



Stead Street Play Park and Café

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Executive summary

This project is to create a large centrally located play park, with café, toilets and car parking, in Eckington, Derbyshire – a rural town with high levels of deprivation.

Eckington Parish Council has been working towards this play park since 2019, accumulating over £400k in earmarked reserves towards funding the £1127k development project and £260k site purchase.

The existing local play areas are small and offer very limited play opportunities for children, so children spend less time on one of the most important activities for children – healthy outdoor play with other children. This has often been raised by the community as a major lack in Eckington’s play provision.

The existing play areas also have no food/drink, toilet or disabled facilities, which means they are not suitable except for short visits, especially with the increase in grandparents looking after small children.

By creating a large play park with facilities, this will encourage much more active play, for longer periods, and including much more socialisation between children, as they play together.

The play park and café will also create a social hub for the community, with parents/guardians able to meet up while their children are playing.

The café will be operated by the Parish Council, which has considerable commercial experience and already generates substantial income from its operations at its 3 civic halls. The café will generate a surplus, to help fund operation of the play park.





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Background and Context

Location – The site is at the junction of School Street and Stead Street, Eckington, and is approximately 10,000 m². It is a mix of mature trees, grass, concrete surfacing, mixed surfacing and a dilapidated building (the former youth club building). Parts of the site are designated as public recreation space.

The site is adjacent to Eckington Junior School and is on the main walking route to Eckington Primary School. It is close to the centre of Eckington and is about 400m from the bus station, town centre amenities and the local leisure centre.

Ownership History – The site was originally owned by Derbyshire County Council, but was sold to a private owner, who hoped to build housing there. However their plans were unsuccessful and they put the site up for sale. Recognising the value of the site as green space within Eckington, and its great potential for developing a large play park, Eckington Parish Council acquired the site for £260k.

Recent Usage – Whilst the building on the site has not been used for several years, other than very occasionally as a polling station, the green space of the site was used until the site was fenced off by the private owner. The main uses were for people walking and exercising, walking dogs, and children playing.



Younger Children Equipment

1. Sand Creator	2. Tink & Tumble	3. Sane Desk	7. Four Tower Unit
4. Crazy Dragon Springer	5. Darcy 4 Way Springer	6. Two Seat Springer	8. Justin Spins
9. Spinner Boat	10. Whopper Mini	11. Toddler Swings	

Additional equipment shown in plan view: 25. Mini Climber, 26. Lazy Chair, 27. 6-metre wide Slide.

GENERAL NOTES

Project Name: RECREATIONAL GROUNDS
Location: STEAD STREET, ECKINGTON, SHEFFIELD
Proposed Older Play Equipment
Drawn By: CR, Checked By: TJ
Date: 24.01/ParishCouncil/StealStreet
Project Number: 24.01
Date: 29.02.2024
Drawing Number: PL10
Scale: 1:500 (A1)

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Older Children Equipment

12. Six Tower MegaDeck	13. Junior Swings	14. Hammock
15. Exhibition Carousel	16. Wheelchair Carousels	17. Six Seated Jumper x 3
18. Seesaw for Four	19. Triple Scramble Ball	20. Double Deltaway
21. Dino Swing	22. Safari Carousels	23. Space Net
24. Apply Trail		

GENERAL NOTES

Project Name: RECREATIONAL GROUNDS
Location: STEAD STREET, ECKINGTON, SHEFFIELD
Proposed Older Play Equipment
Drawn By: CR, Checked By: TJ
Date: 24.01/ParishCouncil/StealStreet
Project Number: 24.01
Date: 29.02.2024
Drawing Number: PL11
Scale: 1:500 (A1)

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Café Visuals and Layout

REAR ELEVATION **SIDE ELEVATION**

FRONT ELEVATION **SIDE ELEVATION**

PROPOSED ELEVATIONS
Scale - 1 : 50

GENERAL NOTES	
1. All work shall be in accordance with the Building Regulations 2010.	
2. All work shall be in accordance with the current Building Regulations.	
No.	Revision/Description
Client Name: Eckington Parish Council	
Project Name: RECREATIONAL GROUNDS	
Project Address: STEAD STREET, ECKINGTON, SHEFFIELD	
Drawing Title: Proposed Café Elevations	
Drawn By: CR	Checked By: T.J.
Date: 24.06.2024	
Project No: 24.011	Drawing Number: PLOGA
Date: 29.06.2024	Scale: 1:50 (A1)
JENKINS VEITCH NOLAN 100 Woodhouse Lane, Sheffield S12 5LQ T: 0114 236 1000 E: info@jvn.co.uk	

