

Town Clerk

From: Town Clerk [town.clerk@ilminster.gov.uk]
Sent: 19 September 2013 11:44
To: 'Nick Perrett'
Subject: RE: Ilminster Rec

SI

11.30 is fine for me, and I will check re the Open Spaces warden

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



This communication is intended solely for the named recipients only. It may contain privileged and confidential information and if you are not the intended recipient, you must not copy, distribute or take any action in reliance on it. If you have received this email in error please notify the sender as soon as possible by return and delete the message.

Individuals are advised that by replying to, or sending an email message to Ilminster Town Council, you accept that you have no explicit or implicit expectation of privacy. The information contained in this email may also be subject to public disclosure under the Freedom of Information Act 2000. Unless the information is legally exempt from disclosure, the confidentiality of the information in this email and your reply cannot be guaranteed.

Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG

From: Nick Perrett [mailto:nick@redbaydesign.com]
Sent: 19 September 2013 10:52
To: Town Clerk
Subject: Ilminster Rec

Joy,

Further to conversation earlier, it would be good to have a chat with you and the head warden on the ground prior to the OSRG meeting at 3. I was thinking say at 11.30am. So that would give Rachael and I a chance to undertake some initial work beforehand.

Many thanks

Kind regards

Signature Redacted

Nick Perrett CMLI Dip-LA BA(Hons)
Chartered Landscape Architect

redbaydesign Landscape Consultants

Studio Five, Cockington Court, Torquay, Devon, TQ2 6XA Telephone: 01803 605 735 Mobile: 07867557087

www.redbaydesign.com

Town Clerk

From: Town Clerk [town.clerk@ilminster.gov.uk]
Sent: 10 September 2013 12:58
To: 'Nick Perrett'
Subject: RE: Ilminster Open Spaces Review

52

Thank you, I believe that is what was required.
Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



This communication is intended solely for the named recipients only. It may contain privileged and confidential information and if you are not the intended recipient, you must not copy, distribute or take any action in reliance on it. If you have received this email in error please notify the sender as soon as possible by return and delete the message.

Individuals are advised that by replying to, or sending an email message to Ilminster Town Council, you accept that you have no explicit or implicit expectation of privacy. The information contained in this email may also be subject to public disclosure under the Freedom of Information Act 2000. Unless the information is legally exempt from disclosure, the confidentiality of the information in this email and your reply cannot be guaranteed.

Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG

From: Nick Perrett [mailto:nick@redbaydesign.com]
Sent: 10 September 2013 12:35
To: 'Town Clerk'
Subject: RE: Ilminster Open Spaces Review

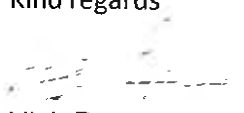
Dear Joy,

Please find information as requested by Marilyn this morning.

Could you please confirm that this is what you require, and is in the same format that other consultants have provided.

Please not hesitate to let me know if you require any further information at this time.

Kind regards


Nick Perrett CMLI Dip-LA BA(Hons)
Chartered Landscape Architect

redbaydesign Landscape Consultants

Studio Five, Cockington Court, Torquay, Devon, TQ2 6XA Telephone: 01803 605 735 Mobile: 07867557087

www.redbaydesign.com

redbay design is the trading name of Redbay Design Limited Registraion No. 08083627

redbay design accept no liability for non or partial arrival of electronic information. Information on hard copies is to take precedent over that issued by email. While we do check for viruses it is the responsibility of the recipient to check that this email and any attachment is virus free. All information issued is subject to copyright and may not be used, copied or given to other parties without the written permission of redbay design.

From: Town Clerk [mailto:town.clerk@ilminster.gov.uk]
Sent: 03 September 2013 13:35
To: nick@redbaydesign.com
Subject: FW: Ilminster Open Spaces Review

Email as promised

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



This communication is intended solely for the named recipients only. It may contain privileged and confidential information and if you are not the intended recipient, you must not copy, distribute or take any action in reliance on it. If you have received this email in error please notify the sender as soon as possible by return and delete the message.

Individuals are advised that by replying to, or sending an email message to Ilminster Town Council, you accept that you have no explicit or implicit expectation of privacy. The information contained in this email may also be subject to public disclosure under the Freedom of Information Act 2000. Unless the information is legally exempt from disclosure, the confidentiality of the information in this email and your reply cannot be guaranteed.

Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG

From: Town Clerk [mailto:town.clerk@ilminster.gov.uk]
Sent: 28 August 2013 10:02
To: 'nic@redbaydesign.com'
Subject: Ilminster Open Spaces Review

Good morning,

Thank you for submitting an expression of interest for working with Ilminster Town Council as a Landscape designer for our Open Spaces Review. Further to my telephone call on 23 August I am emailing to formally invite you to give a presentation & respond to questions on 3rd September 2013 at 20:00hrs.

We would like you to give a 20 minute presentation which should include:

- information about your organisation,
- the experience you have of similar projects which combine play, sport and general open space,
- examples of work that you have done – please include any local examples
- how you would go about seeking the views of stakeholders and local people, particularly ensuring that people from different groups are given a voice i.e. taking into account those with protected characteristics under the Equality Act 2010
- your fee proposal

All the members of the Open Spaces Review Group have been invited to attend to listen to your presentation and have the opportunity to ask questions. It would be helpful if copies of your presentation content could be provided for the Review Group. A hard copy of your fee proposal must be given to the Deputy Clerk – Marilyn Shelley at the presentation session.

The venue is The Council Chamber, The Council Offices, North Street, Ilminster, TA19 0DG. Please note the Council does not have any parking; there is limited on street parking on North Street and there are public car parks (West Street and Shudrick Lane) which are a 5 minute walk from the Council Offices.

We will have a lap top and projector available, if you require anything else please let us know.

Please confirm whether or not you will be attending and if you have any questions do not hesitate to contact me.

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



This communication is intended solely for the named recipients only. It may contain privileged and confidential information and if you are not the intended recipient, you must not copy, distribute or take any action in reliance on it. If you have received this email in error please notify the sender as soon as possible by return and delete the message.

Individuals are advised that by replying to, or sending an email message to Ilminster Town Council, you accept that you have no explicit or implicit expectation of privacy. The information contained in this email may also be subject to public disclosure under the Freedom of Information Act 2000. Unless the information is legally exempt from disclosure, the confidentiality of the information in this email and your reply cannot be guaranteed.

Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG

Town Clerk

From: Town Clerk [town.clerk@ilminster.gov.uk]
Sent: 03 September 2013 14:08
To: 'Nick Perrett'
Subject: RE: Ilminster Open Spaces Review

53

I will be emailing the Chair - Carol Goodall - and letting her know that you didn't get my email saying what we would like included in the presentation and therefore your presentation may not cover everything that was asked for

Joy
Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149



This communication is intended solely for the named recipients only. It may contain privileged and confidential information and if you are not the intended recipient, you must not copy, distribute or take any action in reliance on it. If you have received this email in error please notify the sender as soon as possible by return and delete the message.

Individuals are advised that by replying to, or sending an email message to Ilminster Town Council, you accept that you have no explicit or implicit expectation of privacy. The information contained in this email may also be subject to public disclosure under the Freedom of Information Act 2000. Unless the information is legally exempt from disclosure, the confidentiality of the information in this email and your reply cannot be guaranteed.

Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG

From: Nick Perrett [mailto:nick@redbaydesign.com]
Sent: 03 September 2013 14:04
To: Town Clerk
Subject: Re: Ilminster Open Spaces Review

Thank you Joy. Noted and accepted.

Kind Regards

Nick

Sent from my iPhone

On 3 Sep 2013, at 13:34, "Town Clerk" <town.clerk@ilminster.gov.uk> wrote:

Email as promised

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149
<image004.jpg>

This communication is intended solely for the named recipients only. It may contain privileged and confidential information and

if you are not the intended recipient, you must not copy, distribute or take any action in reliance on it. If you have received this

email in error please notify the sender as soon as possible by return and delete the message.

Individuals are advised that by replying to, or sending an email message to Ilminster Town Council, you accept that you have no explicit or implicit expectation of privacy. The information contained in this email may also be subject to public

disclosure under the Freedom of Information Act 2000. Unless the information is legally exempt from disclosure, the confidentiality

of the information in this email and your reply cannot be guaranteed.

Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG

From: Town Clerk [<mailto:town.clerk@ilminster.gov.uk>]

Sent: 28 August 2013 10:02

To: 'nic@redbaydesign.com'

Subject: Ilminster Open Spaces Review

Good morning,

Thank you for submitting an expression of interest for working with Ilminster Town Council as a Landscape designer for our Open Spaces Review. Further to my telephone call on 23 August I am emailing to formally invite you to give a presentation & respond to questions on 3rd September 2013 at 20:00hrs.

We would like you to give a 20 minute presentation which should include:

- information about your organisation,
- the experience you have of similar projects which combine play, sport and general open space,
- examples of work that you have done – please include any local examples
- how you would go about seeking the views of stakeholders and local people, particularly ensuring that people from different groups are given a voice i.e. taking into account those with protected characteristics under the Equality Act 2010
- your fee proposal

All the members of the Open Spaces Review Group have been invited to attend to listen to your presentation and have the opportunity to ask questions. It would be helpful if copies of your presentation content could be provided for the Review Group. A hard copy of your fee proposal must be given to the Deputy Clerk – Marilyn Shelley at the presentation session.

The venue is The Council Chamber, The Council Offices, North Street, Ilminster, TA19 0DG. Please note the Council does not have any parking; there is limited on street parking on North Street and there are public car parks (West Street and Shudrick Lane) which are a 5 minute walk from the Council Offices.

We will have a lap top and projector available, if you require anything else please let us know.

Please confirm whether or not you will be attending and if you have any questions do not hesitate to contact me.

Joy

Joy Norris
Town Clerk
Ilminster Town Council
Tel: 01460 52149
<image003.jpg>

This communication is intended solely for the named recipients only. It may contain privileged and confidential information and

if you are not the intended recipient, you must not copy, distribute or take any action in reliance on it. If you have received this

email in error please notify the sender as soon as possible by return and delete the message.

Individuals are advised that by replying to, or sending an email message to Ilminster Town Council, you accept that you have no explicit or implicit expectation of privacy. The information contained in this email may also be subject to public

disclosure under the Freedom of Information Act 2000. Unless the information is legally exempt from disclosure, the confidentiality

of the information in this email and your reply cannot be guaranteed.

Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG

54

redbaydesign
LANDSCAPE CONSULTANTS

Mrs Joy Norris
Ilminster Town Council
Council Offices
North Street
Ilminster
Somerset
TA19 ODG

Studio 5
Cockington Court
Torquay
Devon
TQ2 6XA

2 September 2013

Tel: 01803 605735
Mobile: 07867 557087
email: landscape@redbaydesign.com
www.redbaydesign.com

Dear Mrs Norris

Masterplan project for Ilminster Recreation Ground

Further to the Town Councils recent enquiry I now have pleasure in submitting our fee proposal for the above project. The scope of the project is to undertake design services for the design of the entire park. The works is essentially a complete redesign of the green space including Brittens Field, which will comprise a strategic design for: land use; sport, travelling fair, play, passive recreation, amenity facilities, wildlife; infrastructure: entrances, path network, boundary treatments, parking, and; planting strategy including areas for wildlife.

Stage 1- Park Masterplan Sketch Design

We will review all existing information and surveys. Visit the site to undertake site analysis and attain views of the open spaces review group to get a good understanding of the issues affecting the recreation and ascertain the clients brief for the project.

We will prepare an analysis plan of our findings, which will be an audit of the current situation. We will then prepare a sketch design scheme showing draft outline ideas for the whole park. These ideas will be presented to Council for discussion. We will then draw up the sketch design into a coherent plan with supporting information. This will comprise a colour plan and presentation materials including 3D visualisations of the main areas (up to 4) and other images that will be compiled into mood boards for a stakeholder consultation event (see below). I have allowed for 2 meetings with the client group.

Stage 2- Stakeholder Consultation

Redbay design will attend a single event to engage with Key stakeholders for input into the design development. The event could be a drop in exhibition, undertaken over an afternoon/evening. We would present a broad range of ideas to encourage community participation in the design of the recreation ground. We will provide hard copies of exhibition materials. I have assumed that the client will arrange the venue and publicise the event, the cost of such to be borne by the client.

