



10th September 2024

To Members of Environment Committee

You are hereby summoned to a MEETING OF THE ENVIRONMENT COMMITTEE **to be held on** Tuesday, 17th September 2024 at 7.30pm at **Thanet House, 58 London Road, Stroud**, to conduct the following business.

Helen Bojaniwska
Town Clerk

AGENDA

1. To receive apologies
2. To receive declarations of interest or requests for dispensations
3. To receive questions from members of the public
4. To approve the minutes of the meeting of 9th July 2024 previously circulated
5. To receive a presentation regarding the redevelopment of St Lawrence Church and curtilage
6. To receive the Green Spaces Manager's report
7. To receive the budget monitoring report to end August 2024
8. To approve a tender document for replacement play equipment in Park Gardens
9. To approve a new project from the Green Spaces Team to create a plant nursery
10. To note the remaining funds in the Environment Fund
11. To discuss the grant applications received for the Environment Fund

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.

Green Spaces Manager Report

September 2024

AUTHOR

Green Spaces Manager

CONSULTEES

Green Spaces Team

FOR MEETING

Environment Committee 17 September 2024

RECOMMENDATION

For information

REPORT

Biodiversity/Habitats

- The team held an hour long Big Butterfly Count event at the New Cemetery on Wednesday 24th July. Unfortunately due to the weather a low number of butterflies were on display.
- Cinnabar moth (*Tyria jacobaeae*) caterpillars that feed on ragwort (*Senecio jacobaea*) were out in force across our sites this year.
- The beautiful demoiselle damselfly has been recorded at the Long Ground.
- Silver Tree Services were called in to fell a white willow (*Salix alba*) at the Long Ground that had spilt at about 8m high. The smaller branches were chipped and left on site to be used for mulching beds. The larger pieces and the main stem were also left on site as deadwood habitat.



- Ivy was removed from a rowan tree at Locking Hill to allow a visual inspection of the trees health.
- The rangers attended an afternoon training session on biodiversity organised by Stroud District Council

Burials

There have been 7 burials and 3 crem burials since the last report.

Health and Safety

- The horticultural ranger has collated what3words locations for all the entrances to our green spaces.
- All staff attended a training session on personal safety and de-escalation.

Maintenance and Buildings

- The hatch was opened up above the Slad Brook at Locking Hill to allow an inspection of the calvert to take place.
- As part of the preparations to move from the depot to Locking Hill the shed in Bank Garden was tidied and rubbish removed to make room for tools and grit from the depot.
- The green shed in the compound at the new cemetery also had a spring clean. New shelving was installed to allow tools and equipment to be stored.
- The District Council are in the process of upgrading the area around the cenotaph in Park Gardens.
- UK Landscapes have carried out 3 cuts at the New Cemetery.
- Stroud Alarms carried out a fire risk assessment at Locking Hill. They also installed a new alarm system.
- The GSM met Tom Sykes the architect for Locking Hill to discuss vehicle locations etc.
- Heras fencing has been put in place at the eastern entrance to Locking Hill to prevent unauthorised parking.
- The GST have cleared up the rubbish left at Locking Hill. The areas around Locking Hill also been cut and unwanted vegetation removed.
- The GST have begun taking down partition walls at Locking Hill to create a new depot.



Horticultural

- Weeding and watering has been carried out at a number of sites.
- The GST team have tidied up the shrub border on Wood Street next to Stroud Registry Office.
- The horticultural ranger has looked into replacing the 3 round planters on the traffic island at Wallbridge. It is hoped that they can be replaced with self-watering troughs and be incorporated into annual planting scheme.

Community Engagement

- A chest freezer was moved from the Trinity Rooms to Oakbrook Farm at Wick Street for NoSH by the rangers.

- The team attended Stroud Show on Saturday 13th July. This was the first time STC had attended the show for many years as they would usually go to the Festival of Nature which has now finished. The show was well attended and the team recruited 5 volunteers to help with horticultural work.
- The grass was cut, wheelie bins and tug of war rope delivered in preparation for Daisy Day at Daisy Bank.
- The “Sheffield” cycle racks are now installed at Summer Street Allotments.



Projects

Accessibility Audit

No further progress.

Vehicles and Machinery

A new tail light unit was fitted to the Renault van.

LEGAL IMPLICATIONS FINANCIAL AND STAFFING IMPLICATIONS

Financial implications

N/A

Staffing implications

N/A

EQUALITY AND HUMAN RIGHTS IMPLICATIONS

There are no equalities or human rights issues to report

CO2 AND BIODIVERSITY IMPLICATIONS

There are no additional CO2 or biodiversity issues to report

PB

09/2024

Annual Budget - By Committee (Actual YTD Month 5)

Note: Budget report 31 August 2024

		<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environment</u>										
316	<u>DEPOT & OVERHEADS</u>									
1002	WAYLEAVES	0	41	0	0	0	0	0	0	0
1095	MISCELLANEOUS INCOME	0	1	0	0	0	0	0	0	0
1101	CEMETERY INCOME	35,000	40,719	25,000	17,892	0	0	0	0	0
	Total Income	35,000	40,761	25,000	17,892	0	0	0	0	0
4001	STAFF COSTS	140,807	127,740	139,042	54,247	0	0	0	0	0
4008	STAFF TRAINING	2,500	4,887	2,910	250	0	0	0	0	0
4009	TRAVEL EXPENSES	350	0	350	0	0	0	0	0	0
4010	MISC STAFF COSTS	0	0	0	96	0	0	0	0	0
4011	RATES	9,149	10,838	10,679	5,589	0	0	0	0	0
4013	RENT	11,000	11,500	11,500	5,750	0	0	0	0	0
4017	HEALTH,SAFETY,SECURITY	3,300	6,302	4,000	1,877	0	13	0	0	0
4018	UTILITIES	3,000	2,674	3,000	1,005	0	0	0	0	0
4019	CONSUMABLES	825	143	500	45	0	0	0	0	0
4021	TEL/POST/COMMUNICATIONS	0	-257	1,500	0	0	0	0	0	0
4026	INSURANCE	2,200	2,239	4,000	2,732	0	0	0	0	0
4030	RECRUITMENT ADVT'G	0	0	0	249	0	0	0	0	0
4037	SITE MATERIALS	2,500	3,506	4,000	736	0	0	0	0	0
4039	SMALL TOOLS & EQUIP.	1,200	1,649	1,200	480	0	0	0	0	0
4041	EQUIPMENT HIRE	500	363	500	0	0	0	0	0	0
4042	EQUIPMENT MAINTENANCE	1,650	392	1,750	85	0	0	0	0	0
4043	FUEL & OIL	1,650	1,843	2,000	624	0	0	0	0	0
4045	VEHICLE LEASE	330	0	330	0	0	0	0	0	0

