



To:
All members of the
Neighbourhood Services and
Enforcement Committee

Please reply to:
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Date: 04 October 2023

Supplementary Agenda

Neighbourhood Services and Enforcement Committee - Thursday, 5 October 2023

Dear Councillor

I enclose the following item for which the report has had a minor change made to it, for the Neighbourhood Services and Enforcement Committee meeting to be held on Thursday, 5 October 2023:

9. Play Area Improvements

3 - 6

To consider the report on the procurement of play area equipment.

Yours sincerely

Matthew Williams
Corporate Governance

To the members of the Neighbourhood Services and Enforcement Committee

Councillors:

J.T.F. Doran (Chair)
K. Rutherford (Vice-Chair, in the
Chair)
S. Bhadye

M. Bing Dong
T. Burrell
J. Caplin

D. Clarke
N. Islam
J.R. Sexton

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Substitute Members: Councillors: C. Bateson, J. Button, S.M. Doran, J. Turner and M.M. Attewell

Neighbourhood Services and Enforcement Committee



Thursday 5 October 2023

Title	<i>Play area improvements</i>
Purpose of the report	To make a Key Decision
Report Author	<i>Jackie Taylor Group Head Neighbourhood Services</i>
Ward(s) Affected	Laleham and Shepperton Green Shepperton Town
Exempt	No
Exemption Reason	<i>n/a</i>
Corporate Priority	Community
Recommendations	<p>Committee is asked to:</p> <p>1) Authorise the Group Head of Neighbourhood Services to commence a tender for the procurement of play area equipment</p> <p>2) Delegate authority to the Group Head Neighbourhood Services and Chair of Neighbourhood Services to appoint the chosen supplier/s</p> <p>3) Authorise the Group Head of Corporate Governance to enter the contract with the selected supplier</p>
Reason for Recommendation	<p>The formal planning approval for the development of the Shepperton Studios site made provision for three play areas to be improved. The funding for these improvements has now been received from the Pinewood Group and we need to commence the procurement process.</p>

1. Summary of the report

- 1.1 This report seeks permission from Committee to commence a tender exercise for the purchase and installation of play equipment, funding for which has been made available by the Pinewood Group.
- 1.2 The funding will allow for improvements to the existing play areas through the replacement of play equipment and where appropriate impact absorbing surfaces.
- 1.3 The three areas that Shepperton Studios have chosen to be improved are: -
 - Shepperton Road Laleham
 - Shepperton Recreation Ground
 - Charlton Village play area.

1.4 The deed of undertaking that the Pinewood Group and Spelthorne Borough Council entered amounted to a total sum of £180k for all three sites. There is a small additional amount of approx. £2k due to a CPI increase.

1.5 The procurement specification will require the tenderers to quote for design, supply, and installation of playground equipment.

2. Key issues

2.1 Shepperton Studios have decided that as the three areas mentioned in 1.2 above will be impacted most by the expansion for Shepperton Studios they have directed their funding into these sites.

2.2 The play area within the Shepperton Studios estate has already been funded and upgraded by the Studios.

2.3 The total amount of £182k has been paid directly to Spelthorne and has been set aside solely for use within these three play areas.

2.4 Councillors and the chair of the Charlton Village Residents Association (CVRA) have made a specific request to be included in the selection of the new equipment.

2.5 The allotments and parks strategy officer has been in contact with Councillors from Laleham and Shepperton Green ward and Shepperton Town ward and the chair of CVRA to seek their views on the type of equipment they would like to see installed within the play areas in their respective wards.

3. Options analysis and proposal

3.1 As the deed of agreement specified that the funding was to be allocated in full to these three play areas there are no options to spend the funding elsewhere in the borough.

4. Financial implications

4.1 This funding has already been made available and there are no additional financial implications for the borough.

4.2 These play areas are already in existence and are therefore already budgeted for in terms of insurance, on-going maintenance, and repairs.

5. Risk considerations

5.1 The procurement exercise will ensure that the proposals for each area come in within the budget parameters.

5.2 The funding has already been received and there are no financial risk issues.

5.3 Following the correct procedure will ensure that we get best value from the potential suppliers.

6. Procurement considerations

6.1 Procurement has been supporting the project to date and will continue to support the tendering exercise for a suitable contractor to meet the project requirements, to ensuring value for money is achieved from a compliant tender process.

6.2 The value of the works is well below the threshold at which the Public Contracts Regulations 2015 apply. For this value of works a tender with a minimum of three contractors is required.

7. Legal considerations

7.1 The legal team have been consulted and have no further comments

8. Equality and Diversity

8.1 The equipment within the play areas is freely accessible to all members of the community falling within the desired age group, consideration for inclusive play and the Disability Discrimination Act (DDA) regulations will be considered during the tender evaluation stages.

9. Sustainability/Climate Change Implications

9.1 Environmentally sustainable procurement is the commissioning, purchase, and management of goods, works and services in a way that reduces or negates negative environmental impacts within the supply chain. The evaluation of tenders received will consider four interconnected focus areas of environmentally sustainable procurement being: -

- Climate Change mitigation and adaptation.
- Prevention of pollution.
- Sustainable resource use and consumption; and
- Protection and restoration of biodiversity.

10. Timetable for implementation

10.1 It is anticipated that the tender exercise will commence in October 2023 with installation in early 2024 ready for Spring 2024.

11. Contact

11.1 Jackie Taylor Group Head Neighbourhood Services 01784446418

j.taylor@spelthorne.gov.uk

Background papers: There are none.

Appendices: There are none.

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