In addition to the above event we would undertake targeted consultation for other key stakeholders, this would be up to three different meetings over one or two days.

We will compile a short report on the results of the event. One of the aims of the event will be to gauge community feeling as to priority of projects that should be taken forward.

Introducing.. redbaydesign



Landscape
Institute

Register

Landscape Consultants

Transforming Old Spaces • Creating New Places

Transforming Old Spaces . Creating New Places

***"We are a dedicated team
passionate about raising the
quality of our open spaces and
creating harmony between
people and their environment."***

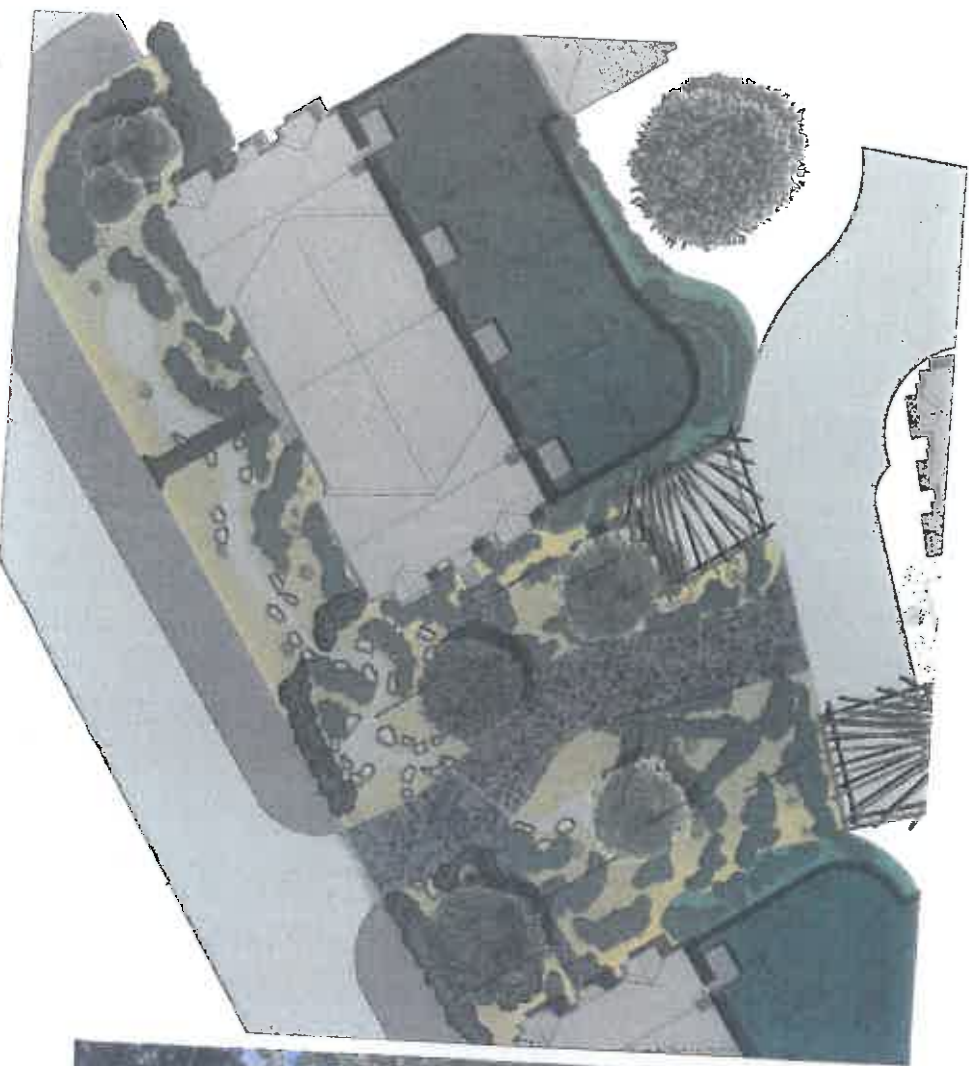


Our Skills and Services :