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12:06

Annual Budget - By Committee (Actual YTD Month 5)

Note: Budget report 31 August 2024

	<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4046 VEHICLE MAINT/MOT/TAX	3,850	4,408	4,000	410	0	0	0	0	0
4047 PLANTING	11,000	10,658	12,000	8,775	0	1,120	0	0	0
4056 LEGAL EXPENSES	0	683	0	0	0	0	0	0	0
4069 CONTRACTED GRASS MAINTENANCE	12,500	7,985	8,000	2,036	0	8,518	0	0	0
4071 CONTRACTED INFRAS. REPAIRS	15,000	8,026	15,000	769	0	115	0	0	0
4072 CONTRACTED GRAVE DIGGING	16,500	21,560	15,000	6,160	0	0	0	0	0
4073 CONTRACTED WASTE MANAGEMENT	10,120	7,281	11,000	7,221	0	0	0	0	0
4074 CONTRACTED PLAY EQUIP WORKS	31,087	44,275	40,000	410	0	0	0	0	0
4076 CONTRACTED TREE WORKS/REPORTS	6,500	7,638	5,000	2,500	0	0	0	0	0
4078 ENVIRONMENT PROJECTS	74,820	28,442	64,000	0	0	0	0	0	0
4085 LARGE TOOLS AND EQUIPMENT	0	0	3,000	0	0	0	0	0	0
4089 STROUD VALLEYS PROJECT PROJECT	500	0	500	0	0	0	0	0	0
4091 STROUD NATURE SLA	2,000	2,000	0	0	0	0	0	0	0
4094 COMMUNITY ENGAGEMENT	1,800	278	1,000	17	0	0	0	0	0
4164 CLIMATE CHANGE GRANTS	10,000	3,000	5,000	0	0	0	0	0	0
4167 LOAN REPAYMENTS - WALLS PROJEC	15,484	15,485	15,485	0	0	0	0	0	0
4201 GRAFFITTI REMOVAL/VANDALISM	500	727	500	13	0	0	0	0	0
4202 Contingencies/liabilities (ENV	4,000	0	4,000	0	0	0	0	0	0
4998 TF FROM OTHER FUNDS	0	0	-35,000	0	0	0	0	0	0
4999 TF TO OTHER FUNDS	0	10,690	5,000	0	0	0	0	0	0
Overhead Expenditure	396,622	346,955	360,746	102,076	0	9,765	0	0	0
Movement to/(from) Gen Reserve	(361,622)	(306,194)	(335,746)	(84,184)	0		0		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 5)

Note: Budget report 31 August 2024

	<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Environment - Income	35,000	40,761	25,000	17,892	0	0	0	0	0
Expenditure	396,622	346,955	360,746	102,076	0	9,765	0	0	0
Movement to/(from) Gen Reserve	<u>(361,622)</u>	<u>(306,194)</u>	<u>(335,746)</u>	<u>(84,184)</u>	<u>0</u>		<u>0</u>		
Total Budget Income	35,000	40,761	25,000	17,892	0	0	0	0	0
Expenditure	396,622	346,955	360,746	102,076	0	9,765	0	0	0
Movement to/(from) Gen Reserve	<u>(361,622)</u>	<u>(306,194)</u>	<u>(335,746)</u>	<u>(84,184)</u>	<u>0</u>		<u>0</u>		

Report on the refurbishment of Park Gardens play area

AUTHOR

Helen Bojaniwska, CEO (Town Clerk)

CONSULTEES

Green Spaces Manager
Green Spaces Team

FOR MEETING

Environment Committee 17th September 2024

REPORT

The refurbishment of the play area in Park Gardens is included in this year's work programme with a budget of £20,000 for replacement play equipment.

A draft tender pack is attached for review. A pre-engagement notice has been published on the government procurement websites Find a Tender and Contracts Finder to stimulate interest in the project from equipment providers.

Given the limited budget for the project a fixed price approach is recommended.

The proposed timetable is based on the contract being approved at the Environment Committee meeting on 5th November 2024:

Issue tender	20 September 2024
Last date for questions about the tender	4 October 2024
Closing date for submission of tender	5pm on 18 October 2024
Shortlisting and community engagement on options	From 21 October 2024
<i>Environment Committee meeting</i>	<i>5th November 2024</i>
Contract awarded	6 November 2024
Contract commences	13 November 2024
Install complete by	31 March 2025 unless otherwise agreed

The fence surrounding the play area also needs to be moved slightly to allow for succession planting of trees as approved by the Committee at the meeting on 23/01/2024. This work will be instructed independently of the play equipment work. A quote for the work is attached for information.

LEGAL IMPLICATIONS

The Council may exercise the powers to provide a wide range of recreational facilities provided by the Open Spaces Act 1906, section 9-10, and the Local Government (Miscellaneous Provisions) Act 1976, section 19 in relation to expenditure and actions relating to this report.

FINANCIAL AND STAFFING IMPLICATIONS

Financial implications

A budget of £20,000 is available for the play equipment and surfacing. The relocation of the fence can be met from the budget for Contracted infrastructure repairs.

