



# WETHERBY TOWN COUNCIL SANDRINGHAM PARK PLAYGROUND PROJECT PLAN / TRACKING DOCUMENT

**Project Name** Sandringham Park Playground Renewal  
**Due Date:** Target for opening: May 2024

This is the tracking document for the project to renew the playground and improve facilities at Sandringham Park.  
It is a 'live' document and will be updated and amended throughout the project.

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## Project Mission

To enhance Sandringham Park as a safe, peaceful green space which can be enjoyed by all people.

## Summary

- Refurbish playground with a view to providing an inclusive space for all children.
- Consider landscaping opportunities which may reduce anti-social behaviour and/or enhance the park.
- Consider provision of other, informal recreation opportunities (e.g. ball games).

## Admin. Info

<b>Project Leads:</b>	Wetherby Town Council – Property Committee	
	Iona Taylor, Town Clerk	
	Stephen Cohen, Facilities Manager	
	Councillor Connor Mulhall, Chair of Property Committee	
<b>Site Location:</b>	Playground Equipment Supplier - TBC	
	Sandringham Park, Wetherby, LS22 6PG	
	What 3 Words (Sandringham Park):	broccoli.renews.yelled
	What 3 Words (Playground):	hills.freezers.micro

<b>Resources:</b>	WetherbyTC - Shared Documents\8 PROPERTY - Green Spaces & Cemetery\1 SITES\Sandringham Park\Playground\Renewal Project 2023-24
<b>Glossary:</b>	WTC – Wetherby Town Council LCC – Leeds City Council ASB – Anti-social behaviour.

## Stakeholders

Name	Contact
Leeds City Council	Councillor Alan Lamb
	Bairbre McKendrick – Access Officer
	Vicky Nunns – Parks Officer
	Anti-Social Behaviour Team
Friends of Sandringham Park	Kazia Knight
Residents	<ul style="list-style-type: none"> <li>Grosvenor Terrace</li> <li>Sandringham Road</li> </ul>
Young People	Primary Schools
	Wetherby High School
	Youth Club (Tuesdays and Fridays - 4.30-6.30pm and 7-9pm.)
	Uniformed Organisations
SEND Users	<ul style="list-style-type: none"> <li>Identified local parents / campaigners.</li> <li>Special needs schools.</li> <li>Wharfedale Lawn residents.</li> </ul>
West Yorkshire Police	Designing out crime officer. Chris King - Leeds District christopher.king3@westyorkshire.police.uk

## Timeline

Milestone Name	Target Date	Status/Updates
Full Council in favour of taking back playground and not renewing lease with LCC.	11/10/22	Agreed
Secure approval for project plan at Full Council.	11/8/23	Agreed
'Blue Sky' 1 <sup>st</sup> consultation seeking feedback to inform tender brief.	15/8/23-15/9/23	Completed
Site visits to other playgrounds.	July/Aug 23	Completed
Tender brief - collate responses from visits / consultation.	1 <sup>st</sup> – 15 September	Presented to, and agreed by Council 28/9/23
Tender for designs (contract finder.)	2 <sup>nd</sup> – 27 <sup>th</sup> October 2023	Tender live 29/9/23. Tender period completed 27/10/23.
Site Visits with Contractors	19th October	Included in tender documents.
2 <sup>nd</sup> consultation on designs.	13 <sup>th</sup> November to 4 <sup>th</sup> December.	Dates amended to allow for completion of works in Town Hall. <i>Remaining timeline agreed.</i>



Select preferred contractor (Property Committee).	w/c 4 <sup>th</sup> December	Property Committee Meeting Required
Refine design with preferred contractor.	By end 2023	Tender process indicates 3-week period required for design work.
Final design approval (Full Council) and publication on website.	9 <sup>th</sup> January 2023	
Secure funding.	November, December 2023, January, February & March 2024	
Place order for new playground and enter contract with supplier.	March 2024 12–16-week lead time	
Secure site and hand over to contractor.	May / June 24	
Installation complete.	May / June 24	
Post installation inspection.	May / June 24	
Fault rectification.	June 2024	
Grand opening of playground.	July 2024	
Proceed with other elements of project (may be included earlier if appropriate / funding permitting).	Landscaping / Tree removal / Fence refurbishment / hedge lowering	March / April / May 24

