

Mawnan Recreation Ground N/A

Carwinion Playing Field Trust

Carwinion Road, Mawnan Smith, TR11 5JA
Registered Charity 1173925

Mawnan Junior Playing Field Trust

Behind St Michael's Court, Carwinion Road,
Mawnan Smith, TR11 5JD
Registered Charity 1173926

Public meetings of both the of Junior Playing Field Trust & Carwinion Playing Field Trust to be held concurrently on Wednesday 6th March 2023 at 7.00pm in Mawnan Bowling Club.

Agenda

1. To receive apologies for absence
2. To received minutes from the last joint trust meeting on 15th January 2024
3. Any matters specifically arising from previous minutes (pavilion site visit & group meeting)
4. To discuss the drafting of the Annual Trustees report(s)
5. To consider any information and/or feedback from training on charitable trusts or the search for a specialist solicitor.

Carwinion Trust

6. To receive details of current financial position
7. To reports or updates from the Self Management Group & the MUGA Project Team
8. Status of other ongoing project works

Junior Playing Field

9. To receive details of current financial position.
10. To receive any reports or updates from the Volunteer Steering Group on the current status of refurbishment plans.
11. To receive the Annual Play Inspection report for 2023-24 and any reported items from the monthly operational reports from SWPSi and actions to be taken.
12. To discuss the ongoing general maintenance of the site
13. Public comments - Questions can be asked to the chairman but may not be answered at this meeting

Associated papers

- Item 2 - draft minutes attached
- Item 3 – verbal report back from the pavilion site visit on the kitchen/changing room upgrades. There has also been the intention of arranging an informal meeting with the Self Management Group at the start of the New Year by Mr Reid & Sadler noted in the September 2023 minutes, to address an Agreement of Understanding on day to day management of the site, but the Administrator was unsure of this had taken place yet.
- Item 4 - 2022/23 reports sent out on 19th February with highlighted sections showing what will need updating. Please come along with any information you consider appropriate to include.
- Item 5 - Mr Sadler had gone on the 2 session of SLCC Charitable Trusts training (with Roger Taylor) and Mr Potter was due to do 2 CALC sessions (28/2 & 13/3) with T Walmsley of Stephens Scown. Mr Reid had stated at the last meeting that he was going to source a specialist solicitor.
- Item 6 - note that £1419 of the initial £1500 set aside for MUGA planning & design has now been spent.
- Item 10 – last set of Volunteer Steering Group minutes attached. There may be an additional report on the evening.
- Item 11 - Annual JPF Play Inspection Report attached + SWSPi Operation report for Feb.
- Item 12 - there are some aspects of the JPF addressed within the inspection reports that need to be dealt with as pressing matters but that would come under the possible redesign proposals of the JPFVSG. A decision has to be taken to decide what level of works to do to address these issues (areas of wear around current play surfaces, replacement of gates & fencing, repairs to the zipwire start platform/ramp, metal parts needing removal). Do we intended to just 'make safe' or undertake complete fixes/ replacements whilst awaiting the full design proposal being created, as this may not be quick. We cannot keep leaving items that are highlighted in the Inspection reports year on year by saying they are part of potential refurbishment plans.

Carwinion Playing Field Trust (Reg Charity 1173925)
Annual Accounts for the Year 1st April 2023 to 31st March 2024

The Carwinion Trust has no restricted funds

	2022-3	2023-4
INCOME		
Regular activity		
Parish Council Grants (Section 19)	£1,857.91	£685.92
MCA groundrent	£500.00	£500.00
pre-school rent	£2,184.00	£2,238.00
other income	£50.00	£4.64
Total Income	£4,591.91	£3,428.56
EXPENDITURE		
Administration		
Insurances	£1,335.66	£1,106.98
inspections/ surveys	£0.00	£0.00
Signage	0	£0.00
Maintenance		
cleaning	£0.00	£0.00
grounds	£0.00	0
repairs	£3,169.66	£2,215.12
statutory checks	£111.36	£189.01
Misc		
wages	£343.43	£265.08
other expenditure	£0.00	£2,000.00
MUGA Project		
Plans, Design, etc	£810.00	£609.00
Works	£0.00	£0.00
Reclaimable VAT	408	£0.00
Total Expenditure	-£6,178.11	-£6,385.19
CFW Balance	£15,565.07	£15,241.29
PLUS Excess of Income over Expenditure	-£1,586.20	-£2,956.63
unreconciled items	1262.42	
Total Current assets	£15,241.29	£12,284.66

Junior Playing Field Trust (Reg Charity 1173926)
Annual Accounts for the Year 1st April 2023 to 31st March 2024