Staffing implications

CEO time to review tenders, raise any queries with bidders and report back to committee. GSM time to supervise contractors and ensure H&S and security requirements are met. Communications and Engagement to promote the project and share progress reports.

CRIME AND DISORDER

There are no crime and disorder issues.

EQUALITY AND HUMAN RIGHTS IMPLICATIONS

There are no equalities or human rights issues.

CO2 AND BIODIVERSITY IMPLICATIONS

The Council has a duty to conserve biodiversity under the Natural Environment and Rural Communities Act 2006. There are no direct implications arising from this project, but the use of sustainable timber will be a factor in the scoring of bids.

HB

22/08/2024



Form of tender Stroud Town Council, Park Gardens Play Equipment Tender

CONTRACT STC2024/04

To be returned by 5pm on 18 October 2024 (tenders received later than this may not be opened)

TENDER FOR PLAY EQUIPMENT REPLACEMENT

To Stroud Town Council

1. I/we have read the **Tender Brief** and, subject to and upon the terms and conditions contained in the said documents, I/we offer to provide the Services specified, at the prices quoted by me/us.
2. Terms and Conditions. I/we agree that this tender and any contract which may result from it shall be based upon the documents listed below which I/we confirm to be those provided as part of the above referenced Tender.
 - Form of tender
 - Detailed quotation including
 - the total project cost of removal and disposal,
 - design (including illustration for assessment of play value),
 - installation,
 - resurfacing,
 - commissioning
 - an independent post-installation safety inspection.
 - An explanation of how materials and processes of installation will be environmentally sustainable.
 - An outline of expected timeline including a commitment to a completion date.
 - A summary of two similar projects that you have delivered successfully elsewhere with contact details for at least two referees.
 - Details for any subcontractors to be employed on the contract.
 - Confirmation that insurance for Public Liability is in place for all contractors working on the Contract with a minimum sum insured of £5,000,000.
 - Details of any warranties or guarantees provided.
3. I/we agree that any other terms or conditions of contract or any reservations which may be printed on any correspondence or document from me either in connection with this tender, or any contract resulting from this tender, shall not be applicable to the Contract.
4. Law. I/we agree that any contract that may result from this tender shall be subject to English law.



5. I/we confirm that we will maintain appropriate insurance for the duration of the project including:

Cover	Minimum Limit of Liability
Public Liability insurance	£5,000,000
Product Liability Insurance	£5,000,000
Employers Liability Insurance	£10,000,000
Professional Indemnity Insurance	£100,000

6. I/we confirm that we have taken account of our legal and statutory obligations, as well as all relevant Government codes and policies (e.g. taxes, environmental protection, employment protection and working conditions) in our tender, where they would be applicable to the supply of the specified items.
7. I/we confirm that a detailed risk assessment and method statement covering all of the works (including any subcontracted work) and waste disposal will be submitted at least one week before work commences.
8. The price quoted in this tender is valid for 60 days from the tender return date.
9. I/we understand that Tenderers are prohibited from contacting Councillors or Staff to encourage or support their tender outside of the prescribed process and note that the Bribery Act 2010 applies to this tender.
10. I/we understand that Stroud Town Council is a Foundation Living Wage Employer and confirm that all personnel employed in connection with this project by me/us and any subcontractors, will be paid no less than the current Foundation Living Wage. www.livingwage.org.uk



TENDER PRICES

Work	Payment basis	Tender price
Total project cost of removal and disposal, design, installation, resurfacing, commissioning and independent post installation check	Fixed price	£
Total Costs of all works	Fixed price	£

Signed

Name (in BLOCK CAPITALS).....

in the capacity ofduly authorised to sign tenders for and on behalf of (in BLOCK CAPITALS).....

Postal Address

.....

.....

.....

Telephone No.....

Date

E-mail.....



Checklist:

Have you included:	✓
<ul style="list-style-type: none"> completed form of tender 	
<ul style="list-style-type: none"> detailed quotation including the total project cost of removal and disposal, design (including illustration for assessment of play value), installation, resurfacing, commissioning and an independent post-installation safety inspection. 	
<ul style="list-style-type: none"> explanation of how materials and processes of installation will be environmentally sustainable 	
<ul style="list-style-type: none"> an outline of expected timeline including a commitment to a completion date. 	
<ul style="list-style-type: none"> a summary of two similar projects that you have delivered successfully elsewhere with contact details for at least two referees. 	
<ul style="list-style-type: none"> details for any subcontractors to be employed on the contract. 	
<ul style="list-style-type: none"> confirmation that insurance for Public Liability is in place for all contractors working on the Contract with a minimum sum insured of £5,000,000. 	
<ul style="list-style-type: none"> details of any warranties or guarantees provided. 	
<ul style="list-style-type: none"> details for any subcontractors that will be used 	

Tender for new play equipment at Park Gardens, Stroud

Background

Park Gardens is a popular and well-used park on Slad Road in Stroud. It is managed by the Green Spaces Team at Stroud Town Council. The site was gifted to the town in 1920 by Sidney Park, a local businessman, in memory of his 23-year-old son, Herbert, who was killed during the First World War.

The site is home to the town's war memorial and is relatively formal, but it does include a small children's play area. The equipment in this area is coming to the end of its lifespan.

Aims

The aims of this project are to:

- replace and upgrade the existing play structures as pictured:



- move the current fence to make space for succession tree planting



- meet the requirements of the Disability Discrimination Act 1995



Design Brief

- The current structure is extremely popular and the proposed replacement should aim to at least replace, or develop further the existing design elements.
- Surfacing should be new wet pour.
- Where practicable, the materials should feel “natural”.
- Where practicable, materials and processes of installation should be environmentally sustainable. We would expect details of how a provider will achieve this in their tender.
- All equipment must be certified to meet the British and European Standard for playground equipment and surfacing is BS EN 1176.

