submit applications for endorsement via COVID19Funding@kent.gov.uk prior to commencing delivery. Kent County Council are required to report on spend and outcomes of the COMF grant back to the Department of Health and Social Care. Conditions of this funding will fall under the existing COMF specification (Annex 1) which has been updated to reflect changes since it was last issued.

The Department of Health and Social Care may request ad hoc narrative reports and we therefore recommend that you capture relevant details to support prompt reporting as required.

Payment of this grant will be made via invoice. Please send invoices to KCC Accounts Payable (AccountsPayableInvoices@kent.gov.uk) and copy in the Public Health Finance inbox (PHfinance@kent.gov.uk). Please reference the purchase order (PO) number 1542749 on the invoice to ensure prompt payment.

District and borough councils must retain a record of spend and spending decisions for a period of up to six years, to ensure all spend is auditable.

Please complete and return the enclosed Agreement form, together with a copy of this letter to indicate your acceptance of the funding terms.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Dene', written in a cursive style.

Sharon Dene

Interim Head of Strategic Commissioning (Public Health)

Agreement

Signature by the Chief Executive or relevant delegated authority to confirm: I accept the terms set out in the Kent County Council COVID-19 **Kent County Council Funding for Community Parks From COMF**

Date: _____

Authorised
Signature: _____

Name: _____

Position: _____

Name of
Organisation: _____

Address: _____

Telephone: _____

E-Mail
Address: _____

Schedule 1 - Specification between KENT COUNTY COUNCIL and DOVER DISTRICT COUNCIL for the Contain Outbreak Management Fund

1. Introduction

- 1.1 The government has allocated grant funding to Kent County Council (KCC) from the Contain Outbreak Management Fund, to support proactive COVID-19 containment and intervention measures. Further funding is expected for Local Authorities facing higher restrictions until the end of the financial year.
- 1.2 The related grant funding will be flexibly deployed to be responsive to outbreaks and need. This will include appropriate funding to allow district and borough councils to deliver the relevant activity.
- 1.3 This document sets out the anticipated requirements and funding arrangements between Kent County Council (KCC) and Kent district and borough councils for the Contain Outbreak Management Fund (COMF).
- 1.4 This document does not include the requirements or arrangements for the Local Authority Test and Trace Service Support Grant, which have been set out separately in the Kent County Council Test and Trace Service Support Grant and Associated Outbreak Management Funding Confirmation Letter, dated 25th November 2020.

2. Background

Government COVID-19 outbreak management funding

- 2.1 In response to the COVID-19 pandemic the government has allocated funding to Kent to support the mitigation and management of COVID-19 outbreaks.
- 2.2 This document focuses on the COMF funding which was provided to support proactive containment and intervention measures in relation to COVID-19. Other funding has included the Local Authority Test and Trace Service Support Grant, a proportion of which has already been allocated to the Kent district and borough councils.
- 2.3 Funding levels for COMF were due to be assigned based on the national tiering system, in which local authorities would receive a one-off payment, per head of population, depending on the Local COVID Alert Level in place. In line with the national lock down announced on 31st October, KCC was allocated funding equalling the maximum allowance of £8 per head of population.

2.4 The Government recently announced that the COMF will be increased, as set out in the COVID-19 Winter Plan (23 November), to provide regular payments to Local Authorities facing higher restrictions, until the end of the financial year.

2.5 A working group, including representatives from district and borough councils, has been established to jointly consider the allocation and purpose of the COMF for district and borough councils. The working group have agreed the initial 'baseline' funding allocations for the district and borough councils and the process in which funding over and above the baseline allocation can be requested.

3. Contain Outbreak Management Fund delivery requirements

3.1 The COMF can be used for public health purposes to tackle COVID-19. Specific activities that can be funded are subject to the district or borough council's discretion, however, all funded activities must align to at least one of the four categories of spend set out in the relevant Key Decision. Table 1 sets out a list of example activities which the funding can be used to support.

3.2 Districts will be asked to provide a breakdown of how they will use the funding (as set out in section 5.2) for endorsement by the Director of Public Health at KCC in line with the grant terms.