PROPOSED PLAN
Scale - 1 : 50

GENERAL NOTES	
1. All work shall be in accordance with the Building Regulations 2010.	
2. All work shall be in accordance with the current Building Regulations.	
No.	Revision/Description
Client Name: Eckington Parish Council	
Project Name: RECREATIONAL GROUNDS	
Project Address: STEAD STREET, ECKINGTON, SHEFFIELD	
Drawing Title: Proposed Café Plan	
Drawn By: CR	Checked By: T.J.
Date: 24.06.2024	
Project No: 24.011	Drawing Number: PRO5
Date: 27.06.2024	Scale: 1:50 (A2)
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Alternative Play Parks

To access large play parks with facilities, Eckington residents have to travel many miles, e.g. to Cliffe Park in Dronfield, Millhouses Park in Sheffield, Queens Park in Chesterfield, or similar.

These options are not available to those without cars, due to very limited public transport, and even for those who can drive to them, it is time consuming, goes against the push for active travel, and is environmentally unfriendly.

Eckington is a deprived area, and for many residents the option to access a large play park in another town is simply unrealistic.

For disabled parents / guardians, and for those with disabled children, these alternatives are also very challenging to visit.

By creating a large play park, with café and toilets, within walking distance of the residents of Eckington, with good disabled access, these issues will be addressed.

For the nearby villages, and also the South Sheffield residents, it will also provide a much closer alternative than other large play parks.

To provide variety and draw in people from further afield, there will be some features not available in the nearest alternatives, including a dual zipwire, ground level trampolines, small cycling track and a large 360 degree basket swing. This will help to attract visitors from the wider area and it is expected that substantial numbers of visitors from nearby towns and villages will also use the play park.



Market research

Overview and Conclusions

Local Authority operated play parks, free for use, are a standard offering across the UK, and their use is well established. However levels of use depends very much on the quality of the play park, and associated facilities.

In a variety of surveys, open sessions, discussions with community groups, and site visits, it has been demonstrated that the current play areas in Eckington are poorly used for the following reasons:

- Not enough variety of equipment and activities to entertain children for long
- Not enough variety of equipment for children of different ages, making it difficult for families with multiple children to visit.
- No equipment suitable for disabled use
- No toilets
- Nowhere to get a drink or snack
- Not enough children present for children to play together
- Small isolated and quiet play areas feel unsafe and children do not want to be there on their own.

The new play park will contain:

- A wide variety of equipment to entertain children for longer
- Equipment for children of different ages - to encourage family visits
- Equipment suitable for disabled use
- Toilets
- A café to get a hot or cold drink or snack
- A wide range of equipment and facilities, meaning many more children will be present at the same time, so they can socialise and play together.
- A much more active and busy play park, providing a safer environment than isolated play areas with few people around.



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Details of Research Undertaken

The project is led by Eckington Parish Council, which is a publicly elected body, chosen by the Community.

A wide variety of community engagement has taken place (see separate section), to gather information about the need for a large play park and what it should encompass.

This has included open sessions for the public to discuss proposals, stalls at markets and festivals, feedback at parish council meetings, information shared via social media and quarterly parish newsletters, surveys of existing play areas. the Elevating Eckington levelling up bid, the UK Shared Prosperity Fund bid, discussions with interested groups, and Councillors and Officers individual feedback from residents.

The feedback has been very consistent about the need for a large play park with much better facilities than the current offerings in Eckington.

Eckington Parish Council Surveys and Open Days and Public Feedback from Meetings

Eckington Parish Council have collected feedback from surveys at the local annual festival, the local market, and at several drop-in sessions. Example results are attached.

The issue has been raised to the Parish Council by a variety of residents. For example, an extract of public discussion from Eckington Parish Council meeting on 31st July 2023 is attached.

In addition the Council have surveyed the usage of local play areas, which demonstrated the low level of use of the small play areas (5-8 pieces of equipment and no facilities). Results attached.