The replacement structure will provide play opportunity for the same age range as the current structure; 3-10 years. Key elements of the design will include provision for:

- A good variety of distinct physical play activities to support children's development and enjoyment.
- Opportunities for social interaction through cooperative play, social engagement, and imaginative play.
- Sensory play opportunities, including tactile, auditory, visual experiences; and interaction with natural elements.

Health and Safety

Please note that the successful bidder will be required to submit a detailed risk assessment and method statement covering all of the works (including any subcontracted work) and waste disposal at least one week before work commences.

Location and access

Address: Park Gardens, Slad Road, Stroud, Glos. GL5 1QU

Access: Access is not straightforward for the site which is at the top of a sloped park. The site can be accessed by vehicles, but vehicle movements on the site should be kept to a minimum. A public footpath runs close to the site, and should be protected during the works.

Vehicles can be parked at the nearby Council offices.

It is recommended that bidders visit the site to assess the access prior to putting forward a tender.

We regret to advise that we are not able to accommodate site meetings.

Foundation Living Wage

Stroud Town Council is a Foundation Living Wage Employer and require that all personnel employed in connection with this project, including by any subcontractors, will be paid no less than the current Foundation Living Wage. www.livingwage.org.uk



Budget

Total project costs should not exceed £20,000 ex VAT. This includes all works required.

Tender timeline

Issue tender	20 September 2024
Last date for questions about the tender	4 October 2024
Closing date for submission of tender	5pm on 18 October 2024
Shortlisting	21 October 2024
Contract awarded	6 November 2024
Contract commences	13 November 2024
Install complete by	31 March 2025 unless otherwise agreed

Documents to be submitted

- Form of tender
- Detailed quotation including
 - the total project cost of removal and disposal of existing equipment,
 - design (including illustration for assessment of play value),
 - installation,
 - resurfacing,
 - commissioning,
 - independent post-installation safety inspection.
- An explanation of how materials and processes of installation will be environmentally sustainable.
- An outline of expected timeline including a commitment to a completion date.
- A summary of two similar projects that you have delivered successfully elsewhere with contact details for at least two referees.
- Details for any subcontractors to be employed on the contract.
- Confirmation that insurance for Public Liability is in place for all contractors working on the Contract with a minimum sum insured of £5,000,000.
- Details of any warranties or guarantees provided.
- Confirmation of compliance with BS EN 1176.
- Copies of any test certificates that apply to the equipment.

Any questions relating to the tender should be submitted by email to council@stroudtown.gov.uk by 4 October 2024. Any additional information given will be shared with all other tender applicants through the Contracts Finder portal. Bidders are recommended to check the portal for any responses before submitting their tender.

Tender Assessment Criteria and Weighting

Tenders will be assessed by Stroud Town Council and Friends of Daisy Bank (FODB). Play value will be assessed by a public consultation exercise carried out by FODB to engage existing users of the park.

Criteria and weighting

30% Play Value (assessed by public consultation)

Stroud Town Council Tender reference STC2024-1



30% Value for money
20% Sustainability
10% Relevant experience
10% Ability to delivery in timeline

As per local council procurement policy **All tenders should be submitted by email titled PARK GARDENS TENDER by 5pm on 18 October 2024** to:
clerk@stroudtown.gov.uk



QUOTE REF: 12437

07731520788

info@tekfencingltd.co.uk

TO Stroud Town Council

Thanet House
London Road
Stroud
Gloucestershire
GL5 2AD

PROJECT NAME	PAYMENT TERMS	DATE
Park Garden in Stroud	Due on receipt	21/08/2024

Quotation

Work

Take down and move 26m of 1.2m bow top railings, posts at 2.5m centres, reset existing posts and centre feet. Posts to be set in concrete.

Price: £822.00 plus VAT

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below: To be invoiced either upon completion with payment due within 30 days or at the end of each calendar month based on a monthly valuation, again payable within 30 days, subject to satisfactory credit references. We reserve the right to charge interest on any overdue payment in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.

Registered office address: 2a Lighthouse Trade Park, Church Road, Lydney, England, GL15 5EN.
Company number 15316809

To accept this quotation, sign here and return: _____

Contracts Finder

Help us improve Contracts Finder

Close

Sign up for user testing (</Home/SignUpForUserTesting>)

BETA This is a new service - your [feedback](https://crowncommercial.qualtrics.com/jfe/form/SV_5dIO8hji9NCBDtc) (https://crowncommercial.qualtrics.com/jfe/form/SV_5dIO8hji9NCBDtc) will help us improve it.

Helen Bojaniwska - Stroud Town Council

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Park Gardens Play Equipment

Park Gardens Play Equipment

Stroud Town Council

Published date: 13 August 2024

Open early engagement - This means that a procurement idea is currently active, it is in the early stage of development and judging interest from potential suppliers.

[Watch this notice](#)

[Print this notice](#)

Closing date: 18 October 2024

Contract summary

Industry

- Playground equipment - 37535200

Location of contract

GL5 1RP

Procurement reference

2024/04

Published date

13 August 2024

Closing date

18 October 2024

Contract is suitable for SMEs?

Yes

Contract is suitable for VCSEs?

Yes

Description

Replacement of equipment and installation of surfacing at a small play area.

Full tender will be published on 20 September 2024.

How to apply

Follow the instructions given in the description or the more information section.