The Junior Trust has no restricted funds

	2022-23	2023-24
INCOME		
Regular activity		
Parish Council Grants (Section 19)	£ 3,717.83	£ 1,502.31
other income	£ -	£ 1,705.55
Total Income	£ 3,717.83	£ 3,207.86
EXPENDITURE		
Administration		
Insurances	£ 1,594.78	£ 1,069.38
Equipment inspections	£ 150.00	£ -
Wages (subcontracted administrator)	£ 199.15	£ 535.03
Maintenance		
Tree works	£ 2,040.00	£ -
New equipment	£ -	£ -
H&S	£ -	£ 290.00
General maintenance	£ -	£ -
Total Expenditure	£ 3,983.93	-£ 1,894.41
CFW Balance at 1st April	£ 2,610.36	£ 2,543.41
PLUS Excess of Income over Expenditure	-£ 266.10	£ 1,313.45
unreconciled items	£ 199.15	£ -
Total Current assets	£ 2,543.41	£ 3,856.86

Mawnan Recreation Ground N/A

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MINUTES OF THE JUNIOR PLAYING FIELD TRUST & CARWINION PLAYING FIELD TRUST MEETING HELD ON MONDAY 15TH JANUARY 2024 AT 7.00PM AT MAWNAN BOWLING CLUB

Present: Mr G Potter (chair), Mrs M Bate, Mrs G Morris, Mr R Reid, Mr G Slater, Mr R Sadler & Mrs J Whibley

Apologies: none given

Also Present: Administrator (parish clerk), Mr K Bate (MCA), Mr M Ley (cricket) + Shiona Biggins & Beth Knowles, 2 members of the JPF Volunteer Steering Group

227.24 **To receive apologies for absence**
None received

228.24 **To received minutes from the last joint trust meeting on 27th September 2023 & the continuation meeting on 15th June 2023**

It was proposed by Mr Sadler, seconded by Mrs Whibley and

RESOLVED that the minutes of the meeting held on 27th September 2023 now be approved and signed by the Chair

Mr Sadler requested that, following a review of Arnold Baker references, a recorded vote (which include his name as being opposed) be included within the minutes. He also felt that the members had been misled about the position with Constantine and the management of the Recreation Ground there (he stated that Fields in Trusts were the sole trustee)

It was proposed by Mr Sadler, seconded by Mrs Whibley and

RESOLVED that the minutes of the meeting held on 15th June 2023 now be approved and signed by the Chair provided the amendments address were made.

on a vote being taken both these matters was approved unanimously

229.24 **Any matters specifically arising from previous minutes**

Mr Sadler said that he would be sorting out contacting R Simmons to flail the JPF boundary hedge as soon as the weather and field conditions apply.

230.24 **To agree date for the Trusts AGM 2024.**

It was proposed by Mr Sadler, seconded by Mr Potter and

RESOLVED to continue with the Trusts AGM being attached to the May/June meeting (the Administrator to notify members of a date asap)

on a vote being taken this matter was approved unanimously

231.24 To discuss the drafting of the Annual Trustees report(s)

The Administrator agreed to send round the 22/23 reports and highlight those sections that would need to be updated with the expectation that they would all respond with information to include in the 23/24 report. Statutory information would be updated by the Administrator.

Carwinion Trust

232.24 To receive details of current financial position. To include any comment on changes needed to the combined Open Spaces contract, due for discussion at the 18th January PC meeting.

Currently the CPFT had £13,776 in the bank, however the changes to the upcoming cutting contract, MUGA/Storage match funding, additional expenses for works done by the MCA (rent offsetting) and the possibility of secondary insurances for any management group needed to be factored into this amount.

Mr Ley & Mr Bate stated that the cricket and football teams were extremely satisfied with the level of cutting by the current contractor. The change to 10 day cutting was working well and their ground teams get on well with him. A message from the preschool asked that changes – or clarification – to cutting around the access path during pick up/drop off times be highlighted as there appeared to have been some issues with strimming along the path.

233.24 Annual MCA rent offsetting discussion - based on the January 2024 invoice of £500 (factoring in of maintenance works undertaken in lieu of rent)

Mr Bate explained the level of works in addition to those relating to the pavilion & changing rooms. There were several invoices associated with lighting, which although appearing to be duplicate were actually both necessary due to different winter storm damages. In total £1328.88 of works had been paid for by the MCA.

It was proposed by Mr Potter, seconded by Mrs Morris and

RESOLVED that the MCA rent bill of £500 be set aside and the sum of £882.88 be refunded to the MCA to cover works done.

on a vote being taken this matter was approved unanimously

234.24 To receive a report from the Self Management Group (?)

Mr Bate reported that the group had not met or taken any actions.