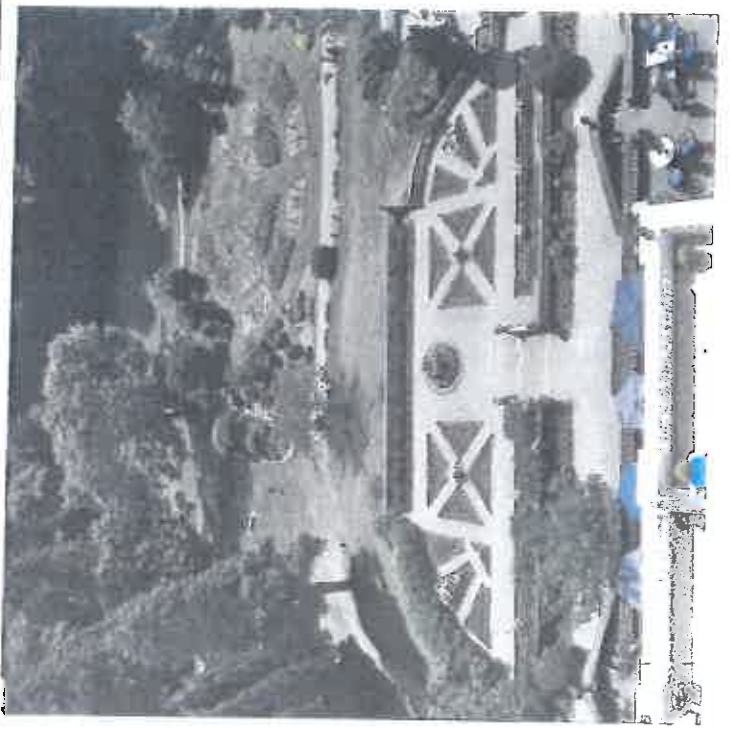
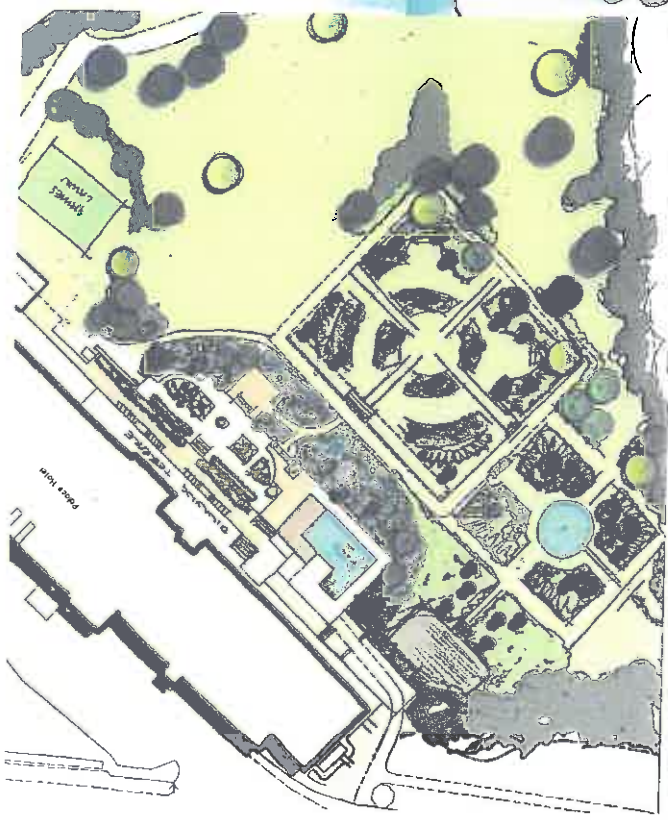
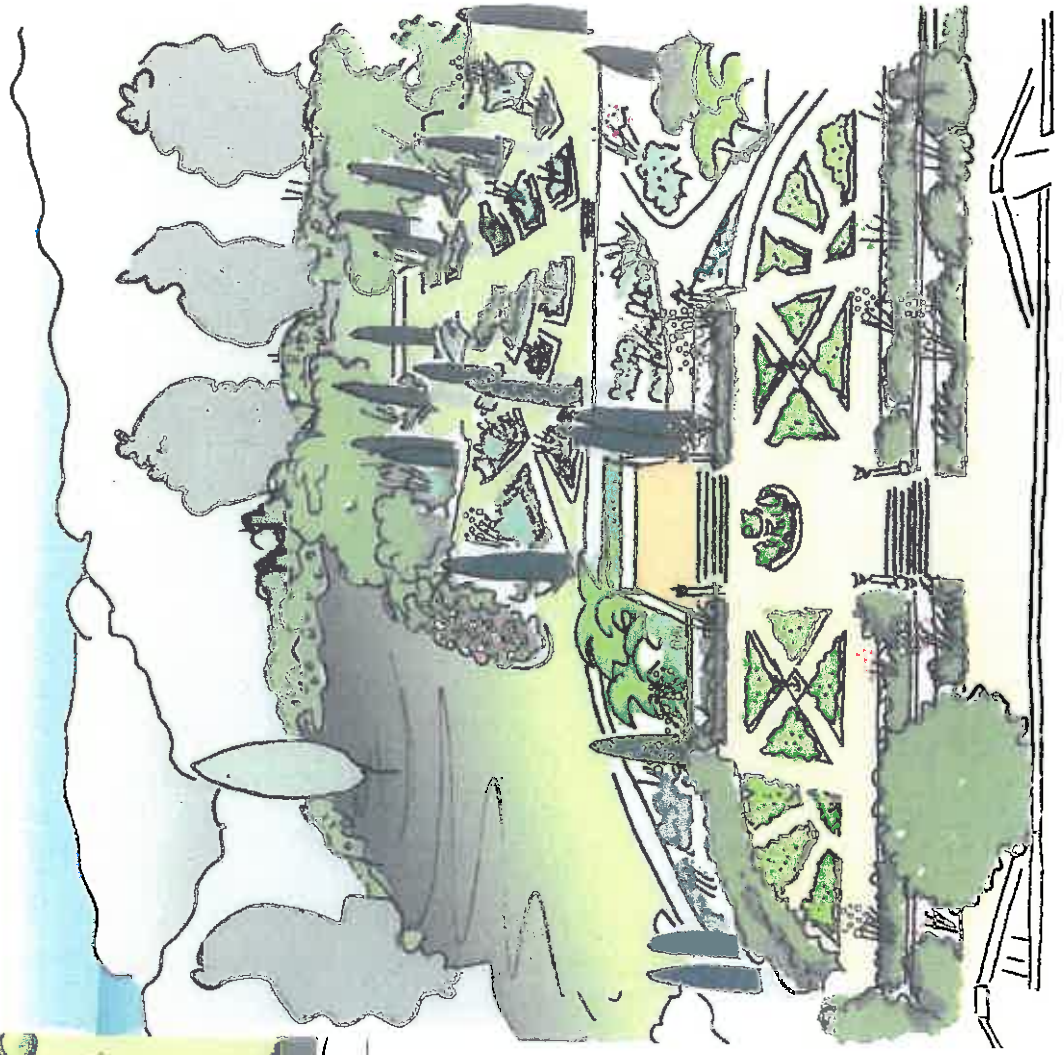
- Public open spaces and partnership work
- Creative talent combined with a pragmatic approach
- Extensive practical experience and technical experience
- Providing complete consultancy services
- Scheme design specification
- Contract management
- Land management planning