About the buyer

Contact name

Helen Bojaniwska

Address

Thanet House
58 London Road
STROUD
GL52AD
England

Telephone

01453 762817

Email

helen.bojaniwska@stroudtown.gov.uk

Website

www.stroudtown.gov.uk (<http://www.stroudtown.gov.uk>)

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Future opportunity

Park Gardens Play Equipment

Stroud Town Council

F01: Prior information notice

Prior information only

Notice reference: 2024/S 000-025573

Published: 13 August 2024, 11:53am

Section I: Contracting authority

I.1) Name and addresses

Stroud Town Council

Thanet House, 58 London Road

STROUD

GL52AD

Contact

Helen Bojaniwska

Email

helen.bojaniwska@stroudtown.gov.uk

Telephone

+44 1453762817

Country

United Kingdom

NUTS code

UKK13 - Gloucestershire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.stroudtown.gov.uk

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Other type

Town Council

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Park Gardens Play Equipment

Reference number

2024/04

II.1.2) Main CPV code

- ◆ 45000000 - Construction work

II.1.3) Type of contract

Works

II.1.4) Short description

Replacement of equipment and installation of surfacing at a small play area.

Full tender will be published on 20 September 2024.

II.1.5) Estimated total value

Value excluding VAT: £20,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- ◆ 37535200 - Playground equipment

II.2.3) Place of performance

NUTS codes

- ◆ UKK - South West (England)

Main site or place of performance

Park Gardens, Slad Road, Stroud, Glos. GL5 1QU

II.2.4) Description of the procurement

Replacement of equipment and installation of surfacing at a small play area

II.3) Estimated date of publication of contract notice

20 September 2024

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Plant Nursery in New Cemetery

AUTHOR

Ranger - Horticulture

CONSULTEES

CEO (Town Clerk)
Green Spaces Manager

FOR MEETING

Environment Committee 17th September 2024

RECOMMENDATION

To approve the development of the plant nursery in 2025 subject to any planning consent approvals.

REPORT

This document attempts to assess the feasibility of installing and running a polytunnel in the New Cemetery compound. It discusses various potential uses and addresses the most important considerations involved in cost, siting, building and running a polytunnel which could benefit the Council and the people of Stroud. A full project proposal has been included as Appendix 9a.

Site size – 10m x 7m (33ft x 23ft)

Potential Uses:

- **Growing food for food hubs** thus reducing their costs and providing organic produce for the local community. Increase in community engagement.
- **Growing bedding for annual baskets** reducing what the Council sources from nurseries, thus reducing costs whilst giving the Council a greater choice of plants.
- **Growing plants for town planters** thus reducing the need to buy from nurseries, increasing plant choice for the Council and also reducing costs.
- **Growing plants to sell to public.** Direct income.

Considerations:

Water. The GST have recently installed guttering on the green shed for rain water collection. This drains into 2 x 1000 litre capacity collection tanks with taps.

If mains water is required as backup supply, there is mains water 20 meters from the location. A shallow trench can be dug to lay a hose connecting a tap in the compound to this mains water supply. This would be most useful if a drip feed irrigation system is being used. This is something which can be added at a later date if needed.

Electricity. Electricity is potentially required for lighting. Only going to be needed in winter months if working outside of daylight hours. Most work will be done in daylight hours and during lighter months in the season. No electric needed to power tools or equipment for normal use in a polytunnel. Therefore it

is unlikely that electricity will be vital to the success of a polytunnel. However there also the option of installing solar panels to the green shed roof nearby (not costed).

Ground. A big consideration for ground preparation is persistent weeds eg. nettles and, in particular, bindweed. This will need to be suppressed or better still eliminated.

The most effective method for eliminating the bindweed would be to spray it off, though herbicide use is not permitted. A one-off application might be acceptable, but would need to be on a case-by-case basis. This would also reduce ability for bindweed entering into the compost bays (situated next to polytunnel site), which is currently a constant battle. Bindweed in the compost heaps or even growing medium within polytunnel could effectively render them unusable.

Site is mostly level but requires some work to make smooth. **See below for ground options.*

Building. GST to build. 3 rangers 3 – 5 days for build and install (depending on ground option). Requires digging holes for anchor plates. GST will have all tools required for the work, aside from a compactor if required for ground work. These can be rented for a small fee.

Compost/growing medium and feeding. All compost produced by Green Spaces operations and manure can be sourced if required from Horns farm and kept in existing bays. Organic high potash and high N feeds from tubes already installed in compound. Comfrey and nettles harvested from nearby for this.

Environmental Conditions. Sited in the North East corner of the compound, the polytunnel would receive the most sun. Some shade at some times in the year would come from a large Ash tree (with dieback) and Sycamore on the southern compound boundary. Summer heat requiring management with ventilation. Some shade from nearby trees will help with cooling. Winter temperatures can be particularly cold in this site's micro-climate. Wind would unlikely cause issues. Site has some shelter from hedge, trees, fence and green shed. Good quality polytunnels are robust and uprights are securely anchored into the ground. Deer are present in the Cemetery and browsing would be a consideration in warm weather when doors are open for ventilation.

Aesthetics. Polytunnel will be partially visible from higher ground above, mainly in the New Cemetery.

Hand Tools. A collection of hand tools can be stored in the compound site safe lockup. Gloves, spades, forks, towels and secateurs. Budget £200 – 300.

Volunteers. Community engagement opportunity as it will probably require a volunteering group to assist with the running of the polytunnel and the growing. A group lead could keep a lock code to access compound and tools. Time input could be high and often depending on time of year. There is a compost toilet on site.

***Ground:**

Options are **covered ground with benches** or **bare soil** or a **combination of both**. Depends on use/user requirements.

Covered Ground

Most appropriate for growing plants for planters, for sale or for containers. Required pots and probably benches (repurposed using the salvaged plastic fence panels in compound). Less bending required for user.

- Type 1 hardcore levelled and compacted (approx. 20 ton = £1000 delivered loose).
- Labour time levelling and compacting aggregate 1 day 2 rangers. Would probably need to rent whacker plater (approx £150 per day).
- Structure to sit on top of this. Inside, weed suppressant membrane (approx. £40) held down by timber batons (roof battens 25mm x 38mm x 4800mm £50 – 60 pack of 8).

Bare Soil

Will only work if persistent weeds are removed. Minimal cost. Most appropriate for growing some types of food. Requires bending/crouching by user.