## Finance

Income		Expenditure	
Grant Funding		Officer Time	n/a
Working Capital (Property Legal & Professional Budget)	£250	Play Equipment	TBC during tender.
		Consultation Banners	£100
		Consultation Leaflets (500)	£70.49
		Contingency	
<i>Total</i>		<i>Total</i>	

## Tenders Received

<a href="#">Eibe</a>	£157,683.33
Innosys – no website.	£141,542.50
<a href="#">Kompan</a>	£199,022
<a href="#">Playdale</a>	£121,967.51
<a href="#">Wicksteed</a>	£166,686



## Funding Sources

Source	Amount	Confirmed	Notes / Status
Leeds City Council / Ward Councillors / Green Space Funding CIL	£100,000		Pledged by Vicky Nunns (LCC Parks Officer) and Councillor Alan Lamb as previously allocated to these works.
Awards for All			Potential grant funding source.
LCC Housing Advisory Panel			Potential grant funding source.
National Lottery Community Fund			Potential grant funding source.
Freemasons Wetherby & District Lions			Suggested by LCC Officer. Application Form Obtained

## Consultation 2 – 13<sup>th</sup> November to 4<sup>th</sup> December 2023

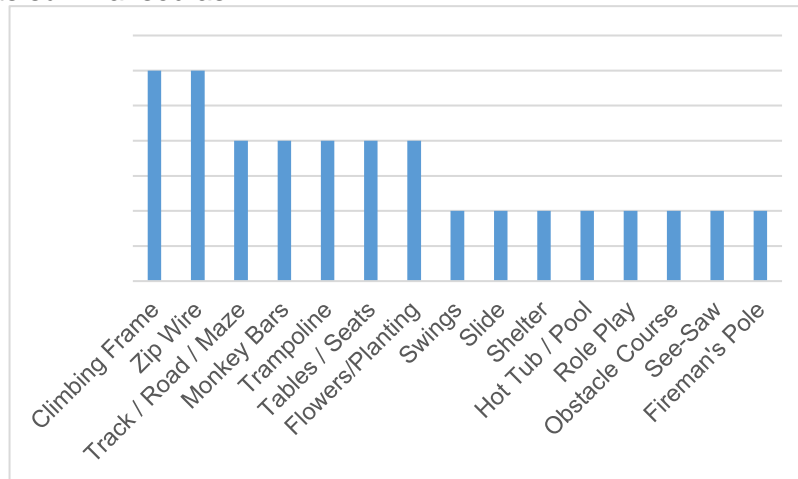
<b>Summary</b>	Consultation with all stakeholders on designs received to inform selection of preferred contractor.
<b>Questions</b>	<ul style="list-style-type: none"> <li>• Do you have any specific comments on Eibe's design?</li> <li>• Do you have any specific comments on Innosys' design?</li> <li>• Do you have any specific comments on Kompan's design?</li> <li>• Do you have any specific comments on Playdale's design?</li> <li>• Do you have any specific comments on Wicksteed's design?</li> <li>• Which is your favourite design and why?</li> <li>• Do you have any other comments that you'd like to make for the council to take in to consideration when selecting a preferred supplier?</li> </ul>

## Consultation 1 – 15<sup>th</sup> August to 15<sup>th</sup> September 2023

<b>Summary</b>	1 calendar month consultation seeking ideas for improving Sandringham Park playground, primarily the playground.
<b>Purpose</b>	Encourage stakeholders to engage with design process & use feedback to inspire the design in terms of type of play and opportunities for other improvements in Sandringham Park.
<b>Categories</b>	<ol style="list-style-type: none"> <li>1. General Public (banner at site, Tempo FM, Facebook, website).</li> <li>2. Immediate residents – letters through doors.</li> <li>3. Special Educational Needs &amp; Disabilities (SEND)</li> <li>4. Children &amp; Young People</li> </ol>
<b>Questionnaire</b>	
<b>Free Style</b>	Children provided with a plan and asked to design their perfect playground.