Mr Reid once again made it clear that he felt the Trusts and, by association any management groups were working under an invalid constitution and its actions were borderline negligent and possibly criminal. He stated that specialist legal advice now had approved budget funding and the solicitor, as named at the July CALC training session with Sarah Mason, should be retained asap. The Administrator explained that she had reached out but this person was retiring and not doing further private works, with his firm unable to take on any further clients at this time. She then went on that she had sent details of a 2 part CALC session organised from Stephens Scown Solicitors (Truro offices) covering the fundamentals of PCs running a charity which she had already taken up the 2 allocated PC spaces. She felt that it was important that member know how a Trust should be being run to know what specific questions we needed answered; especially since this conversation had started in July and there were still no actual specifics of what we wanted ready.

Mr Reid felt that this kind of training was not right and that our Trusts were so inherently wrong that only individual specialist support would work. In his view we needed to find a local solicitor with experience in both parish council and charity law and ask them to provide us with advice

and oversight. Mr Potter agreed to go onto the CALC training session (along with the clerk if no other member would take up the place).

Mrs Whibley asked about the intention to install the cycle rack – Mr Bate said it was still going to be done but the most appropriate place appeared to be under the veranda where the concrete planter currently stands. It would provide not only cover but a level of security for what were increasingly expensive bikes.

Building Regs were involved in the change being proposed to allow disabled access. A new door, lintel and frame were needed and the modification to a disabled toilet. Initial quotes for the works of approx. ££505 were given.

It was proposed by Mr Potter, seconded by Mrs Whibley and

RESOLVED that the provisional expense of £3505 be agreed to for disabled adaptations to the MCA building (approval for actual amounts to be circulated for final agreement).

on a vote being taken this matter was approved unanimously

235.24 To receive any updates from the MUGA Project Team (inc. status of the planning application & position of funding)

Mr Bate explained that planning permission for the MUGA had now been received and the L Prynne had been working hard on trying to source grants funding to take works further, so far without success. He had made applications that had been rejected (CIL & National Lottery), a CLUP one pending but they were unlikely to have monies left in their pot and some had been refused as the link to encouraging children into sport was tenuous.

An extension to the CLUP application to allow the planning condition for a ball strike risk assessment had been granted and the assessment completed. Unfortunately its findings for a fence of over 40ft had come back which seemed unworkable and financially exorbitant. The Administrator had asked if a question on using mitigations instead, so taking the MUGA out of use during cricket matches so there would be no chance of conflict, could be made to planning via S Sheldrake. Mr Bate said this was in hand and that a management plan for the MUGA & field users was being discussed.

Mr Sadler asked Mr Ley of the cricket team if the sightline on the cricket wicket would be affected by the MUGA; he responded that it was dependent on the number of wickets being used but was highly unlikely that there would be no more than a couple of ball per season hit to reach the MUGA site and that he already had purchased a mobile sight screen which could be used.

Unfortunately it appears that there is no funding for the store available at present and if we wanted to take this ahead the Trust would need to financially support this. When questioned about how much the project would take Mr Bate responded that it was looking now to be in the region on £200K.

It was proposed by Mr Reid, seconded by Mr Potter and

RESOLVED that the invoice of £300 for Labosport for the Ball-strike risk assessment be accepted and paid for

on a vote being taken this matter was approved unanimously

236.24 Status of the pavilion refurbishment works & and other ongoing/potential works.

The pavilion works were now almost complete, with only some small snagging items left to complete with some new signs on the changing rooms to go up later this week.

Junior Playing Field

237.24 To receive details of current financial position.

The current position of £4146.86 was noted. As previously stated there is very little funding held by the JPF, which would be unlikely to cover any level of major works. The only income remains the annual parish grant.

238.24 To receive a report from the Volunteer Steering Group on the current status of refurbishment plans. Request to hand on the unused purchased planters & seeds to be considered.

A report from the group is attached to the end of the minutes.

Mr Reid was anxious to know what age range the groups were looking to be catering for, as both equipment and needs varied. KB added that there had been requests from the children & teens of the parish for some kind of covered meeting area for them to use, with SB saying there needed to be 'space for girls' included in the project, through discussion with them, not just assumptions being made of what they would like. She then added that consultation with the wider parish community were just beginning and that despite a few visits from play equipment companies there isn't a project plan ready yet.

Everyone was impressed with the group's commitment and actions to date and were happy that, through regular meetings, the Trust would be kept up to date on any progress being made.

The planters and seeds purchased last year to replace the sensory garden area were unlikely to be viable in the future plans, so a request to gift these onto the School and Preschool gardening clubs had been made, which seemed acceptable to everyone.

It was proposed by Mrs Bate, seconded by Mrs Whibley and

RESOLVED that the planters, stakes, seeds and equipment be gifted to the School & Preschool to make use of through shared activity

on a vote being taken this matter was approved unanimously

239.24 To discuss general maintenance of the site not within the remit of the VSG - inc. replacement of gates/ closures & equipment safety checks/repairs.