In addition large play parks, with facilities, in other towns, have been visited, in particular Cliffe Park Dronfield, which is an example of a very well used large play park with café and toilets. A document of comments from one visit is attached.

The common theme of all the feedback is that small play areas without facilities are not meeting the local needs. This results in those that can do so driving to other towns, to visit their play parks, and the rest of the residents being unable to access a decent play park.

Letter from MP

A supporting letter from Lee Rowley MP is attached.



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Elevating Eckington Levelling Up bid - 2022 (unsuccessful)

This bid included extensive community engagement about regenerating Eckington, including specifically the creation of a large play park. At the time the site chosen was Lansbury Road, but the opportunity arose to acquire a better site, closer to the town centre, at Stead St. Extracts from the bid are attached.

Annex 5 extracts are attached. Question 5 summarises the responses. The feedback is graded - darker orange is the strongest positive feedback, light orange is the wider feedback, and the white background was the only significant concern. The play park proposal does not include the 3G football pitch element, alleviating that concern.

Annex 7 extracts are attached, describing stakeholder engagement. Excerpts include:
“There is a lack of open green space within the town centre.”
“The public were very supportive of proposals on Lansbury Park and felt a new community park with play and recreational facilities are really needed. It would improve the safety of the area and create play opportunities for children.” [Note, the new site for the proposed scheme is only 400m from the Lansbury site, and achieves the same outcomes.]

For many years the lack of a quality play park in Eckington has limited play opportunities for local children and this was again repeatedly identified in surveys and consultations for the unsuccessful “Elevating Eckington” levelling up bid.



Community engagement

Since 2019, when this project was first mooted, the Parish Councillors have regularly discussed this project with a wide range of residents. This has taken many forms, including:

- Parish council stalls at markets and festivals
- Open sessions at Eckington Civic Centre to discuss options and plans
- Public feedback at parish council meetings
- Regular information provided via the quarterly Parish newsletter
- Information provided via social media and website
- Surveys of existing play areas
- The “Elevating Eckington” levelling up bid incorporated the large play park, which incorporated significant community engagement as preparation for the “Elevating Eckington” bid. Unfortunately this bid was unsuccessful.
- The NEDDC UKSPF bid included community engagement about the large play park element within the bid, including the specific proposal to fund a large play park at Lansbury Road, Eckington (the proposed Stead St Park is only 400m away, with similar access to Eckington residents).
- Discussions with interested groups
- Residents frequently directly contact Councillors and Officers to complain about the inadequate park provision in the area.

The feedback has been very consistent about the need for a large play park with much better facilities than the current offerings in Eckington.



Outline of Facilities

The play park has been designed using feedback from playground equipment makers, feedback from community engagement, and by learning from other successful play parks.

The main play equipment will include:

- A variety of swings, including conventional and toddler swings, cradle swings for disabled use, and a large 360 degree basket swing. In addition a parent/toddler swing will be included.
- A variety of roundabouts and carousels, including a wheelchair friendly one, and a 4 person sit/hang carousel.
- Three individual trampolines, set at ground level.
- A dual zip wire
- A large climbing net pyramid
- A cycle / scooter track with bumps and bends, suitable for up to age 10 approx.
- A 3.5m tall mound with large slide, climbing slope, and grass banks to encourage climbing activities
- Two large tower units with multiple activities – one for the 8+ age range and one for younger children.
- A large sand pit with sand play equipment inside, enclosed in a toddler area, with tables and seating.
- Trim trail, rockers and other smaller equipment
- Imagination and puzzle equipment such as speaking tubes and maze boards.

The café will include:

- Indoor seating for 25-30
- Outdoor seating and large food/drink serving hatch
- Low carbon technology, including Solar panels and Air Source Heat Pump heating
- Bicycle store

The green space will include:

- Many mature trees and hedgerows
- Grassed areas for play and picnicking
- Dog walking route



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Social purpose

Child play is one of the best ways of encouraging children to be active and outdoors and a large play park will hugely increase the opportunities for local children to engage in healthy active outdoor play.

The community have regularly raised with the Council the need to safeguard this site from any form of development and maintain the open green space, as well as the need for a large play park.