Results summarised as:



**Public Consultation – 31/8/23**

*Sandringham Park on site consultation.  
 Attended by Iona Taylor & Steve Cohen  
 15 members of the public spoken to of varying ages from 3 to 65+.*

*Conclusions:*

- Kids like exciting equipment in the playground, especially climbing and zip wires.
- Contradiction between this and the idea of role play / calmer site.
- All supported idea of a goal end and accessible equipment.
- Equipment shouldn't be the same as in the other playgrounds – let's make Sandringham Park different.
- Detailed discussion with one parent led to development of idea of a Wetherby themed track around playground incorporating role play items.
- Everyone liked the idea of a shelter, provided it was visible (in the middle of the park).
- Everyone supported idea of making the site more visible from the street by changing the vegetation.
- Everyone supported idea of extra lighting / CCTV.
- Bike rack would be useful having seen boys coming to the site on their bikes and dumping them.

**Residents Consultation 1 – 31/8/23**

*Invitation to consultation sent to households  
 Attended by Iona Taylor & Steve Cohen & 8 residents.*

*Conclusions:*

- The site should be looked at holistically, including previous installations such as benches and exercise equipment – are they in the best place?
- Would prefer a playground which only provides for very young children. Concern about providing equipment for older children, but are supportive of an inclusive playground.
- Don't put anything in that's like a shelter.
- The acoustics of the site must be taken into account – it's like a giant amphitheatre. Therefore no musical instruments / steel tunnels etc.
- Closest residents want the fence and hedge to stay on boundary around the playground.
- Look at mowing schedule for no mow May and additional wildflower planting.