Almost all of the gates had either broken spring closures (many having been replaced multiple times over the last couple of months) or severely rotten wood. The Administrator asked that we accept that replacing these springs is pointless and give this up as ultimately they failed almost immediately – there is no real need for gates except to deter dogs getting into the site. SB did mention that works to gates had been discussed (along with boundary fencing & hedging) at previous meetings and that there was a possibility that a new internal fence – allowing dog users to cross the field between paths without any need to be one the field proper – with a small entry gate, would form part of their future plans. It was agreed to not replace springs and to defer until the next Trust meeting replacing gates, when hopefully a VSG plan would be further along.

The Administrator explained that the boundary fence had had emergency but temporary repairs done to make it safe at least but the full replacement works were still needed. The Zipwire was still pending repair, simply because it needed appropriate weather conditions to allow works to take place. Hopefully we would get a suitable break in the wind/rain soon.

The Administrator once again explained that she was doing visual weekly safety checks and the monthly operation checks even with a lapsed qualification. She had done an online refresher course for the weekly checks but the hope the VSG (volunteer steering group) might be willing or able to take these on had not proved viable. She had checked within the county but no-one was doing or considering running the RoSPA operational training course so the nearest requalification site was a 2 day course in Exeter with cost of at least £900 (course+ exam £750, travel £90, hotel + food £10) which would still leave her having to find someone to do repairs noted.

She asked that in light of this the previous request that South West Play Inspections (run by our grounds contractor) to undertake the monthly operational checks and any repair works deemed necessary be re-considered.

It was proposed by Mr Reid, seconded by Mr Sadler and
RESOLVED that SWPIC take over operation monthly site checks and any associated repairs.

on a vote being taken this matter was approved unanimously

Mrs Whibley felt that the site bins were not being emptied enough or were too small and they were regularly overflowing with poo bags. The contractor was to be asked to confirm when bins are being emptied and, if necessary, try to increase the frequency. Looking to incorporate a larger bin into future plans was proposed by the VSG members.

240.24 **Public comments - Questions can be asked to the chairman but may not be answered at this meeting**
None noted

Meeting finished at 8.15pm

Mawnan Junior Playing Field Steering Group Report dated 15 January 2024

Meetings

The last group meeting was held on 3 November (attended by Tim Laws (acting chair), Beth Marks, Anam Parand, Seb Butler, Cllr Maureen Bate, Cllr Robert Reid, Shiona Biggin (acting secretary) and Cllr Guy Potter (joined later). Group name was confirmed as Mawnan Junior Playing Field Steering Group. Most actions have been completed and we await the Trust's decision if they agree with our proposal to rehome the redundant planters and seeds to the school and preschool gardening clubs. Meeting minutes can be found on Google docs [here](#). Next MJPF Steering Group meeting to be arranged for late January/early February following the joint field trusts meeting on 15 January.

Concepts and ideas

To date we have completed site visits with three different play equipment companies as follows:

Rhino Play (SW) Limited

Stuart Hunt plus Tim Laws, Shiona Biggin and Beth Marks attended site visit on 07/11/23. Company based in Devon. On 08/12/23 we received initial design and quote. Not yet discussed with the wider group but there is a general feeling that it is quite basic (very much off-the-shelf equipment) for the quote of nearly £97,000 (excluding VAT). Quote includes new low fence with self-closing gate to segregate (new) footpath from field (to discourage dog owners bringing dogs into the play area), but note we'd need to commission a separate company to do the pathways.

Alastair Guy Playgrounds

Alastair, Sam and Charlotte Guy plus Anam Parand, Beth Marks, Shiona Biggin and Tim Laws attended site visit on 11/12/23. This small family-run company based in Cornwall, offers bespoke hand-crafted playgrounds and have created innovative projects throughout Cornwall and Devon including playspaces at Eden Project. It was a very positive and wide-ranging meeting. They have provided a quote to develop a concept design of £1,500 (to be deducted from the final cost if we proceed with them). We will be contacting them to discuss this further and to see if they can provide us with previous designs/costings from other projects (for free) to showcase their work and for us to use for consultation purposes. If we obtained CCF funding they might be happy to work with the Sensory Trust to provide designs for the play areas.

Earth Wrights Ltd

Tim Rolison and Katie Swan plus Tim Laws and Shiona Biggin attended site visit on 15/12/23. A company based in Devon that offers bespoke wooden play equipment/structures. This was also very positive and an especially professional meeting. They designed and installed play equipment/landscaping at Kimberley Park and are also responsible for the adventure playground at Mawnan School. They have experience of running community engagement sessions which they can offer as part of their services. They could do everything eg full project management (eg commissioning external surfacing contractors), and landscaping/planting – but are also happy to fit in with us if there were things we want to do. They provided a quote for the CCF bid (see below). We have asked them to send us some examples of other similar projects and costings to compare with others.