3.3 Due to the nature of the pandemic it is recognised that the local response will need to be flexible to respond to changes in national guidance and legislation, as well as local rates and outbreaks. Changes to the planned areas of spend and additional requirements will be agreed in writing between the two parties. Any variance will be monitored by the KCC Test and Trace Grant Monitoring Group and agreed by Director of Public Health after consultation with the Corporate Director of Finance, as set out in the funding framework, published as part of democratic processes.

3.4 District and borough councils will be accountable for conducting relevant due diligence in relation to this funding such as health and safety, human resources, data impact assessments etc.

Table 1 – Example COMF Funded Activities

No.	Example COMF Funded Activities
1	Kent Local Tracing Partnership Continue to provide support to the Kent Local Tracing Partnership as set out in schedule 1 to the Kent County Council Test and Trace Service Support Grant

	<p>and Associated Outbreak Management Funding Confirmation Letter and outlined below:</p> <p>There are two overarching elements to this work and monitoring of volumes will take place to ensure district and borough councils have sufficient capacity to respond:</p> <ol style="list-style-type: none"> 1. Support with case contact information – District/ borough councils to provide contact details to the Kent Local Tracing Partnership where the service has incomplete, incorrect or no contact details for the local resident. 2. Door knocking activity– District/ borough councils to support the Kent Local Tracing Partnership via ‘door knocking’, where: <ol style="list-style-type: none"> a. Previous attempts by the Kent Local Tracing Partnership to contact the resident have failed. b. Cases who refuse to provide the necessary information over the phone c. Following a request for support with case contact information (1) the district/ borough councils do not have additional telephone details available.
2	<p>Communications and marketing</p> <p>Ensure the resources are in place to deliver enhanced communication and marketing activities as required, e.g. towards hard-to-reach groups and other localised messaging.</p>
3	<p>Sector specific work</p> <p>Deliver targeted interventions for specific sections of the local community (e.g. BAME) and workplaces, (e.g. hairdressers, pubs, and warehouses) as required, (e.g. licensing, event liaison, business grants to support COVID-19 adaptations (a Kent level eligibility criteria may be beneficial for this work), etc).</p>
4	<p>Support vulnerable groups</p> <ul style="list-style-type: none"> • Harness capacity within local voluntary and community sectors who provide support to vulnerable groups. • Community-based support for those disproportionately impacted by disease. • Providing initial support, as needed, to vulnerable people classed as Clinically Extremely Vulnerable who are following tier 3 guidance. • Support for residents in temporary housing and rough sleepers.
5	<p>Enforcement</p> <p>Additional resource for compliance with, and enforcement of, restrictions and guidance as set out in schedule 1 to the Kent County Council Test and Trace Service Support Grant and Associated Outbreak Management Funding Confirmation Letter.</p>
6	<p>Other activities to support the mitigation of outbreaks, examples include:</p> <ul style="list-style-type: none"> • Ensure resources are in place for district/borough representation to attend the Local Outbreak Response Team, as required. • Extend/ enhance COVID 19 Secure wardens. • Delivery of essentials for those in self-isolation.

4. Partnership working

4.1 Due to the unpredictable nature of the pandemic, the government legislation and required provision may continue to change. KCC will work in partnership with the district and borough councils to review and monitor the requirements of this specification and allocated funding.

4.2 The grant should be used according to individual authority needs, with consideration given to combining resources across authority boundaries to reduce unnecessary duplication of work, improve consistency of practice and enable best value.

5. Finance

5.1 The Contain Outbreak Management funds (COMF) have been allocated in response to the COVID-19 pandemic, so there is an expectation that the allocation and spending of funding will be prioritised. The COMF funds must be spent and activity delivered by 31st March 2022.

5.2 Districts will be required to provide a planned approach to allocating the funding which outlines the sites that will be enhanced through this funding prior to commencing delivery.

5.3 In collaboration with the district or borough council, KCC may ask for any unspent or unallocated monies in respect of the funding to be returned to support COVID-19 priorities.

5.4 Should there be a significant outbreak or risk in a particular area, districts and borough councils can seek additional funding, over and above the baseline allocation. Requests will need to be considered by the Director of Public Health at KCC and all funding must be spent in line with a funding framework published as part of democratic processes¹. District and borough councils must send any requests for additional funding to COVID19Funding@kent.gov.uk.