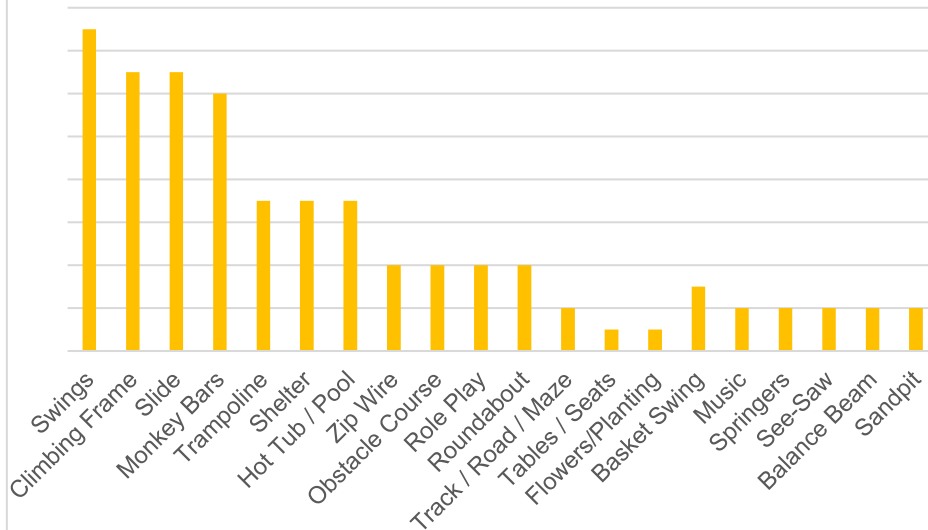


	<ul style="list-style-type: none"> <li>Look at rewilding the banking at the back of the site to stop access as this is where a lot of the problems occur.</li> </ul>
<b>31/8/23 &amp; 12/9/23</b>	<p><i>SEND consultation – no attendees. Refer to feedback from Wharfedale Lawn residents below.</i></p>
<b>Wharfedale Lawn Visit 12/9/23</b>	<div data-bbox="400 331 831 651" data-label="Image"> </div> <p data-bbox="855 331 1394 465"><i>Consultation with residents of Wharfedale Lawn Conversations with 4 residents from Wharfedale Lawn.</i></p> <p data-bbox="855 465 1394 651">Photo with Charles Ridley who said: “He’s never been to a park where he could go on stuff. He’s been on one roundabout in his life.” Clerk has promised to take him to the playground when finished!</p> <p data-bbox="400 667 576 701"><i>Conclusions:</i></p> <ul data-bbox="400 701 1394 1048" style="list-style-type: none"> <li>Make sure that access to the site is good as well as within it – got to be able to get there. Think about gates that can be pushed open with feet/chair.</li> <li>Personal safety was an issue that came up twice – people with SEND are concerned about their personal safety and think about that before going out.</li> <li>Like flowers and other items that are sensory activities and can be watched from wheelchair.</li> <li>Giant connect 4 game in garden supports idea of non-physical activities.</li> <li>Would like to be able to “enjoy what the other kids enjoy.”</li> </ul>
<b>Friends of Sandringham Park 12/9/23</b>	<p data-bbox="400 1048 1394 1081"><i>Friends of Sandringham Park</i></p> <p data-bbox="400 1081 1394 1115"><i>Present: 3 representatives of Sandringham Park, Iona Taylor &amp; Steve Cohen</i></p> <p data-bbox="400 1115 539 1149"><i>Summary:</i></p> <p data-bbox="400 1149 743 1182"><u>Landscaping/environment</u></p> <ul data-bbox="400 1182 1394 1529" style="list-style-type: none"> <li>Look at variety and species of trees.</li> <li>Not happy with current standard of grasscutting. SC to make sure that it improves with new contract.</li> <li>Formalise no mow may scheme, possibly across half of park.</li> <li>Discussion about boundary treatments. Fencing was in place to stop footballs going over</li> <li>Would strongly prefer to keep the informal paths at the rear of the site (through the brambles etc). Could incorporate a nature trail.</li> <li>Rewilding an area / planting with wildflower seeds would be supported. Friends of Sandringham could add features such as bug hotels.</li> </ul> <p data-bbox="400 1529 783 1563"><u>Playground / Street Furniture</u></p> <ul data-bbox="400 1563 1394 1948" style="list-style-type: none"> <li>Suggestion for ‘incredible edible’ planted containers. Community growing scheme.</li> <li>Strongly feel that fence should be kept around playground.</li> <li>Absolutely no to BBQ’s.</li> <li>Taking the big tower unit down has made a big difference to anti-social behaviour.</li> <li>Support additional seating, but not under trees.</li> <li>Would support provision of picnic benches in main park, not just in playground.</li> <li>Would love CCTV if it covers all areas (fisheye camera may do this).</li> <li>Provide natural, open ended play. Climbing opportunities.</li> </ul>