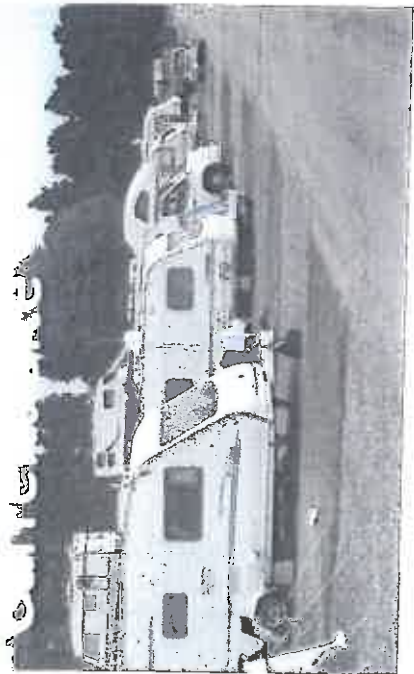


Parkbay, Paignton
- Housing Development



The Palace Hotel





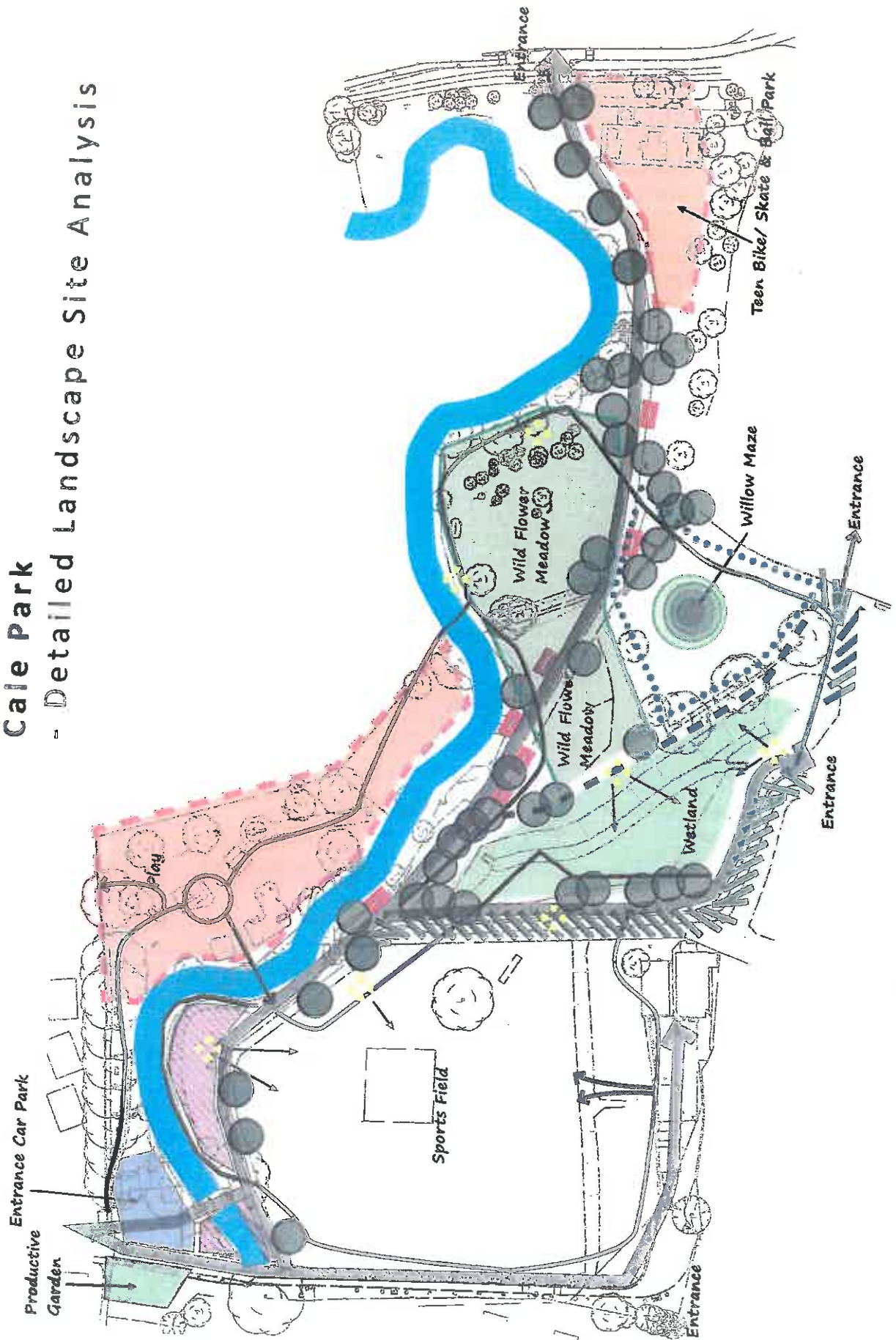
Ilminster Recreation Ground



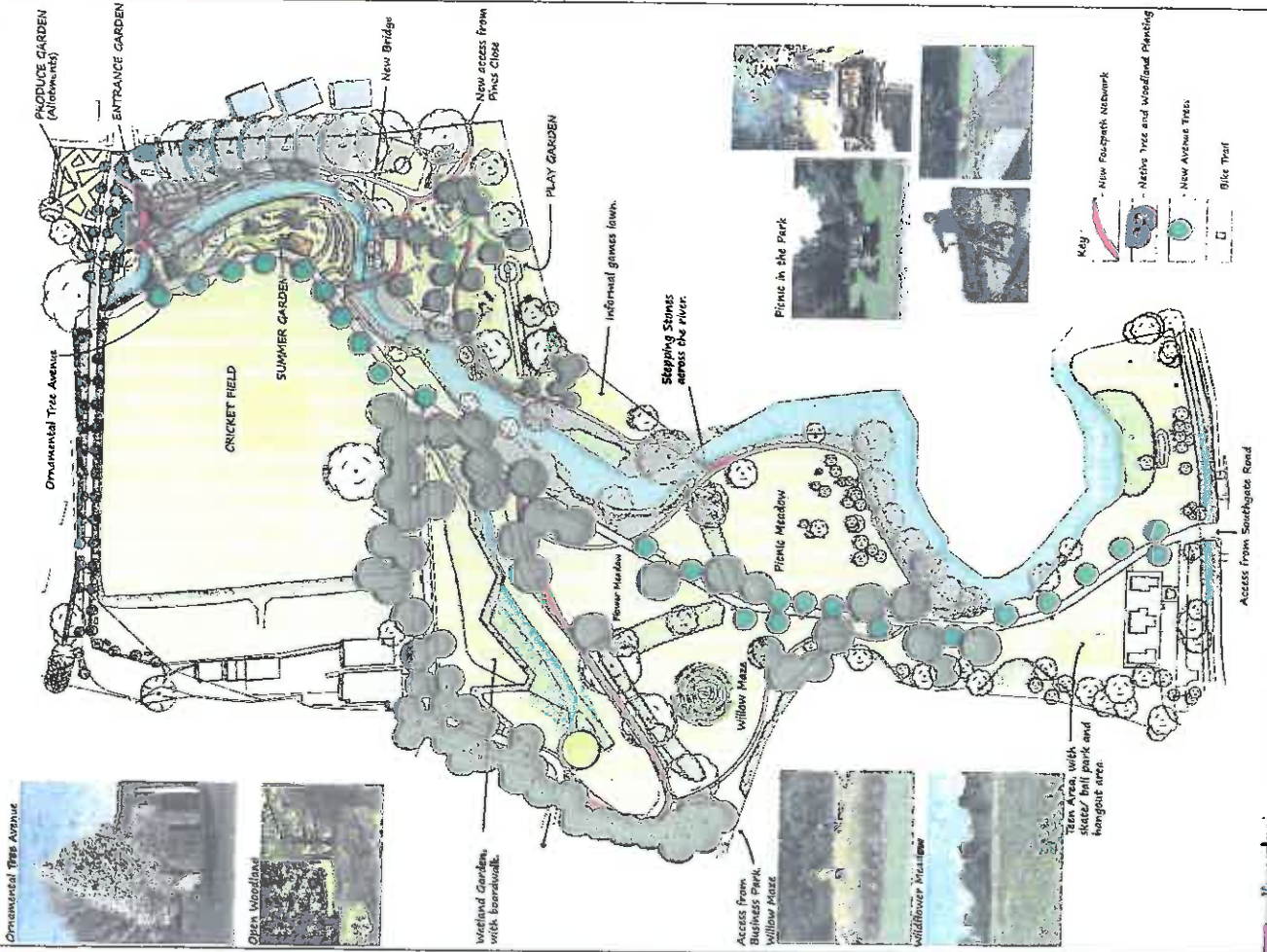