Funding and fundraising

It has become evident that securing support from major funding bodies requires having a well-defined concept or master plan, along with prepared quotes, prior to application. Demonstrating tangible community engagement and support is also crucial for success. Every parent we have spoken to about the project has conveyed an interest in participating in community engagement activities, including some who represent people with mobility/access needs. Tim and Shiona have created the [Mawnan JPF Funding Tracker](#) to list potential funding sources and a timeline for applications. We are keen to submit an expression of interest for the next round of the Community Infrastructure Levy (CIL) fund when it

opens in April. We'd also like to find out more from the Parish Council about Solar Grants.

Community Capacity Fund (CCF)

This fund is quite unique and perfect for projects in the early stages as it can be used for pre-dev engagement events and working out concepts/master plan/costings (£2,000-£25,000 grants). Shiona attended a workshop on 15/11/23 and met Naomi Belert (Good Growth Deliver Facilitation Officer). The Towednack Parish Council 'Cledry Meadow' project was used as a CCF community space example and Naomi encouraged us to apply. We began investigating suitable companies and have obtained initial quotes (from Earth Wrights Ltd and the Sensory Trust who are working on Cledry Meadow) but have since been warned that the present funding budget has already be earmarked to projects of greater establishment at this time. The CCF team are hoping to get additional funding (if successful this will probably be in Spring) and still want us to submit an application, so we are in the queue and ready to go. Thus, proposals and the application to be refined and submitted early in the New Year.

National Lottery

Our initial application (£60,000) was submitted on 06/10/23 and we received the news it was unsuccessful on 21/12/23. The Group can request feedback to see what we can do better in any future applications.

Mawnan Run

Submitted application for funding 08/11/23 – we should hear the outcome soon.

Falmouth Fire Service Fireworks Display

We applied for funding by post, dated 08/01/24. Note we couldn't find out if there was a deadline so hope we're not too late this year.

Community Chest

Cllr John Bastin has said there is £200 left in the current budget that we can apply for (and we can apply for more from next year's budget in the near future). Shiona received the application form on 15/01/24 and we will need to submit it by 23 February.

Police Proceeds of Crime fund

Small community project grant up to a maximum of £1,000. Need to be specific on what we will use it for and include quotes with the application. Have obtained application form from a parent who works for Devon and Cornwall Police and are currently collating quotes for picnic benches.

Resources and advice from other projects

Members of the Group have been keen to seek advice from people with experience of similar projects, especially those that have had successful CIL bids. We have also reached out to people in the village to find people with skills/knowledge to share or the enthusiasm to learn about bid writing! We have collated lots of useful resources (stored in our Google drive folders, set up by Toby) including downloads from Make Space for Girls (useful resources for community engagement and research to support funding bids). Shiona is also maintaining a list of contacts.

We have contacted numerous people/organisations including: Perranarworthal Parish Council; Budock Water Playing Fields Association; Towednack Parish Council; Mylor Parish Council; and St Allen Parish Council.

Mawnan Junior Playing Field Steering Group Report dated 27 February 2024

Meetings

The last Steering Group meeting was held on 2 February (attended by Anam Parand (acting chair), Beth Marks, Tim Laws, Julie Walkey and Shiona Biggin (acting secretary)). Meeting minutes can be found within our Google docs files [here](#).

Funding and fundraising

See the [Mawnan JPF Funding Tracker](#) which lists potential funding sources, timelines for applications and the status of our current applications. In the coming weeks our major focus will be on CIL and National Lottery Awards for All.

Community Chest

We have successfully applied for and received £200 from Cllr John Bastin's Community Chest fund. We are using this money (plus £35 of the £1,000 in the MJPF Trust's bank account that has been set aside for seating) to purchase an 8-seater square picnic table from GR Furniture. It will be installed next week (w/c 4 March) on top of the surface where the springer was located.

Community Infrastructure Levy (CIL) (grants of £20,000-£100,000)

We intend to submit an expression of interest (EOI) for the next round of the Community Infrastructure Levy (CIL) fund. We've noted that the online application form will go live on 1 March and the deadline is 30 April 2024.

National Lottery

The National Lottery have asked us to consider applying to their small grants programme 'National Lottery Awards for All' (grants of £300-£20,000), so Beth Marks is currently looking into this.

Mawnan Run

Application for funding submitted 08/11/23. They contacted us on 11/02/24 to ask how they might be able to help, and we suggested contributions for seating and have sent them quotes.

Falmouth Fire Service Fireworks Display

Application dated 08/01/24. No news thus far.

Police Proceeds of Crime fund

Small community project grants up to £1,000. We've collated some quotes for standard picnic tables/benches and following a site visit on 23/02/24 with Stan from GR Furniture Cornwall, we have requested some concepts and quotes for covered seating options. Once we have these, we'll decide on what to include in this funding application (there's no deadline, but you can only apply once a year).