5.5 COMF funding can be used to compliment activities funded by other COVID-19 funding streams such as support to clinically extremely vulnerable. It will be critical that district and borough councils can provide an auditable trail to evidence how the COMF has been allocated to these activities to ensure no duplication of funding.

5.6 KCC will not be liable for any longer-term costs outside of the agreed time period, such as staffing redundancy costs. District and borough councils will need to accrue any required funding to cover staffing liabilities out of the funding allocated.

6. Monitoring arrangements

6.1 KCC is required to report back to the Department of Health and Social Care (DoHSC) on the allocation and spend of the funding and as such will require regular reporting from district and borough councils.

¹ democracy.kent.gov.uk/ieDecisionDetails.aspx?ID=2416

6.2 A quarterly finance monitoring report will be required against the forecast allocations (section 5.2). The monthly reporting template is set out in Annex 2.

6.3 The DoHSC may also request ad hoc narrative reports to evidence spend, therefore we recommend that district and borough councils record the funded activities and associated outcomes, to support reporting as required.

7. Exit

7.1 KCC will continue to provide Public Health advice and will work with the district and borough councils to ensure a smooth exit from the agreement.

7.2 District and borough councils must retain a record of spend and spending decisions for a period of up to six years, to ensure all spend is auditable.



**Consultation Report for Cowdray Square
Playpark**

December 2021

**Author – Chloe Knight
(Community Development Support Officer)**

Summary

Dover District Council has undertaken a consultation with the local community, at the request of local ward councillors, to get an idea of the need for a playpark in Cowdray Square. The consultation has allowed us to gain the opinion of residents on the type of equipment and facilities they would like to see put into the area.

Background

Local councillors approached the community services team after residents in the local vicinity of Cowdray Square raised concerns over the current playpark in Cowdray Square. After meetings between DDC and local councillors, a community engagement event was held in the play park to consult local residents on what they felt the space should be used for. The consultation included questions around the age the equipment should be aimed at, types of equipment, and areas to benefit the local wildlife.

The consultation included the production of a questionnaire, which was circulated to residents prior to the event for them to complete online, as well as copies available at the event.

Consultees

Consultees –

- Dover District Ward Councillors
- Deal Town Ward Councillors
- Kent County Ward Councillors
- Local Schools
- Local Businesses
- Local Organisations
- Local Residents

Promotion –

- Online questionnaire sent to local primary schools

- 500 Questionnaires delivered locally to residents
- 15 Questionnaires delivered locally to businesses
- Posted online via the Dover District Council Social Media pages
- Emails sent to Town, Ward and County Councillors
- Promotion in the members newsletter
- Communication via email and telephone
- Pop up event held with all residents invited to attend

Results and Recommendations

Summary of results –

There were two hundred and forty-nine respondents to the Cowdray Square Play Park consultation questionnaire.

- 241 respondents would like to see improved equipment in the play park
- 7 respondents would not like a new park
- 29 respondents think equipment should be for ages 5 and under
- 95 respondents think the equipment should be aimed at age 5-12
- 3 respondents think equipment should be for ages 13+
- 121 respondents would like equipment for all ages
- 182 respondents would like to see outdoor gym equipment

Other ideas and recommendations for the green space included –

- Wildflower area
- Green area with picnic benches
- Dog exercise area
- Community orchard
- Community garden
- Woodland area
- Slides
- Swings
- Zipwire
- CCTV instillation over the park
- Rubbish bins
- Better access gates to the park and green space

- Goal posts for football
- Multi sports muggers
- Disability friendly equipment
- Dog waste bins

Other suggestions that we had from the community –

A local community group, Mill Hill community forum, would like to support local residents in setting up a 'friends of Cowdray Square' group where residents would come together to look after the community garden and orchard. Support has also been offered from another local community group, Pick Deal Clean, who have offered to support the local residents with keeping the park clean and tidy of litter.

Conclusion

Valuable information has been gathered from the community, which can be used to help inform the design brief for the new play space in Mill Hill's electoral ward. The community and the young people locally are now aware of the project and are very excited.