Master Plan Project Fee Proposal

Cale Park

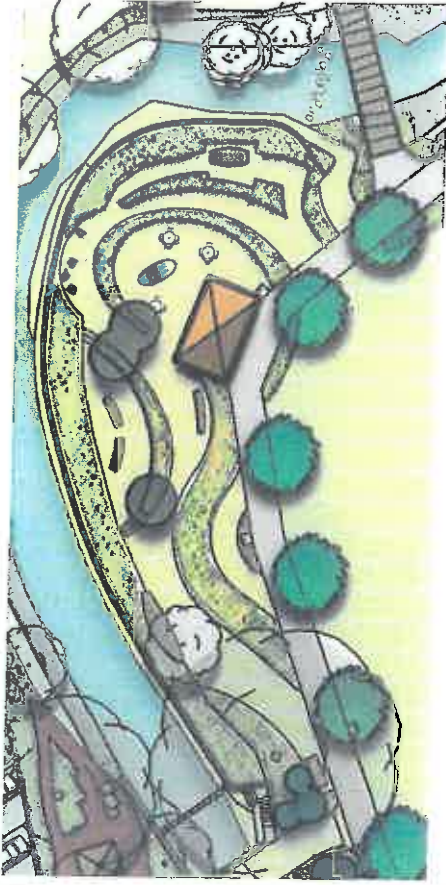
- Detailed Landscape Site Analysis



CALE PARK MASTER PLAN:

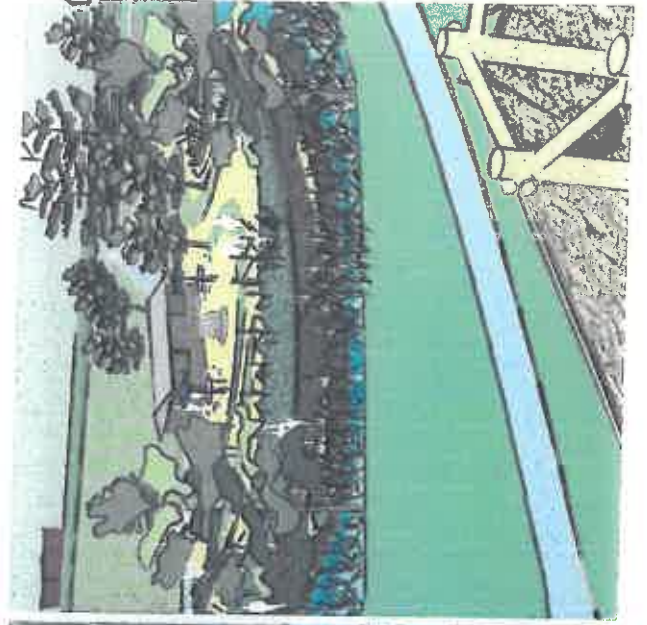
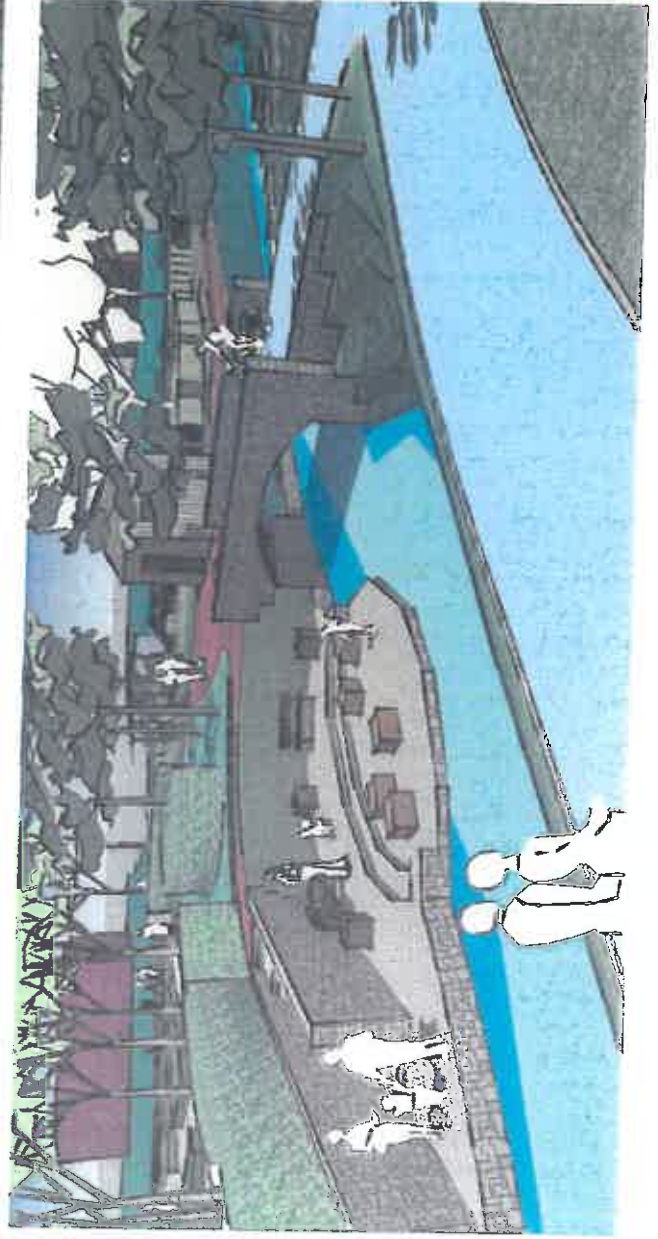