The better the facilities in an area the higher the desire to live, work and play there. The community have clearly indicated, in a variety of ways, their desire to have a large play park, and also to save the Stead Street site from being developed into housing, and this has created a sense of belonging as the whole Parish is working together to achieve this goal.

Eckington has some anti-social behaviour problems, and in part that is due to the rundown nature of some parts of the town, which leads to residents not respecting the town. That includes the play areas, which are limited and old, which generates a lack of respect for them that in turn leads to vandalism and ASB around play areas. Having a high quality park will create a stronger sense of ownership by the children and adults of Eckington, which should lead to reduced ASB. The sense of Eckington being 'on the up' will in the long term lead to both youth and adults respecting the town and its facilities more.

The café will offer a community hub for people to meet and socialise together with their families. We also have grant funding which has been made available through North East Derbyshire District Council to hold cultural events throughout the Parish and this could be a central hub to house some of these events for all to enjoy.

The play park will be free for residents to use, ensuring it is for the whole community.

A play park is a key community facility for a wide range of residents, providing a social hub for parents, grandparents, carers and children, as well as the wider community. It will cater for a wide age range of children making the area a versatile space for families and guardians.

The café will enhance that provision and experience and other play parks demonstrate that adults meet up to use the café, even if they do not bring children themselves, for example to meet up with other family members. This is growing more and more with the huge rise in childcare being undertaken by grandparents. The facilities within the café such as the toilets and refreshments make it possible for people to stay for longer periods of time.

The café space could be utilised by other groups requiring a space, so it will become a multi-functional space for many users to enjoy.



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The green spaces within the area will be maintained to promote wildlife habitats, there are many TPO trees within the site which will be kept and maintained as well as an established hedgerow. Accessible green spaces are necessary for the health and wellbeing of residents, these can be used for a number of activities such as dog walking, fitness, games, outdoor learning environment for schools and groups and relaxing.

The play park and café will also create 4-5 FTE including café and park maintenance staffing.



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Strategy for earning income

Eckington Parish Council is funded by a combination of precept and income raised through the wide variety of activities at its community halls, as well as smaller amounts of income from cemetery activities and allotment rental.

The annual budget of Eckington Parish Council has a significant element allocated to maintaining and developing play areas, and this budget element has been increased since 2019.

Rather than spending all the available budget on the existing small play areas, it was recognised that a step change in play facilities was required. So a significant portion of the budget was allocated to building up play area reserves each year. This has allowed a play park reserve of about £400k to be built up, to part fund the capital costs of a large new play park.

Once the project is completed, the annual budget is sufficient both to operate the play park, and to pay the payments on the anticipated Public Works Loan Board loan that will be a part of the total funding package.

However it is also the case that any money allocated to payments on a PWLB loan is money that cannot be spent on serving the community. So two grant funds have also been sought. One of these is £200k from the UK Shared Prosperity Fund, which has been approved. The other is £200k from the Community Ownership Fund, which is in process of being applied for.

To further reduce the operating costs to Eckington Parish Council (and hence to council tax payers), the intention is that the café will generate a surplus to contribute to the maintenance of the play park, café and toilets.

The play park will be designed to allow usage throughout the year, and visits to other large parks have shown that they do generate significant footfall even in colder weather. However it is recognised that there will be a seasonal element to the available income, and the staffing levels will be varied accordingly.

The Parish Council operate 3 civic halls putting on hundreds of indoor events each year, many with full catering, for up to 200 people per event. These events mostly are operated on a commercial basis and include catering and bar sales. These activities peak during the cold weather, so there will be good opportunities for moving staff around between civic hall activities and the play park café.

The location for the play park was chosen to maximise footfall. It is adjacent to Eckington Junior School and two football pitches, and is also on the route from the local Primary School to the main housing areas. The expectation is that parents collecting and dropping off children will make use of the café, and also will visit the park with younger children, around collecting and dropping off older children.