	<ul style="list-style-type: none"> <li>• A Wetherby themed playground sounded good.</li> <li>• The playground is a smaller site to others in Wetherby. It shouldn't be overly encouraging to older children.</li> <li>• Shouldn't provide a formal, sheltered area.</li> <li>• Adult exercise equipment is used (early mornings and evenings particularly).</li> <li>• Could consider providing a dog poo bag dispenser. Keep dogs on lead signage.</li> </ul>
<b>Residents Consultation 2 - 12/9/23</b>	<p><i>Invitation to consultation sent to households</i>  <i>Attended by Iona Taylor &amp; Steve Cohen &amp; 4 residents.</i></p> <p><i>Conclusions:</i></p> <ul style="list-style-type: none"> <li>• 100% keep the playground and support for provision of accessible equipment.</li> <li>• No problem as long as it's a playground for younger children.</li> <li>• Must not be any enclosed spaces. Anything that gives shelter is not appropriate.</li> <li>• No particular objections to a goal end, but question re. value of basketball net without correct surfacing.</li> <li>• How can older children be kept away? They can't, but don't need to put in equipment specifically designed for them.</li> <li>• 11pm to 3am in the problem times in the park. Behaviours include engaging in sexual activity, drugs and drug dealing and arson. Wooden playground equipment may not be appropriate.</li> <li>• Exercise equipment is used quite often.</li> <li>• Better maintenance of trees would be good. Drains often blocked by conkers in autumn.</li> <li>• Repetition of concerns from 1<sup>st</sup> residents meeting.</li> <li>• Don't want motion activated lights, but lights would be OK if not on throughout the night.</li> </ul>
<b>LASBT EAST Case Officer – 15/9/23</b>	<p><i>E-mail from Vicky Johnson, LASBT EAST Case Officer</i></p> <p><i>Extracts:</i></p> <p>“I would be reticent to have a shelter for young people erected there as we are aware of the issues it's caused in Boston Spa stables lane park area and has encouraged vandalism and ASB by some, this would include any lighting as would attract youth nuisance potentially.”</p> <p>“In respect of recent times there has been a reduction in ASB , and nothing reported recently.”</p> <p>“I fully support the refurbishment for use for those age appropriate and equipment. If there is a means for gating the whole park to present access after a certain I don't know if this would be possible. Definitely a large fence around the play equipment that can be locked at an appropriate hour would be viable to prevent damage and inappropriate usage.”</p>
<b>Brownie Responses</b>	<p><i>Girls aged 7-10.</i></p> <p><i>15 'plans' returned 12/9/23</i></p> <p><i>Ideas summarised as:</i></p>





### Consultation Info

15/8/23	Tempo FM – not the midweek show to promote launch of consultation.
18/8/23	Facebook launch of consultation. Letters to stakeholders sent out.
24/8/23	Banner up at Sandringham Park.



### Updates / Communications / Meetings

Date	Notes
28/9/23	<p><i>Full Council meeting:</i> Following a proposal by Councillor Mulhall, seconded by Councillor Chapman, it was RESOLVED by a unanimous show of hands that the results of the [first] consultation be received and accepted.</p> <p>After a proposal by Councillor Chapman, seconded by Councillor Buckle, it was RESOLVED that:</p> <ul style="list-style-type: none"> <li>• Designs and quotations for the refurbishment of the playground at Sandringham Park be sought through a formal tender process.</li> <li>• The previously circulated design brief and tender details be approved and used.</li> <li>• The project budget be set at £150,000 to £200,000.</li> <li>• The opportunity to tender be advertised on Contracts Finder (the website for public sector procurement opportunities).</li> </ul>
25/8/23	<p><i>Meetings with 2no (Eibe &amp; Streetscape) playground contractors regarding what can be installed at Sandringham Park</i> <i>Present: Steve Cohen. Matt Day (Streetscape) Nick Prickett (Eibe)</i></p>