LEGAL IMPLICATIONS

The Council may exercise the General Power of Competence in regard to expenditure and actions relating to this report.

Normal health and safety procedures for staff, contractors, visitors, volunteers. Planning permission will be sought if required.

FINANCIAL AND STAFFING IMPLICATIONS

Financial implications

The total cost of the largest structure from the table below and using prices in this document for ground preparation, building and installing, is £3,100 (including shipping fees).

Ground work cost at approximately £1,400 (not including ranger time).

Other costs can be met from existing budget lines in 2024-25 budget.

Ongoing maintenance can be met from existing budget lines.

If plant sales to the public are progressed the VAT position will need to be assessed.

There is potential to seek grant funding for this project, which has yet to be explored.

Staffing implications

It is estimated to take 3 rangers 3 – 5 days in total to achieve the initial structure. Ongoing care and maintenance can be met within current staffing levels.

CRIME AND DISORDER

There are no crime and disorder issues.

EQUALITY AND HUMAN RIGHTS IMPLICATIONS

There are no equalities or human rights issues.

CO2 AND BIODIVERSITY IMPLICATIONS

In 2018 the Council declared a climate emergency and committed to becoming a carbon-neutral organisation by 2030 and to seeking ways to facilitate and encourage the community in reducing direct and indirect CO2 emissions and to become resilient to changes caused by the changing climate. This proposal supports this resolution by reducing the plants purchased from commercial nurseries.

SM

09/2024

STROUD TOWN COUNCIL

PROJECT PROPOSAL FORM

Title of Project

Polytunnel in New Cemetery

Committee responsible

Environment

Lead officer

Pete Bradshaw GSM

Description of project

benefit both STC and people living in the Stroud area. There are a number of potential Uses:

- Growing food for food hubs thus reducing their costs and providing organic produce for the local community.
- Growing bedding plants for annual baskets will reduce what the council depends on from nurseries thus reducing costs whilst giving the council a greater choice of plants. The aim is to grow, whenever possible, native pollinating plants to benefit biodiversity whilst still being aesthetically pleasing.
- Growing plants to sell to public. Direct income.

Community engagement

Please describe any engagement that has already taken place.

In July 2024 the Green Spaces Team attended Stroud Show. One of the aims was to recruit volunteers to help set up and run the nursery. As a result 4 people signed up to volunteer in helping set up and run the nursery.

What evidence do you have of public support for the project?

The evidence for support is mainly anecdotal. A number of people at Stroud Show thought it was a great idea but declined to volunteer. People around town have also commented that they thought it was a good idea when mentioned in conversation.

What engagement is planned?

Once the polytunnel is in place if further recruitment of volunteers is needed then adverts will go out through STCs social media and local press. It is highly likely that the GST will attend the Stroud Show annually where more volunteers can be sought if needed.

Strategic Objectives met

(Select yes or no and provide brief explanation)

	Yes or no	Provide brief explanation
<i>A carbon neutral town which recognises the limits of the global environment</i>	Yes	The GST already produce their own compost in the compound that can be used at the nursery. If compost is bought it will be locally sourced and peat free. Producing own plants, whether flowers or vegetables for hubs, will help reduce the need to buy in plants and therefore by reducing our carbon footprint. This gives a great opportunity to raise awareness of how important biodiversity is in urban and well as rural areas
<i>A prosperous town in which the economy generates wealth and provides employment opportunities, so that people can secure quality employment.</i>	Yes	Volunteers will be given training not just in horticultural techniques, but also in other skills such as benefits to biodiversity and the importance of Risk Assessments which can all help with future employment.
<i>A town with healthy functioning ecosystems</i>	Yes	STC are already moving away from annual bedding in its parks plants to perennial plants that benefit biodiversity. Enhancing biodiversity, not just on STC sites but in other areas is an on-going objective. Being able to grow pollinating and native plants will help with us create stepping stones of wildlife around the town.
<i>A town in which people's physical and mental well-being is maximised</i>	Yes	Growing and caring for plants is proven to help with people's physical and mental wellbeing. The work will be carried out in a friendly atmosphere where like-minded people can make new friends. There is potential to extend the work of volunteers by setting up a team to help manage other STC sites.
<i>A town where people can fulfil their potential</i>	Yes	Volunteers who get involved with the nursery will be provided with suitable training and hopefully build their confidence in working in the natural environment.
<i>An attractive, viable, safe and well-connected community</i>	Yes	The STC already strive to make Stroud an attractive and welcoming place to live and visit. Involving the local community from around the area will achieve this and hopefully help them make new friends and contacts. The potential to produce vegetables/salads for local community hubs will help the GST become more connected with these groups.
<i>A vibrant town, where culture makes a significant contribution to people's wellbeing and the economy</i>	Yes	The farmers market and the market in the Shambles have shown that home grown produce is part of Stroud's culture and green credentials. Although in a smaller scale it is hoped that this project will help to contribute to people's wellbeing and the economy.
<i>A council which takes a strategic approach to communications and engagement</i>	Yes	The GST team are always eager to work with volunteers and other groups to communicate their knowledge and experience. The progress of the nursery can be communicated through the STC newsletter and other social media.

Budget total £

£3,200.00

Source of funds
(tick all that apply)

Type	Confirmed?	Amount
Precept	No	
Grants	No	
Earmarked reserves	No	
Donation	No	
CIL	No	
s106	No	
Other (please specify below)		
TOTAL		£0

Funds do not equal budget

There is potential for grants/sponsorship in the future

Staffing requirements

Please provide a breakdown of the likely staffing requirements over the project period.

