

Dear Swaffham Town Council

Pocket Parks Plus: Letter of expectation for successful community applicants

The Ministry of Housing, Communities and Local Government (the Department) is pleased to confirm that you have been successful in your Pocket Parks Plus application and is issuing a grant of **£24,500** to **Breckland District Council** under powers set out in section 31 of the Local Government Act 2003 to support the work set out in your application for the Pocket Parks Plus programme. The programme will support communities and their partners to establish pocket parks or refurbish an existing park, or part of a park, where people can relax, exercise, socialise and play.

The Department will:

- Provide you, via your local authority partner, with a grant of £24,500
- Provide each community and local authority partnership with signposting to networks and other sources of further advice and support.
- Share the learning and good practice from Pocket Parks Plus projects widely and, particularly, amongst people interested in taking on the management of public space.

We expect you to:

- Establish your pocket park or refurbish the park or part of park as proposed in your application and deliver within the timeline you set out.
- Maintain effective and professional relationship with your local authority partner towards achieving delivery.
- Follow the terms of the grant funding agreement entered into with your local authority partner.
- Keep the Department informed of progress including spend, issues, variations and risks each month and if needed on request.
- By March 2020 deliver an evaluation of your project. You have been allocated an additional £500 within your grant to enable you to pay a local organisation such as a Council for Voluntary Service (CVS) to help you with your evaluation. We will issue a guide on how to carry out this work by the end of April
- Share any media outputs with the Department before they go out, and so they can share them wider if it wishes to do so.
- Allow the Department to disseminate this learning more widely and to use these products wider including to inform further thinking on green spaces.

In order for the grant to be allocated please sign and return a copy of this letter to pocketparksplus@communities.gov.uk as soon as possible

Signed (on behalf of the applicant): *R. Bishop*
 Print name: *RICHARD BISHOP*
 Date: *4/3/2019*

Should you have any queries, please do not hesitate to contact us. We look forward to working with you.

Alastair Sayles
Communities and Green Spaces Team
MHCLG

February 2019

5. YOUR NEW POCKET PARK OR REFURBISHED PARK

Proposed name/Existing name	New name: Oaklands Pocket Park
Address inc. postcode	Nearest house: The Oaklands, Swaffham, Norfolk PE37 7EN
Size in hectares	0.3ha
Owner (name, address)	Swaffham Town Council Do you have the owner's permission to apply? Yes <input checked="" type="checkbox"/> A letter or e-mail confirmation of this is attached Yes <input checked="" type="checkbox"/>
Is it already a green space?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Name of site now: Oaklands Play Area
	It is the whole site: <input checked="" type="checkbox"/> It is a part of the site: <input type="checkbox"/>
Are there other green spaces within a 5 minute walk?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, please explain what additional benefit this project will bring forward

6. WHAT DO YOU PROPOSE TO DO TO ESTABLISH YOUR PARK OR HOW DO YOU INTEND TO REFURBISH THIS SITE? (UP TO 500 WORDS)

Refurbish Playground Area

The playground equipment is old and approaching the end of its useful life. One piece has already been removed and another will be shortly. The equipment will be completely replaced to provide an attractive new play area. The age range will remain as 'under 8' as this fits in with the areas use by local families and with its position adjacent to the Junior School. The new equipment will include (see attached Plan):

- Two tower unit with net, stairs & slides
- Hopper Seesaw
- Springer
- Spinner Bowl
- A frame swing with cradle seat and 'me and you' seat.
- All with Wetpour surfacing.

Seating and Furniture

The existing bench is in poor condition and in a bad position where it is constantly shaded and damp. Two bench seats and one picnic bench will be installed to make the area more usable for all. They will be positioned to create a social area adjacent to the play area. The picnic bench will be suitable for use by those with wheelchairs & will be set on an unsealed surface to make it easily accessible. The

benches will be of recycled plastic for sustainability, longevity and ease of future maintenance.

The litter bin will also be replaced.

