



**Easebourne Parish Council
Finance Committee 13th March 2024
Minutes of Meeting held at
6.30pm on Wednesday
At Easebourne CE Primary School**

Present – C Sanderson (CS) – chairman, M Noble (MN), D Pack (DP), T Baker (TB), J Macdonald-Lawson (JML), E Roberts-Grimsey (ERG).

In attendance – I Milne (IM), G Nicholls (GN), E Tremain (ET) – Parish Clerk.

1. **Public Question Time** – no public
2. **Apologies and Reasons for Absence** – none.
3. **Declarations of Interest** – none.
4. **Stadium Seating RFF** –
 - IM gave a brief sum up of the RFF and the situation.
 - The best option is for 4 terraces (5 rows).
 - Step height – 600mm or above has to have fall protection so each terrace will need to be 500mm.
 - One row needs to be DDA compliant (bottom row).
 - Post and rail protection at the top and on each edge.
 - Stairs in the middle, kissing gate at the top.
 - Width to be checked as must be below 2m.
 - Not much in terms of maintenance costs.
 - Track from the main path to be considered further down the line.
 - Time frame – 5 working days.
5. **Proposals to Full Council** – proposal to take ACS quote through to full council – proposed by TB, seconded by ERG.
6. **Date of Next Meeting:** 7.00pm, Wednesday 3rd April 2024

Meeting Closed 6.50pm

Signed..... Date.....

Colin Sanderson – Chairman

Appendix – RFF

Author	Cllr I A Milne	Version	2	Date	10 Feb 24
Project Name	Stadium Seating for Easebourne Park				

Budget allocation	EPC Budget
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Justification (Why should we do it and who it will benefit)	<p>Thus is a long-standing ambition of EPC and was always envisaged as complementary to The Roundhouse as spectator/audience seating. Additionally, will provide much needed seating for visiting families. Obtaining groundworks quotes has proved problematical with companies declining to quote for this work, citing order schedules that are full and would not support the EPC timescales.</p>
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Method of Work (What are the steps to be undertaken)	<p>The bank overlooking the Roundhouse to be fashioned into seating with a central staircase, with handrail. The seats to be formed of oak sleepers, fixed with metal pins, and turfed between the seating steps. The ends of the seating at each end protected by post and rail fences. The area above the seating and steps to be protected by post and rail fences, with a kissing-gate style opening above the steps, preventing direct access by bikes etc, to the steps below. Gaps in treads in steps to be filled with Fittleworth Stone in keeping with the rest of park paths/steps etc. It has been established that with 3 tiers, vice the original design of 4, there could be dangerous drops at the top of the tiers (level grass to the first tier), bottom of the tiers (bottom tier to existing path), or, if evenly spaced, a large drop between the tiers. Thus, primarily for safety but also for seating capacity, 4 tiers recommended over 3. The area available does not support 5 tiers. DDA access to be finalized with the chosen contractor but likely to lowest tier only.</p>
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Post Installation Assets	Secure, long-term sustainable seating supporting events in The Roundhouse. In addition, these seats will form additional seating for families day-to-day.
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Quotations	Summarise your 3 supplier quotes below:			
		Quote 1	Quote 2	Quote 3
	Supplier Name	John Britten Ltd	ACS	JPG Building and Groundworks Ltd
	Carriage	n/a	N/A	No capacity, so...

	Total	£16,500 + VAT	£15,809.20 + VAT	Declined to quote
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Funding Plan	Sum to be taken from EPC Funds.
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Contractor recommendation and why	ACS, a local company, as best VFM and as a respected local groundworks company used successfully by the PC in the past. Further, ACS has included a 10% Community discount in the final costings
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Communication Plan	Comms lead - Judith Mc-L to create; however, anticipate Village Magazine, local press, and usual social media outlets utilized by EPC.
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Please complete and ensure sent to the Clerk for filing

Contract Selected	
Justification	

Approval	Finance	Communications	Chairman
Name			
Date			