*A day equals 7.5 hours regardless of working patterns

Time required (DAYS)	This year	Next year	Year after	Beyond 3 years	TOTAL
Administration Officer					0
Assistant Clerk					0
Communications and Engagement Officer	1	1	1	1	4
Community Development Officer					0
Community Development Support Officer					0
Deputy CEO (Town Clerk)					0
Finance administrator					0
Fundraiser					0
Green Spaces Manager	10	5	5		20
Programme Manager					0
Ranger (Biodiversity)	10	10	10	10	40
Ranger (Horticulture)	40	40	40	40	160
Ranger (maintenance)	10	10	10	10	40
Senior Finance administrator					0
CEO (Town Clerk)					0
Unpaid					
Councillors					0
Volunteers	50	50	50	50	200
TOTAL	71	66	66	61	264

Proposed schedule

Start date	End date
01/04/2025	On-going

Project partners
(tick all that apply)

Partner	Confirmed?
Gloucestershire County Council	
Stroud District Council	
Other parish and town councils (please specify below)	
Community organisations (please specify below)	Yes
Other (please specify below)	
Trinity Rooms Food Hub (Potentially all the hubs)	

Other documents

Please attach if available	Attached?
Risk Assessment	
Project timetable	
Cost Estimates	
Other (please specify below)	

Any other information

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When complete please save in this folder:

[Project proposals](#)

Committees

Community

Consultations and Highways

Environment

Finance and Policy

Personnel

Regeneration

Yes

No

Carbon Reduction Grants - 4164/316 (Environment Committee)

Organisation	Project	Date Paid	Amount	Fund Total	Remaining	Report Rec'd by Cttee
Totals			£0.00	£10,000.00	£10,000.00	-

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Name of organisation	Creative Sustainability Community Interest Company (CIC)
Main purpose/activities of your organisation	<p>Creative Sustainability works to create inclusive, resilient communities that can support mental, emotional and physical health and wellbeing for everyone.</p> <p>We run five programmes that are underpinned by our values of Empowerment, Inclusion and Sustainability:</p> <p>Access Bike: an open door, youth led bike workshop for young people, reconditioning bikes and providing targeted personal development courses for disadvantaged people referred by local agencies.</p> <p>Gloucestershire Youth Climate Group: facilitating youth action and voice for a low carbon and resilient Gloucestershire, that reduces inequities and centres on the needs of people and the environment.</p> <p>3rd Space: a vibrant, inclusive, safe, supported space for young people to explore their potential, volunteering and earning a living, develop and maintain friendships and become active citizens.</p> <p>Community Hubs Strategic Development: building community resilience now, and preparing for future shocks, with a strategic approach to community building across Stroud District.</p> <p>Digital Inclusion: empowering people with barriers to digital connectivity, to become more connected and less isolated, through Digital Champions peer support in their own homes.</p> <p>Through this work we are:</p> <ul style="list-style-type: none"> - responding to the needs of all young people, with a physical hub and multiple opportunities to access resources, connections, support, advocacy and representation, towards better mental, emotional and physical health and wellbeing. - addressing and challenging marginalisation at individual, community, and societal level. We do this through amplifying grassroots voices, influencing and facilitating change in order to create better outcomes for people and communities.
How is your organisation constituted?	<input type="checkbox"/> Registered Charity <input type="checkbox"/> Charitable Incorporated Organisation

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	<input type="checkbox"/> Community/Voluntary Group <input type="checkbox"/> Not-for-profit limited company <input checked="" type="checkbox"/> Community Interest Company <input type="checkbox"/> Other (please explain)
Grant fund applied to	<input type="checkbox"/> Small Grant <input type="checkbox"/> Community Support fund <input type="checkbox"/> Arts and Culture fund <input checked="" type="checkbox"/> Carbon Reduction fund (we note that this is now referred to as the Environment Fund on the STC website)
Overall purpose of grant	<p>We are seeking funding to develop a Climate Action and Carbon Reduction Space in the centre of Stroud Town.</p> <p>The site is the former Electric Bike Shop on John St. We have run a successful pilot of our project over November and December 2023, and continued to rent the space at a reduced rent as a ‘pop-up’ until July 2024.</p> <p>We have now signed a 7-year lease on the property.</p> <p>This is and will continue to be a friendly and supportive space in the town centre, where everyone can come together to share skills, ideas and knowledge to reduce their carbon emissions.</p> <ul style="list-style-type: none"> • Selling refurbished bikes at affordable prices • Selling essential bike kit such as lights, locks and helmets • Supporting people to learn bike mechanics • Offering advice to help people overcome barriers to cycling • Providing 1:1 bespoke support on digital skills such as booking GP appointments, mobile app use, and staying safe online • Supporting people to repair their own digital devices • Providing a space for Gloucestershire Youth Climate Group workshops • Setting up the brand-new Stroud Library of Things, which will enable people to borrow rather than buy useful tools and equipment • Consulting with the local community about what they would like to see happen in the space in terms of practical local solutions to pollution and carbon emissions <p>We want to expand the information and opportunities hosted for learning and action, including workshops, group discussion and practical solutions.</p>

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	<p>As local leaders in community-based cycling initiatives – founders of Access Bike, The Bike Drop and the Cargo Bikes of Stroud group - we have initially focused on our existing resources, connections, skills and competencies around cycling, to raise awareness and provide practical solutions to low carbon transport in the Town Centre.</p> <p>With money from the Carbon Reduction Fund, we will:</p> <ul style="list-style-type: none"> - run 8 awareness raising events in the town centre - provide 1:1 and group support for 25 people with barriers to cycling - lead community confidence building rides (average of 20 people a ride) and explore new, safer routes together - promote existing local cycling infrastructure through mapping and campaigning - provide workshop space, tools and support for 200 people to fix their own bikes, and share skills - sell affordable bikes and parts in the town centre <p>We estimate that our work over a year could lead to 50 people switching at least one trip per day from car to cycling, resulting in a reduction of 25 tonnes carbon dioxide equivalent. This would equate to 6-7 kilograms of carbon dioxide saved per pound spent.</p> <p>All bikes sold are refurbished by Access Bike volunteers and profits support the youth community, and adults with additional needs, to access cycling at no or low cost.</p>		
Amount applied for	£4,000		
How do you intend to spend the grant if successful? (e.g. equipment, materials, staff expenses, training, room hire etc.)	Purpose	Total spend	Spend from this grant
	20 x 4 hour sessions offering free bike checks, fixes, maintenance lessons, and cycling advice. These will feature 2 Access Bike staff	£20,280 staffing cost for wider opening hours	£2,500
	Publicity – posters, leaflets, shop displays	£2,000 for the space as a whole	£200
	Rent & Rates	£17,500	£500
	Utilities	£3,000	£50
Tools and parts	£1,000	£75	