Appendices

Appendix A – Cowdray Square Play Park Consultation Questionnaire
Appendix B – Analysis of the combined questionnaire results

Appendix A



1. Would you like to see improved equipment in the play park?

Yes No

2. What age should the equipment be aimed at?

Under 5's 5-12 13+

3. Should there be outdoor gym equipment available for teenagers and adults?

Yes No

4. Would you be interested in a community garden area?

Yes No

5. If you said yes to number 4, would you be interested in joining the community forum to help support this?

Yes No

6. Would you like to see a wildflower area in part of the park, which would be cut annually?

Yes No

7. Would you be interested in a green meeting space with benches?

Yes No

8. Would you like to see a wooded area?

Yes No

9. Would you like there to be a community orchard?

Yes No

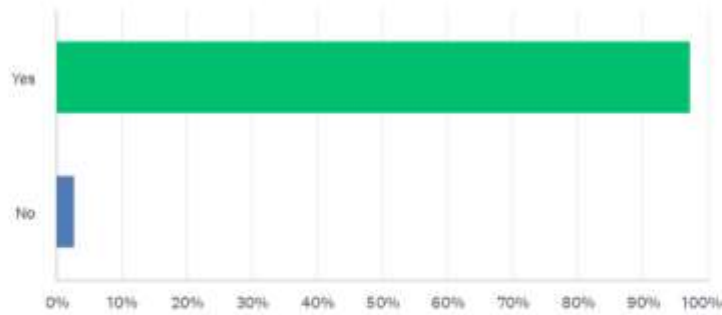
10. Would you like there to be an area allocated for dog exercise?

Yes No

Appendix B

Q1 Would you like to see improved equipment in the play park?

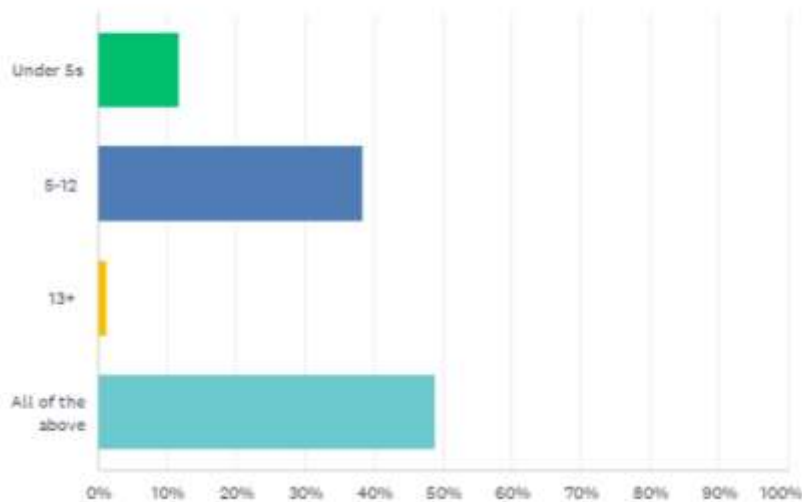
Answered: 248 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	97.18%	241
No	2.82%	7
TOTAL		248

Q2 What age should the equipment be aimed at?

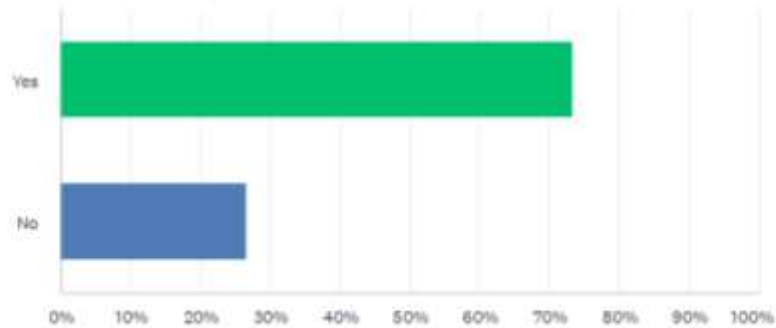
Answered: 248 Skipped: 0



ANSWER CHOICES	RESPONSES	
Under 5s	11.69%	29
5-12	38.31%	95
13+	1.21%	3
All of the above	48.79%	121
TOTAL		248

Q3 Should there be outdoor gym equipment available for teenagers and adults?