Community Capacity Fund (CCF)

We have decided to still apply for this (to cover the costs of gold-standard community engagement activities/events, resulting in a master plan to use for future funding bids) and hope that the CCF team get the additional budget they are seeking to support further projects like ours. We've reviewed the initial quotes received from the Sensory Trust and Earth Wrights and we've determined that the latter are best placed to provide all the services we need and will therefore come in cheaper (not to mention it being easier dealing and coordinating activities with one rather than at least three different suppliers).

Solar Grants

We'd like the Parish Council to tell us more about these and whether the MJPF project is eligible.

Concepts, ideas and quotes

As mentioned in the January report we have completed site visits with three different play equipment companies between November and December 2023. We have a 'Suppliers, contacts, site visits and meetings tracker' within the google docs folders [here](#).

GR Furniture Cornwall

Stan from GR Furniture Cornwall met with Shiona Biggin, Beth Marks and Julie Walkey on 23/02/24. We determined the location to site the new 8-seater square picnic table (mentioned above) and discussed covered seating options (possibly for the redundant concrete base that is covered in rubber tiles). Stan said he would send us some concepts and quotes later this week.

TK Play

TK Play are the supplier that St Allen Parish Council are using to install a track using 'agri-flex' at Zelah Playing Field (part of their £66K CIL funding). This company specialise in safety surfaces, including pump tracks, but can also supply/install play equipment and fences/gates etc. Shiona is currently trying to organise a site visit with them to acquire a quote for paths (eg a daily mile track suitable for all, including young children on bikes and scooters) and possibly gates/fences and other equipment.

Evidence for funding applications and public consultations

Over the coming weeks, members of the Steering Group will gather information to support future funding bids. This will include: sourcing and collating existing evidence; contacting local organisations and businesses to request letters of support/assistance with fundraising; and conducting a survey with local residents. This survey will aim to gather further evidence of local need, identify key priorities, and compile contact information for individuals interested in participating in future focus groups or consultation events.

Resources and advice from other projects

Shiona Biggin and Tim Laws met with Matt Brierley on 01/02/24 who shared lots of useful tips from his experience fundraising for the Budock Water Playing Field.

Other matters

The Group have notified the Parish Clerk that following the replacement of the zip wire cable, it is not operating smoothly. They have requested the contractor remedy this during their next visit to the field.

Mawnan Junior Playing Field Steering Group Minutes held on Friday 2 February 2024 starting at approximately 4pm at Cedar Ridge, Carlidnack Road, Mawnan Smith

Attendees: Anam Parand (chair), Shiona Biggin (secretary), Tim Laws, Beth Marks and Julie Walkey

1. Apologies for absence received from Cllr Robert Reid, Cllr Maureen Bate and Cllr Guy Potter. The group briefly discussed membership to the Steering Group and meeting attendance.

Action 1.1: Shiona to circulate minutes and inform everyone on the current steering group list that if they do not plan to attend future Steering Group meetings/would like to receive less emails they can request to be moved to the 'interested parties' wider group list.

2. Minutes and actions from the last meeting – the minutes were agreed. It was noted that the only action not progressed is the installation of benches (Shiona has asked Toby for an update). Anam reported that she had not had any feedback from the school and the suggestions box that was put in the school reception had gone missing. Shiona suggested we might want to start again and instead begin with an online survey and advertise it in the school newsletter.

Action 2.1: Anam to ask Nat if the school had gathered any feedback.

3. Fundraising

- a. [National Lottery bid](#) (Reaching Communities grants are for £20,001 or more)
Beth reported that the application to the Reaching Communities fund (for £60,000) was unsuccessful, however they liked the strong engagement with the community and that we could ask for feedback. Shiona pointed out that within their email they had asked us to consider applying to their small grants programme 'National Lottery Awards for All' (grants of £300-£20,000). Tim and Shiona reported that they had met with Cllr Matt Brierley the previous evening to find out about the Budock Water Playing Field fundraising and he said he was initially turned down for the National Lottery with a larger bid but ended up securing £10,000.

Action 3a.1: Beth to seek feedback from the National Lottery Team and look into the Awards for All grants.

Shiona shared the [flowchart for successful playground fundraising](#) compiled by Matt, detailing the essential steps for grant application and the optimal sequence to follow. Key points included the importance of thorough research prior to application. Such as gathering evidence for need; conducting public consultations (eg questionnaires and open days); obtaining 3 quotes, securing written support from local businesses/organisations etc, all before applying for grants.

Actions 3a.2: Shiona to draft info doc to share with local businesses/organisations asking them to write letters of support and any other support they might be able to offer (eg prizes for raffles or even cash donations).

Action 3a.3 Once handout text confirmed, local businesses/organisations to be approached to seek letters of support and/or fundraising as follows:

Beth: Village shop; Awna Café; Riverside Support Services; Meudon Hotel; Annie Seabourne (My Fish Kitchen).

Anam: Mawnan School; Ferryboat Pub; Rainbows/Brownies/Beavers/Cubs etc.

