

Playgrounds Committee - Action List 7th November 2025

Action	Description	Owner	Update on Progress	Date of Update	Completed
PWG.05	Moving eastern access gate at Gardiner Field	Committee	Carried over from PWG; quotes obtained, decision to be made as part of expansion of playground. Extension of Gardiner playground by more than 3m and removal of gate likely to be difficult because of trees – limit extension to 3m. Gardiner ITT specifies extension to be 4m.	27/5/25 16/7/25 28/7/25	No further action
BF.01	Monitor progress of work on Bourdillon Field	MS	Installation completed, safety checked, handed over and opened 24/7/25	24/7/25	Completed
BF.02	Consider arrangements for formal opening of Bourdillon Field	BN	Formal opening 24/7/25	24/7/25	Completed
BF.03	To carry out a survey of users of Bourdillon Field	AP/LK		26/8/25	
BF.04	To make arrangements for safety inspection and maintenance	Clerk Team	Regular safety inspections carried out by Assistant Clerk	30/10/25	
BF.05	To design and procure notice board	Assistant Clerk		26/8/25	

Playgrounds Committee - Action List 7th November 2025

GF.01	Issue ITT for Gardiner Field by 25/7/25	MS	Issued and published on Find a Tender 28/7/25	28/7/25	Completed
GF.02	Arrange site visit and Q&A for potential suppliers	MS	One supplier visited 2/9/25. No Q&A session	30/10/25	Completed
GF.03	Form an Evaluation Work Group and Evaluation Scheme	Committee	Evaluation Group to be as for Bourdillon, met on 24/9/25, and 1/10/25 to meet on 7/11/25	30/10/25	Completed
GF.04	Requests to suppliers for clarification of Tenders if required by 26/9/25	Evaluation Work Group	Clarification of tenders ongoing.	30/10/25	
GF.05	Evaluation of Tenders by 3/10/25	Evaluation Work Group	To confirm recommendation to Committee on 7/11/25	30/10/25	
GF.06	Discussion with preferred supplier(s) to finalise design and terms by 10/10/25	Evaluation Work Group/Committee	Date to be revised	30/10/25	
GF.07	Report to Full Council on completion of GF.05	Committee	Possibly at 10/11/25 Full Council?	30/10/25	
GF.08	Notify suppliers of Tender outcome and provide feedback	Evaluation Work Group	Target end of November 2025	30/10/25	
GF.09	Work with SODC and other potential sources to secure grants for Gardiner and Bourdillon in current FY	MS	Grant secured from SODC CIL funds	30/10/25	Completed

Playgrounds Committee - Action List 7th November 2025

GF.10	Obtain Planning Permission for extension of Gardiner by 4m	MS	Planning permission granted 14/10/25	30/10/25	
GF.11	Subject to the outcomes of GF.07,GF.09 and GF.10 award contract	Committee/Council			
GF.12	Subject to GF.11 work on site to commence within 8 weeks				