Garden Design layouts



Willow Maze 3D Design





[illegible]

MUGA

- Multi Use Games Area



Water Play



Pond and Habitat Creation



Recreation



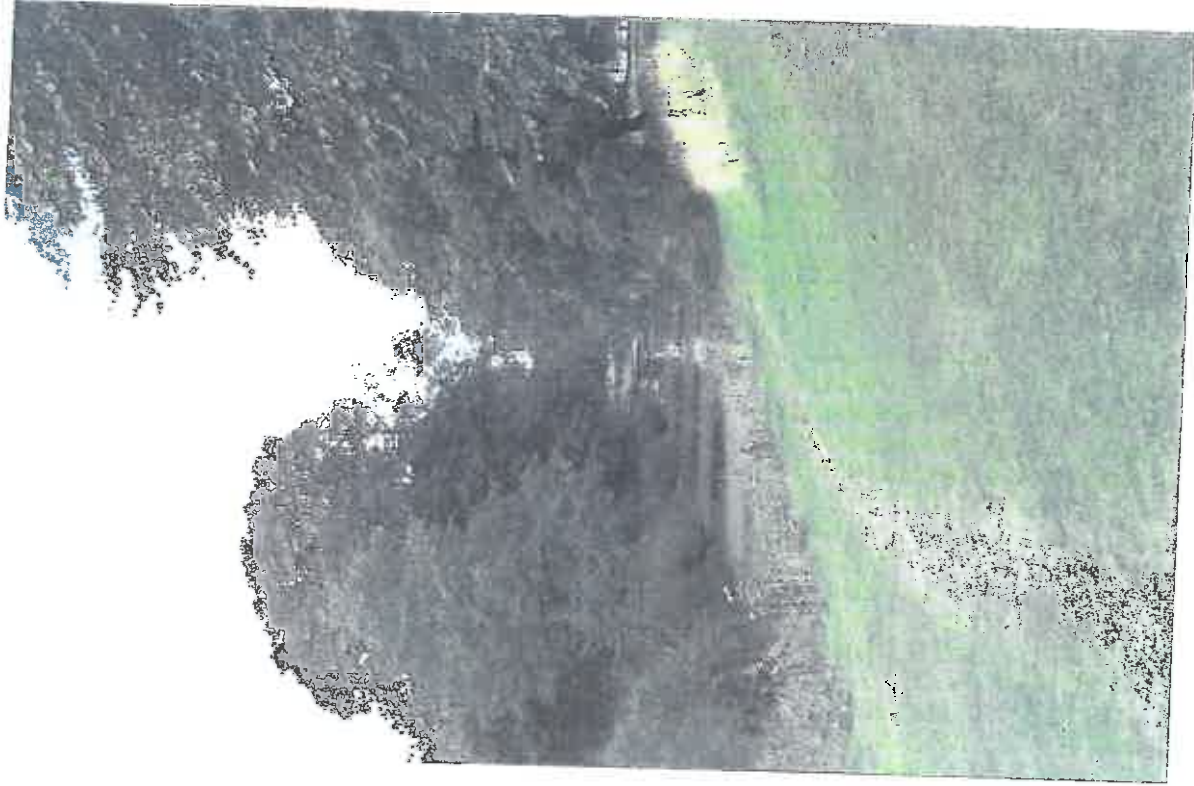
Proposal.

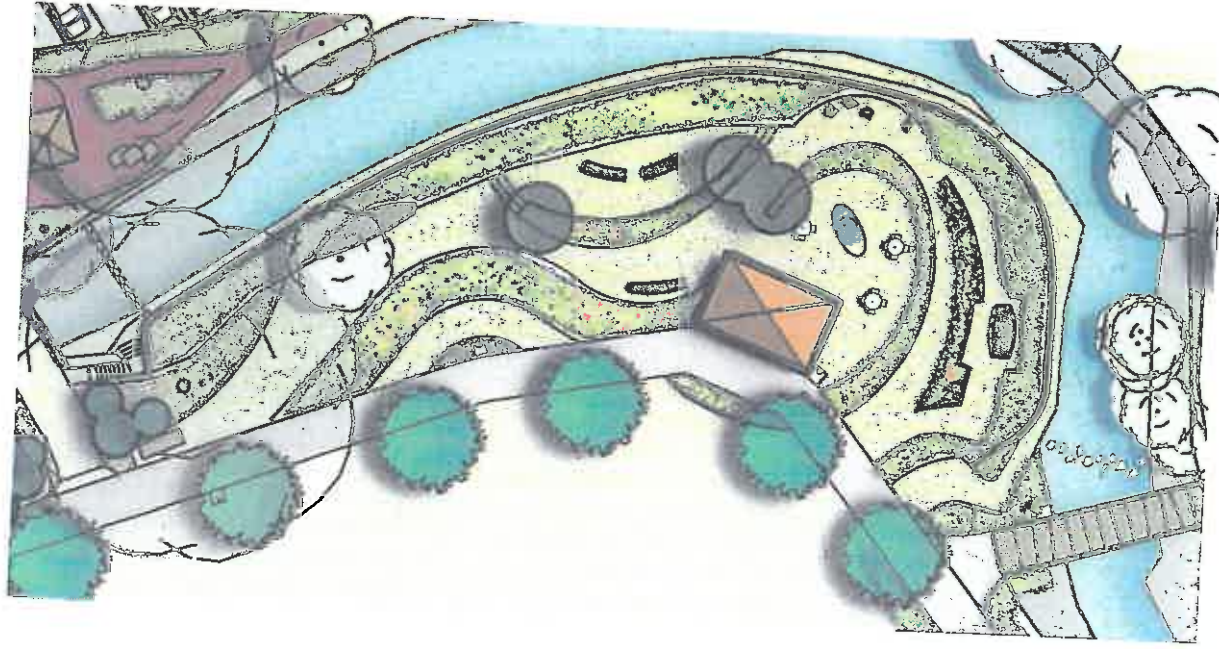
BRIEF:

The scope of the project is to undertake design services for the entire recreation ground including Brittens Field.