Shiona: Preschool; Red Lion Pub; Toad Hall Cottages; Budock Vean; Salon in the Square; Cornish Holiday Cottages; WI.

Julie: Church; Mawnan Mother's Union; Trebah; National Trust – Glendurgan.

Tim: organisations for the biodiversity input – follow up email to Sue Scott, Maenporth Café.

b. [Community Capacity Fund \(CCF\)](#) (grants of £2,000-£25,000)

Shiona gave an update on the CCF which gives grants to support community organisations to develop project ideas eg landscape/playground design fees and facilitating community engagement activities and events. After attending the workshop in November and hearing about Towednack Parish's Cledry Meadow (which received CCF funding for their community space), receiving encouragement from Naomi Belert (Good Growth Delivery Facilitation Officer) to apply, she spoke with Jenni Thomas Davy (Towednack Parish Cllr) and obtained quotes from two companies (The Sensory Trust and Earth Wrights) she began filling in the applications form with Lisa Clements (Parish Clerk). Before Christmas Shiona received the disappointing news that they had run out of funds to support anymore projects, but are seeking additional funding. We are still encouraged to apply to get in the queue but there's no guarantee it will move forward. Shiona said the application is almost ready to submit so it is probably still worth sending it in. If we did get the funding it would mean a gold-standard community engagement and a properly costed masterplan, and perhaps would put us in a better place to receive capital funding from Cornwall Council from other funds (eg CIL). With regards to the two suppliers, it was noted that Earth Wrights were offering a more comprehensive service (The Sensory Trust would not be able to design playground equipment, a quantity surveyor would be needed, and they weren't offering to host the online questionnaire). Once the additional services required from other companies/individuals working with the Sensory Trust was factored in, Earth Wrights would be the cheaper and less complicated route.

Action 3b.1: Julie and Shiona to finalise and submit the [CCF application](#).

Action 3b.2: Beth to ask her dad for advice about quantity surveying work.

c. [Community Infrastructure Levy \(CIL\)](#) (grants of £20,000-£100,000)

Shiona reported that dates for the next round of CIL had been published – the online application form would go live on 1 March and the deadline for expressions of interest (EoA) was 30 April. Tim reiterated that we would need to gather research to evidence need and start community consultations. Anam pointed out the school has often been oversubscribed, as is the preschool, which indicates a change in demographics within the parish. Group agreed we would try and get hold of example questions/bid submissions to begin drafts for our EoA.

Action 3c.1 Julie to begin gathering research stats and facts for future grant applications supporting evidence of need.

d. [Community Chest Fund](#)

Shiona stated Cllr John Bastin had offered the remaining £200 from his current budget to the MJPF and he agreed that seating for the field would be appropriate. The deadline to submit the application is 23 February so quotes were needed ASAP. We can apply again for a larger grant from the next budget.

Action 3d.1 Shiona to obtain quote and submit CCF application before the deadline.

e. Local charities eg [Mawnan Run](#), [Falmouth Fireworks](#)

Beth confirmed an application to Mawnan Run had been sent and we hope to hear from them soon. Shiona said when Beth alerted her to a news article that Falmouth Fire Station were still looking for charities to give the fireworks funds to before Christmas, she sent a letter in early January. Group discussed if there are other local events that may have funds to give away.

Action 3e.1 Julie to contact Run Falmouth and Falmouth 5K to ask if they seek funding applications from local charities.

Action 3e.2 Anam to ask Sarah Towill if the local regattas can support local charities in addition to raising funds for the RLNI.

f. Devon and Cornwall Police [Proceeds of Crime Grants](#) (up to £1,000)

Shiona stated these grants require quotes and must be spent within 6 months – so benches would probably be a good fit. She obtained an application from Greg Bennett who works for Devon and Cornwall Police and he highly recommended Stan of GR Furniture Cornwall so she was in the process of getting quotes from him and has obtained a quote from Celtic Garden Furniture. Lisa Clements has advised that any benches/tables must be secured into the ground and some of the existing surfaces may not be solid and therefore suitable.

Action 3f.1 Shiona to obtain another quote and submit Proceeds of Crime application ASAP.

g. Others - see [Mawnan JPF Funding Tracker](#) for more!

Anam suggested we have enough to be getting on with and group agreed we would explore other funding sources at future meetings.

4. Suppliers

a. [Sensory Trust](#)

Dealt with under item 3b.

b. [Earth Wrights](#)

Tim reported that of the three playground companies who we'd contacted and arranged site visits, Earth Wrights came across as the most professional and could offer the most in terms of project management. They are responsible for designing and installing the play equipment at

Kimberley Park and the adventure playground at the school. Beth queried that Jilly had said a company called Pentagon had been used and Shiona clarified that Earth Wrights installed the initial playground and Pentagon had been used for some recent additional equipment. Katie Swan (Client Manager, Earth Wrights) has emailed ballpark figures for some of their projects and some example concept design brochures which are impressive. She stated they work on many projects with budgets of £75,000-£100,000). The group talked about the durability of wood and concluded a lot of play equipment is made of wood and standard guarantees seem to be 10 years. Earth Wrights suggest that their Robinia playground equipment (they previously used less hardwearing larch) should last more than 25 years (for comparison Rhino Play tend to use Scandinavian redwood and offer a maximum 20-year guarantee but only with their maintenance package).