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	Training	£1,450	£100
	Management, professional services, and compliance	£12,267	£575
How will the balance be funded?	<p>We have been awarded £33,000 from Stroud District Council's Active Travel Fund to cover key staffing costs and essentials such as rent, and £4,000 of project specific funding for activities which have already taken place.</p> <p>We have raised significant income from sales of parts, accessories, and refurbished bikes (£15,000), and are keeping the shopfront space open for 2 days a week from existing funding (£6,165).</p> <p>We will not be able to provide the activities listed above without your additional funding, however.</p> <p>In the years to come, we expect increased income raised from sales, membership, and paid-for training courses and 1:1 support will enable the project to become self-supporting.</p> <p>Where we organise events outside Stroud Town area, we will also be making applications to Rodborough Parish Council and other neighbouring parish councils (for example, Brimscombe & Thrupp, Chalford, Cainscross).</p>		
Give details of other applications for funding for this project. <i>*If you have not yet received a decision on other applications, please give the date when the decision is expected</i>	Source	Amount applied for	Amount awarded*
	Cycling UK Big Bike Revival Winter Intervention Fund	£2,500	£2,500
	Build Back Better Fund	£1,500	£1,500
	Stroud District Council Active Travel Fund	£39,671	£33,000
	Sales	£20,000	N/A
	Memberships	£2,500	N/A
	Funded staff time	£6,165	£6,165
If the grant is for an event when will it take place?		N/A	
How will your project meet the criteria for this grant fund? <i>(See guidance notes)</i>	<p>Stroud Town Council's objectives, as listed in the Strategy for 2020-25, include several that are relevant to this proposal. "Active travel – walking and cycling" is prioritised among means to achieve the Council's Objective 4 - "A town in which people's physical and mental well-being is maximised". There is an accompanying action stating STC "will work with others to support the development of projects to promote and improve walking and cycling infrastructure". In addition:</p>		

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	<ul style="list-style-type: none">• Objective 1 in the same Strategy Document is “A carbon neutral town which recognises the limits of the global environment”. The objective involves the commitment to “take active steps where possible to encourage: a) More sustainable transport [among other items]”.• Objective 6 is “An attractive, viable, safe and well-connected community”, focused on community buildings and organisations, public transport, road safety, and accessibility. The proposed cycle centre would contribute to the public transport and accessibility objectives as well as helping to foster connections in the community.• Objective 2 is “A prosperous town in which the economy generates wealth and provides employment opportunities, so that people can secure quality employment”. We hope that seed funding from Stroud Town Council can help us get this project off the ground and create sustainable, quality, employment. <p>Locally, Net Zero ambitions issued by Gloucestershire County Council, Stroud District Council and the other local District Councils state that “Transport accounts for 34% of CO2 emissions in Gloucestershire, with cars being responsible for 58% of transport-related emissions.” Further, “To meet the region’s 2030 goal of 80% emissions reduction”, there are county-wide aims to “shorten car trips by 7.5%... [and] boost active travel by 300%”. These aims will not be achieved without support for projects like our cycle and climate action space.</p> <p>As we support people to switch car journeys for cycling, we believe this will further benefit residents of Stroud parish both personally in terms of health and wellbeing through active travel, and at a community level in terms of reduced congestion and air pollution, and greater appreciation of the town centre’s attributes and connections to the canal and surrounding nature through cycle routes.</p> <p>We also believe the space will support the town centre offering as a whole and develop a stronger and more sustainable local community – not only encouraging community engagement around sustainability and reduction of CO², but building community more generally through a friendly and freely accessible space with good quality internet connection.</p>
How will your project help to reduce CO₂ emissions? (See guidance notes)	<p>A 2021 study by researchers from Imperial College London’s Centre for Environmental Policy found:</p> <p>“that those who switch just one trip per day from car driving to cycling reduce their carbon footprint by about 0.5 tonnes over</p>

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	<p>a year, representing a substantial share of average per capita CO₂ emissions.”</p> <p>Researchers added that "If just 10% of the population were to change travel behaviour, the emissions savings would be around 4% of lifecycle CO₂ emissions from all car travel."</p> <p>In 2019, the National Travel Survey found that 58% of car trips across Great Britain were under 5 miles – a distance that can relatively easily be cycled (such as from Stroud to Stonehouse, Nailsworth or Chalford – though Stroud’s topography makes this more difficult for some other routes).</p> <p>Each person we support who consents would be entered into our Customer Relationship Management (CRM) tool, Upshot. We would then follow up with them at 3 month and 6 month intervals to understand which journeys they have switched from car to bike, and calculate approximate emissions savings.</p> <p>We would estimate that our work over a year might lead to 50 people switching at least one trip per day from car to cycling, resulting in a reduction of 25 tonnes carbon dioxide equivalent. This would equate to 6-7 kilograms of carbon dioxide saved per pound spent.</p>
<p>CHECKLIST I confirm that:</p>	
I have read the grant terms and conditions	Yes/No/ N/A
I have attached a copy of our latest accounts, including a breakdown of salary costs	Yes
I have attached a copy of our governing document/constitution	Yes
I have attached a copy of our safeguarding policy (only required for projects working with children, young people or vulnerable adults)	Yes

Please send your completed application to council@stroudtown.gov.uk