Hedging

One 'long' side of the greenspace has recently been refenced by the neighbouring householder and there is now an 80m length of plain wooden panel fencing. There is ample space to plant a hedge adjacent to the fencing which would screen the fence, provide a wildlife habitat and improve the landscaping of the area immensely. The hedge line will include up to 6 'standard' trees that will be allowed to grow on and mature. New plants will be supported by a cane & protected from grazing with a 'spiral' tree guard. All plants will be supplied by the Woodland Trust & will be of UK origin. This part of the project will be implemented by the Rotary Club of Swaffham.

Open Day

The seating and play equipment will be installed in summer 2019. The hedge will be planted in Autumn 2019 and will be part of an Open Day to relaunch the new Pocket Park. As part of the relaunch a new Site Sign will be created working with Swaffham Infant School.

7. WHAT WILL THE MHCLG FUNDING SUPPORT? (UP TO 500 WORDS)

The MHCLG funding will enable the whole project to go ahead but will principally cover the capital cost of the new playground equipment.

8. HOW WILL YOU SPEND THE MHCLG MONEY?

Item	Total
Playground equipment 1 Two Tower Unit with Net, ADA Stairs, Steel Slides & Steel Posts	11083
Playground equipment 2 Green Spinner Bowl	1047
Playground equipment 3 Hopper Seesaw	2208
Playground equipment 4 Yellow Racer Springer	835
Playground equipment 5 Single A-Frame Swing with Cradle Seat and 'Me & You Seat'	2777
Playground equipment 6 Surfacing	7072
Playground equipment 6 Removal of old equipment and hire of facilities & equipment	6158
Recycled Plastic Bench x 2	750
Picnic bench (wheelchair accessible)	470
New dual use litter bin	320
Installation of ground pad for picnic bench and installation of sign	500
Signage	300
Supply & Planting of 80m of hedge	1180
Total	34,700
Will you spend all of the MHCLG money by end March 2019?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Please tick)

9. WHAT MATCH FUNDING DO YOU HAVE OR PLAN TO SECURE?

Source	Amount	Secured or to be sought?
Komplan	6236	Secured
Rotary Club	1180	Secured
Swaffham Town Council	3284	Secured
Pocket Parks Grant	24000	
Total	34,700	
Pocket Parks Grant	24,000	
Minimum Match funding required	7,200	
Match funding secured	10,700	

10. HAVE YOU RECEIVED ANY RECENT FUNDING IN RELATION TO DEVELOPMENT OF PARKS OR GREEN SPACES. IF SO, PLEASE PROVIDE DETAILS BELOW

In 2017 Swaffham Town Council received funding towards the creation of a Skate Park and MUGA both of which are on Swaffham Recreation Ground. The funding was received from: Breckland Town Council, WREN and Tesco. This facility is aimed at older children and is over 500m away (as the crow flies). See attached greenspace map.

11. PLEASE SET OUT YOUR TIMELINE (SHOWING SUCH AS WHEN DELIVERY WILL START, WHEN DELIVERY USING MHCLG MONEY WILL BE COMPLETED, AND WHEN THE PARK/REFURBISHED PARK WILL OPEN)

What will happen?	When
Installation of new equipment	Summer 2019
Installation of seating	Summer 2019
Hedge planting and Pocket Part relaunch	October 2019

12. HOW WILL YOU SUSTAIN THE MANAGEMENT OF THE SITE?

Secure Green Flag Community Award	Yes <input checked="" type="checkbox"/> (Please tick)
Register your site as an asset of community value	Yes <input type="checkbox"/>
Seek Local Greenspace Designation	Yes <input checked="" type="checkbox"/>
Dedicate (such as a Field in Trust)	Yes <input type="checkbox"/>
Build links with the Local Friends of Parks Group	Yes <input type="checkbox"/>

Please explain any further approaches you will consider (300 WORDS)

Oaklands Play Area has been designated in the draft Swaffham Neighbourhood Plan as a Local Green Space, there has been extensive community consultation as part of the preparation of the plan and it will go to referendum in May. The plan states that: "Development that results in the loss of Local Green Space or that results in any harm to their character, setting, accessibility or value will only be permitted if the community would find equivalent benefit from provision of a suitable replacement."