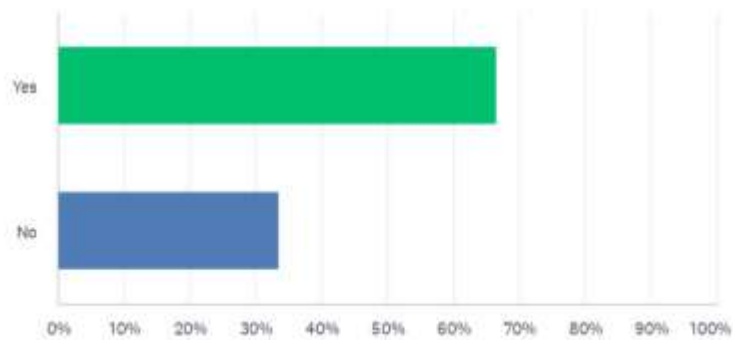
Answered: 248 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	73.39%	182
No	26.61%	66
TOTAL		248

Q4 Would you be interested in a community garden area?

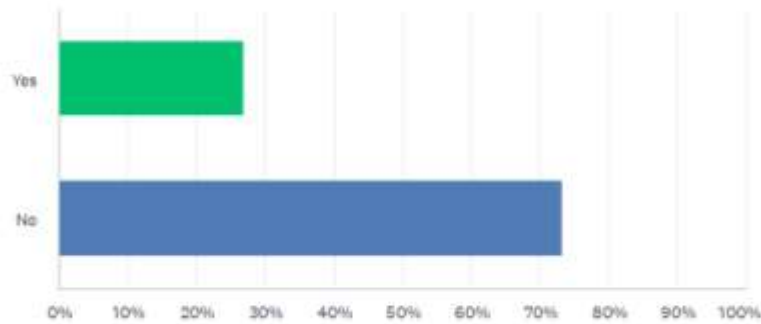
Answered: 248 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	66.53%	165
No	33.47%	83
TOTAL		248

Q5 If you said yes to number 4, would you be interested in joining the community forum to help support this?

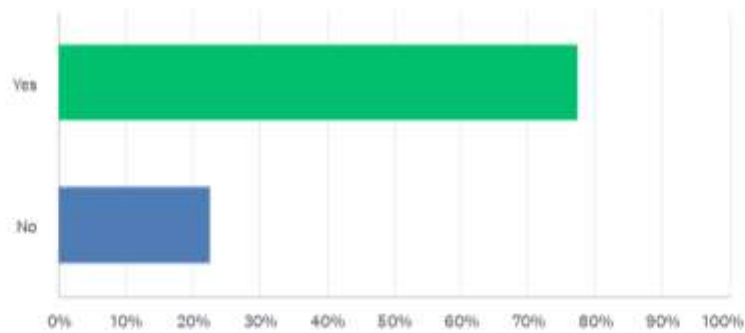
Answered: 242 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	26.86%	65
No	73.14%	177
TOTAL		242

Q6 Would you like to see a wildflower area in part of the park, which would be cut annually?

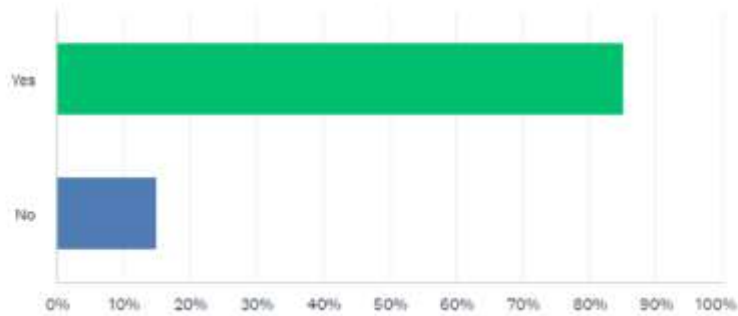
Answered: 240 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	77.42%	192
No	22.58%	56
TOTAL		240

Q7 Would you be interested in a green meeting space with benches?