	<ul style="list-style-type: none"> <li>• Purpose of the meetings were to understand what equipment can be installed in the area and what other improvements could be made to facilitate more SEND equipment alongside traditional playground set-ups.</li> </ul>
24/8/23	<p><i>Meeting with Leeds City Council's Access Officer – Bairbre McKendrick</i>  <i>Present: Bairbre McKendrick, Iona Taylor, Steve Cohen</i></p> <ul style="list-style-type: none"> <li>• Purpose of meeting was to discuss making the new playground as inclusive as possible. There's an opportunity to share work being done / best practice on Deepdale playground at Boston Spa.</li> <li>• Provided local contacts for further input and examples of playgrounds.</li> <li>• Consensus is that wheelchair swings are not really viable for a public park. Basket swing is best alternative.</li> <li>• Accessible trampoline and roundabout can be included. Make other items of equipment so that SEND children can use a part of them and feel included, even if they can't access all of it.</li> <li>• Still need to have challenge in the playground. Don't make too safe.</li> <li>• Include a quiet area, perhaps with a quieter immersive activity. Shaded area.</li> <li>• Sheltered spot is useful so that site can still be used on a damp day.</li> <li>• Role play, push / pull puzzles and musical items are all good. Also games such as table tennis.</li> <li>• Seating is really important – people can only stay for as long as their carers are comfortable.</li> <li>• Provision of toilet facilities is a massive issue.</li> <li>• Colours are really important – don't shy away from using them. They're useful for differentiating between equipment and surfacing, different sections etc.</li> <li>• Could employ a specialist to design the playground.</li> <li>• Water fountain / water play is good.</li> <li>• Information provided about signage / interpretation boards.</li> </ul>
18/8/23	<p><i>Leeds City Council Anti-Social Behaviour Team</i>  Initial e-mail sent asking for best point of contact as would like to liase / seek advice with the team during project.  14/9/23 – No response so followed up.</p>
15/8/23	<p><i>Tempo FM – Not the Midweek Show</i>  Attended by Iona Taylor to launch and publicise consultation.</p>
11/8/23	<p><i>Visit to Hillside Rural Activities Park – Thirsk <a href="https://www.hrap.co.uk/">https://www.hrap.co.uk/</a></i>  <i>Present: Iona Taylor and Stephen Cohen</i></p> <ul style="list-style-type: none"> <li>• Purpose of visit was to see equipment recently installed by Macventure, including a wheelchair accessible roundabout.</li> <li>• Saw picnic benches with metal grill at side (presumably for resting a disposable BBQ on).</li> <li>• Crowd fundraising banner on site.</li> <li>• Spider net set in to climbing wall.</li> <li>• Large green space – much larger than Sandringham Park. Also used for football (separate pavilion etc).</li> </ul>
8/8/23	<p><i>Full Council meeting.</i>  Agenda item:  a) To consider and approve project plan (paper circulated).</p>



	<p>b) To approve delegation of project to Property Committee, Town Clerk and Facilities Manager.</p> <p>c) To approve virement of £250 from Property's Legal &amp; Professional Budget to Sandringham Park – Other Costs budget heading.</p> <p><i>Unanimously approved project plan and proceeding as proposed in this document.</i></p>
25/7/23	<p><i>Information Gathering Visits</i>  <i>Present: Iona Taylor, Steve Cohen and Cllr Harry Chapman</i>  <u>Stables Lane, Boston Spa</u></p> <ul style="list-style-type: none"> <li>• Had a really nice feel to it, but was a bright sunny day!</li> <li>• Used <a href="https://www.groundwork.org.uk/themes/landscape-design-and-management/">https://www.groundwork.org.uk/themes/landscape-design-and-management/</a> for designing a phased scheme which is still being implemented in phases.</li> <li>• Compacted, crushed limestone paths around site.</li> <li>• Inclusive equipment e.g. sunken roundabout suitable for use by people in wheelchairs.</li> <li>• No fences between playground and main recreation area – dog seen in playground during visit.</li> <li>• Use of fire retardant paint to try and stop arson damaging structures.</li> <li>• Separate shelter in far corner – aimed at drawing anti-social behaviour away from main site. Friends of Stables Lane think that the benefits</li> <li>• Invested in good quality street furniture. Currently replacing litter bins.</li> <li>• Theatre / performing area with raised area of land (possible for Scour Bank?)</li> </ul> <p><u>Clifford Village Hall, Clifford</u></p> <ul style="list-style-type: none"> <li>• An example of a boring, outdated playground.</li> <li>• Very traditional, single use equipment.</li> <li>• No-one using the site – only place we'd been where this was the case.</li> </ul>
13/7/23	<p><i>In person meeting at Wetherby Town Hall.</i>  <i>Present: Iona Taylor, Steve Cohen, Cllr Connor Mulhall, Ward Cllr Alan Lamb, Friends of Sandringham Park representatives, 1 resident of Sandringham Road.</i></p> <ul style="list-style-type: none"> <li>• Purpose of meeting was to update Friends of Sandringham Park and local residents on proposal for WTC to take back playground and spearhead project to improve Sandringham Park.</li> <li>• Noted that it is now the intention for WTC to take back responsibility for the playground and for the project to improve it to go back to the drawing board.</li> <li>• Identification of stakeholders.</li> <li>• Some discussion about lowering hedges.</li> <li>• Go to visit Stables Lane in Boston Spa which has also had issues with ASB.</li> </ul>
4/7/23	<p><i>Teams meeting.</i>  <i>Present: Iona Taylor, Steve Cohen, Ward Cllr Alan Lamb, Vicky Nunns (LCC Parks Officer).</i></p> <ul style="list-style-type: none"> <li>• Money there to put right, not just WTC take on the liability.</li> <li>• Separate the Sandringham Park and Millennium Field lease issues.</li> <li>• LCC's work on this goes back at least 12 months when they were at point of doing consultation.</li> <li>• Some work had been done to make the playground safe (removal of large tower equipment) and in line with residents' complaints.</li> </ul>