The scheme is essentially the preparation of a master plan of this valuable green space, which will comprise a strategic design for:

- **land use:** sport (cricket, football, tennis), travelling fair, play, passive recreation, amenity facilities, wildlife;
- **infrastructure:** entrances, path network, boundary treatments, parking, play
- **planting strategy:** ornamental and/or native including areas for wildlife.





1. MASTERPLAN SKETCH DESIGN :

- We will review all existing information and surveys.
- Visit the site to undertake site analysis
- Attain views of the Open Spaces Review Group to get a good understanding of the issues affecting the recreation
- Ascertain the clients brief for the project.
- We will prepare an analysis plan of our findings, which will be an audit of the current situation.
- Prepare a sketch design scheme showing draft outline ideas for the whole park.
- These ideas will be presented to Council for discussion.
- Draw up the sketch design into a coherent plan with supporting information, comprising a colour plan and presentation materials including 3D visualisations and mood boards.

2.

STAKEHOLDER CONSULTATION:

- Redbay design will attend a single event to engage with the key stakeholders – for input into the design development.

- The event could be a drop in exhibition, over an afternoon/evening.

- We would present a board range of ideas to encourage community participation in the design of the recreation ground.

- We will provide hard copies of exhibition materials.

- We will compile a short report on the results of the event.

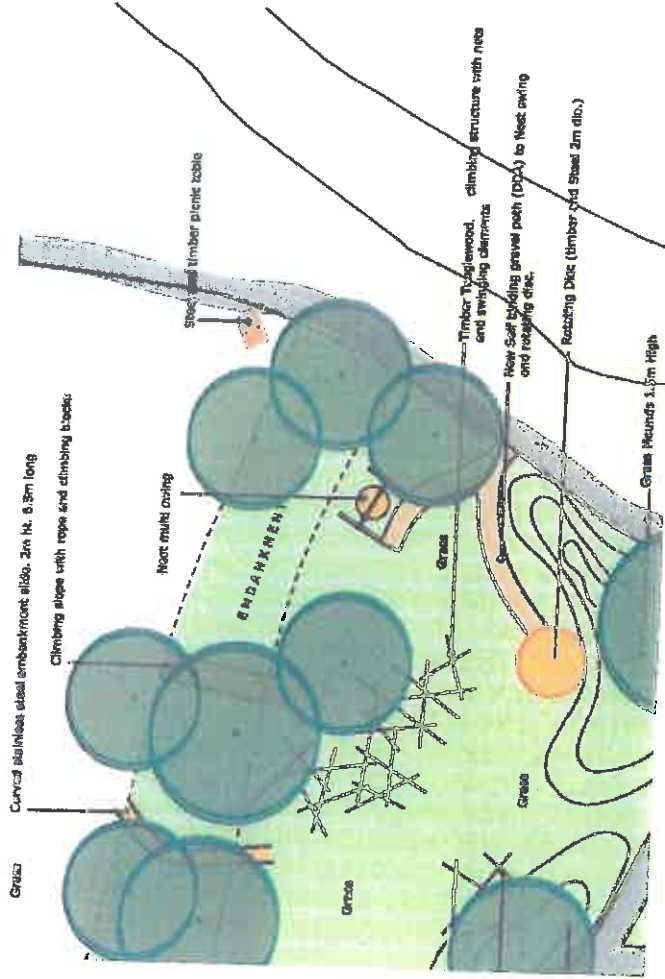
- One of the aims of the event will be to gauge community feeling as to priority of projects that should be taken forward.



Cafe Park, Wilburton Budget Costs				
A. Entrance Garden				
Item	Description	Qty	Unit	Cost
A1	Surfacing			
A1.1	Resin bonded gravel over macadam base (for vehicles)	155	m2	100
A1.2	Self-binding gravel footpath with timber edging	108	m2	50
A1.3	Timber decking (in sunken seating area)	20	m2	250
A1.4	Natural stone paving	30	m2	80
A2	Planters			
A2.1	Main park gateway entrance feature		Item	5,000
A2.2	Timber pergola gateway		Item	8,500
A2.3	Information Kiosk (No services)		Item	8,000
A2.3.1	Upgrade Kiosk (A2.3) to inc single toilet		Item	10,000
A2.4	Art Sculpture		Item	5,000
A3	Furniture			
A3.1	Timber platform seating / sculptural seating	3	No.	5,400
A3.2	Bench seating (hardwood bespoke design)	2	No.	2,000
A3.3	Timber block seating	5	No.	1,000
A3.4	Litter bin system (inc recycling, glass, plastic, paper)		Item	1,500
A4	Planting			
A4.1	Mix of native and ornamental specimen trees (Extra heavy standard, including underground anchors)	10	No.	4,500
A4.2	Shrub planting beds	144	m2	4,370
A4.3	Herbaceous planting beds	50	m2	2,400
A4.4	Planters	1	No.	2,200
A5	Car park			
A5.1	Refurbishment of existing toilet block-shaft form, see A2.3.1	1	Item	2,500
A5.2	new carpark surfacing (tarmacadam with coarse aggregate)	400	m2	50,000
A6	River Pool			
A6.1	Construction of concrete surface (approx 60m2)		Item	10,000
10% Contingency				10,000
TOTAL FOR SITE				155,420.00

All costs ex VAT

All costs do not include maintenance/ aftercare



3. MASTERPLAN – FINAL DESIGN :

- Following the feedback from the consultation event and client group we will present findings to Council.
- We will modify the masterplan design for final approval.
- This will comprise scaled drawing with images of features.
- We will prepare a budget cost schedule of likely works to deliver the plan.



SUMMARY – MASTERPLAN

- Information Gathering
- Sketch Scheme Development
- Stakeholders Consultation
- Final Masterplan and Budget Cost Schedule

Redbay Design Fees and Expenses: £6,750 ex VAT