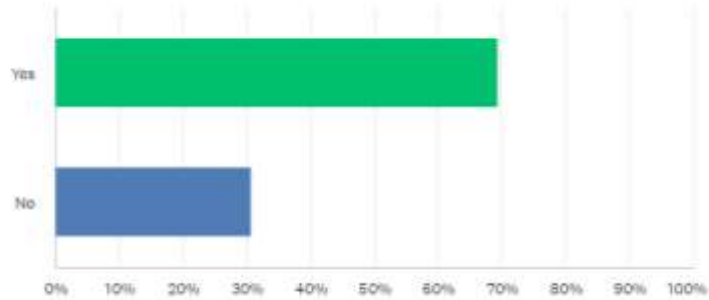
Answered: 248 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	85.08%	211
No	14.92%	37
TOTAL		248

Q8 Would you like to see a wooded area?

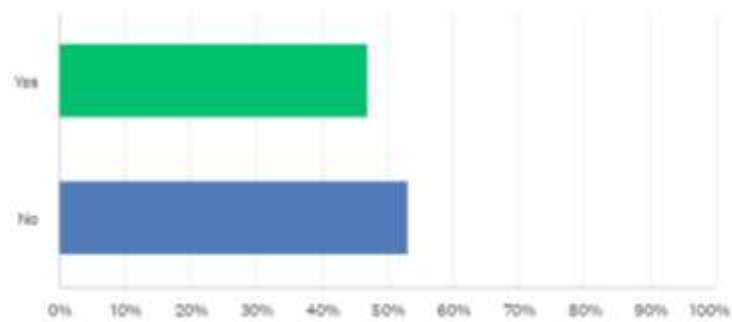
Answered: 248 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	69.35%	172
No	30.65%	76
TOTAL		248

Q9 Would you like there to be a community orchard?

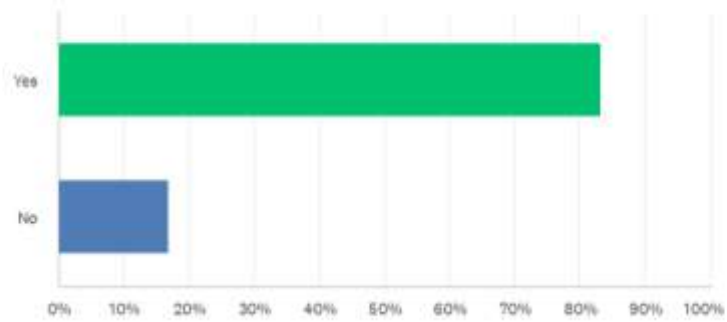
Answered: 245 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	46.94%	115
No	53.06%	130
TOTAL		245

Q10 Would you like there to be an area allocated for dog exercise?

Answered: 248 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	83.06%	206
No	16.94%	42
TOTAL		248

DRAFT Proposed timescales for Cowdray Square Play Area Project

November 2021

Council approval & notifications	Option A	Option B
Agree project outline with Portfolio holder & Director	03 Dec	03 Dec
Compact - Notify Communications re: consultation work	03 Dec	03 Dec
Consultation, Design & Build		
PR Communications DDC preliminary consultation mtgs on site with public. Also include.... Description from	- Dates of consultation from RD/CK	Dates of consultation from RD/CK
Report from consultation with findings	As above	As above
Design Brief complete Consult with DDC Officers – ML, FT, Health & Safety, Asset Management	10 th Dec	17 Dec
Procurement process thru ESPO..... Send out tenders by Return of tenders by Evaluation of tenders by Notify short listed tenders by Conclude interviews of short listed tenders	10 th Dec 13 th Jan (4wks + Christmas break) 18 th Jan N/A N/A	23 Dec 14 Feb (6½wks + 1wk Christmas Break) 18 Feb N/A N/A
PR Communications DDC final consultation mtgs with schools & public to select preferred designs Consult with DDC Officers	21 st Jan (Flexible/ongoing)	N/A
Appoint Contractor (6wk lead in time)	21 st Jan	11 Apr
Commence works, including existing removals (5 - 6wk duration weather dependant)	1 st Feb	23 May
Notify PR Communications of progress	April	June
PR Communications & Opening Launch Within one week of completion date	May	15 July

Notes:

- 1) *Note the timescale for construction on site is weather pending and may exceed the deadline given that time of year.

Kieron Burrett
Assistant Architectural Technician