Action 4b.1 Shiona to ask Katie to explain if the ballpark figures were total project costs (eg did they include any landscaping/planting, paths as well as surfacing).

c. [Alastair Guy](#)

Anam commented that the site visit with Alastair Guy Playgrounds was very positive. Tim agreed and said the play equipment they make is very similar in style to Earth Wrights. They have submitted a quote to develop a concept for the site for £1,500. The Group agreed it would be good to get some ballpark figures from existing comparable projects and example concept plans.

Action 4c.1: Tim to contact Alastair Guy and request some ballpark figures from existing comparable projects and example concept plans.

d. [Rhino Play](#)

Beth explained Rhino Play were the first company we invited for a site visit, and they drew up a free plan (pdfs of various site views) and quote (£96,979 excluding VAT). The group agreed covered seating and shelters would be great, but the ones proposed in the plan might not be big enough/suitable (eg the 3.6m gazebo). Julie stated the outdoor classroom gazebo at the school was excellent. Shiona added that the school used Pentagon for their gazebo, and it was likely around 6m in diameter (seating capacity of 50). The group also looked at some alternative, open-sided covered seating and shelters on Earth Wrights' website.

e. Others - see [Suppliers, contacts and site visits and meetings tracker](#)

Shiona stated we had a list of other recommended companies that offer more off-the-shelf playground equipment. She has contacted TK Play about a site visit (they did the paths in Boscawen Park, and St Allen are installing a perimeter path (using the same agri-flex surfacing) to provide a circular route for walking, jogging and children's cycles and scooters at Zelah Playing Field costing circa £45,000 of their £66,166 CIL funding). It was noted that some parks promote the daily mile with signs (eg how many laps) and a path at the MJPF could be multipurpose and improve the field for everyone.

5. Community engagement activities/events

The Group agreed a questionnaire was now needed to capture the views and demonstrate support from the community. Group discussed possibly survey platforms – Survey Monkey are restricting the number of questions, features, and responses with their free survey builder. Google Forms may be Ok for a basic survey if we don't need certain features. Group discussed the key things they needed the survey to do: provide evidence of need; possibly show changing in village demographics since the 2021 census; if the community want to use the space to hold events; help with priorities – access/paths; play equipment; sheltered seating; increase biodiversity/nature play. Shiona said she had a chat with Zinnia Swanzy (who already puts a lot of unpaid hours into the school garden) – she may be able to help us draft a rough plan to use as a discussion point at community events. Beth suggested reaching out to other contacts such as Falmouth University students and local graphic designers. Beth said she had spoken with Annie Seabourne (My Fish Kitchen) who is willing to do a fundraiser eg lunch in the Hall (giving all profits to the MJPF). Shiona added that hiring the Memorial Hall or Bowling Club would cost around £12/hr and the Ben Spike Centre have offered their space for free for meetings/events. Anam acknowledged and thanked Shiona for all that she had done and told her not to shy away from asking for help.

Action 5.1: Anam to draft a community survey to share with the group.

Action 5.2: Julie to explore survey platforms.

Action 5.3: Beth to see if anyone would be willing to work with us (for free) to draft a rough concept plan of possible zones for the playing field.

6. Benches

Group looked at example 3-seater benches (£170), round picnic table (£400) and wheelchair friendly covered seating (£2,100) researched by Beth. Round picnic tables were considered good (easy access with no bench to climb over) and everyone liked the covered seating example though noted Lisa Clements' concerns regarding possible groundworks costs and access ramp. Shiona stated the Parish Council only have around £1,000 available in the Trust account to purchase benches and The Community Chest will provide £200 and we may get up to £1,000 from the Proceeds of Crime Grants. Initial discussions with Stan of GR Furniture Cornwall were very positive and he seemed very willing to help with the installation and custom-build what we want (as well as having some standard benches on sale now).

Action 6.1: Shiona to ask GR Furniture for quotes for 3-seater and round picnic tables for the Community Chest and Proceeds of Crime grant. In addition, she will ask them to provide a quote for similar sheltered seating and assess what works would be needed to install and make accessible and provide the total costs for this. We can then provide the Trustees/Parish Council with a detailed quote for what we would like them to help find funding for.

7. Date of next meeting TBC

We may need to meet again soon when the CIL EoAs opens on 1 March. Date to be arranged via email.

Action 7.1: Shiona to send prompt for arranging the next meeting.