	<ul style="list-style-type: none"> <li>• Friends of Sandringham Park wanted fixed fence area for toddlers and move older children out to the wider area.</li> <li>• The hitch was that there is the lease that is running out and therefore not worth putting LCC officer time into it if they're not going to be responsible for ongoing maintenance of area. Also issues with provision of a new area as this would required WTC permission.</li> <li>• LCC had taken on a blank canvas and built a new playground.</li> <li>• If go down letter of lease then would take everything out at end of the lease.</li> <li>• Ward members would rather work together to improve the site.</li> <li>• Had a plan and costing from 12 months ago.</li> <li>• Hadn't gone wider with consultation though.</li> <li>• Previously £100k to do everything.</li> <li>• Would be Inclusive rather than accessible due to constraints with providing some equipment such as a wheelchair swing.</li> <li>• Suggestions for funding sources.</li> </ul>
28/6/23	<p><i>In person meeting at Wetherby Town Hall.</i>  <i>Present: Iona Taylor, Steve Cohen, Cllr Connor Mulhall &amp; Ward Cllr Alan Lamb</i></p> <ul style="list-style-type: none"> <li>• To bring Facilities Manager up to speed with history of site and review situation with lease renewal.</li> <li>• Noted previous LCC plan to refurbish existing play area and provide equipment for older children in a separate section of the site.</li> <li>• Indication that money is available to do this from S106 greenspace allowance.</li> <li>• Agreed to have a further meeting with LCC Parks Officer &amp; Cllr Mulhall also in attendance.</li> </ul>
11/10/22	<p><i>Item 110 22-23 – Full Council Meeting</i></p> <p>The Clerk reported on informal discussions with Leeds City Council officers and Ward Councillors in relation to the redevelopment and future lease agreement of the Sandringham Park playground.</p> <p>It was AGREED that the Town Council would be in favour of taking back responsibility for this area of the site (which it owns the remainder of), provided that Leeds City Council is responsible for funding the provision of the new play equipment.</p>

## Reference Sources

<b>Consultations</b>	<a href="https://www.royalparks.org.uk/_data/assets/pdf_file/0010/41698/scd-playground-consultation-report.pdf">https://www.royalparks.org.uk/_data/assets/pdf_file/0010/41698/scd-playground-consultation-report.pdf</a> <a href="https://www.londonplaydesign.org.uk/playground-consultation-london">https://www.londonplaydesign.org.uk/playground-consultation-london</a>
<b>SEND Playgrounds</b>	<a href="https://www.bbc.co.uk/news/articles/c13rjegry4jo">https://www.bbc.co.uk/news/articles/c13rjegry4jo</a> <a href="#">Guide to inclusive play - Sensory Trust</a> <a href="https://www.scope.org.uk/campaigns/lets-play-fair/inclusive-playgrounds-campaigning-guide/#Accessible-playgrounds-equipment-and-features">https://www.scope.org.uk/campaigns/lets-play-fair/inclusive-playgrounds-campaigning-guide/#Accessible-playgrounds-equipment-and-features</a>
<b>Personal Safety</b>	<a href="https://eprints.whiterose.ac.uk/194214/1/Parks%20Report%20FINAL%207.12.2022.pdf">https://eprints.whiterose.ac.uk/194214/1/Parks%20Report%20FINAL%207.12.2022.pdf</a>