Finances

Capital Costs for Play Park and Café

Capital Cost	Amount
Site setup/fencing etc	£ 5,000
Cabins/site accommodation	£ 6,000
Tree Protection	£ 3,000
Car park	£ 200,000
Demolish Building	£ 20,000
Break up hard surfacing	£ 15,000
Paths	£ 20,000
Café	£ 310,000
Kitchen equipment	£ 30,000
security shutters	£ 15,000
cycle shed	£ 6,000
Drainage surface and foul	£ 25,000
Landscaping hard and soft	£ 20,000
Seating and signage	£ 10,000
Ducting for services	£ 10,000
Security Installations	£ 20,000
Incoming electric and water	£ 30,000
Contractor preliminaries	£ 40,000
Professional Fees	£ 47,000
Play equipment	£ 295,000
Total	£ 1,127,000

Funding Sources

Funding Source	Amount
Secured - Eckington Parish Council reserves earmarked for play park (Note, Eckington Parish Council also acquired the site for £260k in March 2024)	£ 127,000
Secured - UK Shared Prosperity Fund	£ 200,000
Unsecured - Public Works Loan Board loan (may vary depending on other available funding)	£ 600,000
Unsecured – Community Ownership Fund – application being submitted.	£ 200,000



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Pre-Commencement Costs

Item	Annual Cost (excl. VAT)	Notes
Project Management and Administration	£ 10,000	This is to cover additional staffing to manage the project, including design, community engagement, procurement, administration, etc.
Staff Recruitment	£3,000	
Staff Training	£3,000	
Pre-launch staff costs	£11,000	(1 month prior to launch for café manager, 2 weeks prior to launch for other staff)
Initial stocking up for café	£6,000	10% of food/drink/consumables budget
Launch Marketing	£ 5,000	Initial soft launch followed by full promotion campaign
Total Costs	£38,000	



Operating Costs – Play Park, excluding café

Item	Annual Cost (excl. VAT)	Notes
Grounds Staff (0.2 FTE)	£5,749	
Admin Staff (0.1 FTE)	£2,875	
Safety Inspections	£360	
Play Equipment Repairs	£3,000	
Replacement Play Equipment (includes contribution towards future upgrades)	£20,000	Note - some small play areas will be closed and this is half of the <u>existing</u> play area replacement budget of £40,000 per year.
Insurance	£1,000	
Tree inspections and maintenance	£500	
CCTV (incl. broadband, storage etc)	£1,000	
Litter bin emptying	£350	
Total Costs	£34,834	



Café – Financial Model

The business case below is purely for the café operations. The anticipated surplus from the café will be used to help fund the operation of the play park.

Café Income (before VAT)	Year 1	Year 2	Year 3	Notes
Food (hot and cold)	£93,750	£101,250	£109,350	
Drink (non-alcoholic)	£114,583	£123,750	£133,650	
Total Income (before VAT)	£208,333	£229,167	£250,000	
Turnover (including VAT)	£250,000	£275,000	£300,000	
Café Expenditure				
Additional parish council costs for administration, accounting, payroll etc. (0.1 FTE plus overheads)	£5,000	£5,150	£5,305	
Café staff salaries	£96,000	£98,880	£101,846	
Café staff pensions	£5,050	£5,202	£5,358	
Café staff NI	£13,938	£14,356	£14,787	
Food costs	£31,250	£32,188	£33,153	Target of average 200% markup or better
Drink costs	£22,917	£23,604	£24,312	Target of average 400% markup or better
Transaction Charges	£3,542	£3,648	£3,757	
IT (broadband, tills etc)	£2,000	£2,060	£2,122	
Consumables	£5,000	£5,150	£5,305	
Business rates	£2,000	£2,060	£2,122	
Water & Sewage	£600	£618	£637	
Waste & Recycling	£1,456	£1,500	£1,545	
Miscellaneous expenses	£3,000	£3,090	£3,183	
Electricity (no gas)	£6,000	£6,180	£6,365	
Maintenance	£3,000	£3,090	£3,183	
Insurance	£1,200	£1,236	£1,273	
Equipment depreciation (10% of initial costs)	£5,000	£5,000	£5,000	
PWLB £100k loan (café element of total PWLB loan, if needed)	£7,000	£7,000	£7,000	
Total Costs	£208,952	£214,861	£220,947	
Café Surplus (to help fund play park)	-£619	£14,306	£29,053	



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Assumptions

- Assumes 55% income from drinks, 45% from food
- Number of transactions will have large seasonal and weekly variation
- Assumed all food and drink consumed on site
- Similar cafés in large play parks typically have turnovers of around £300k
- Assumes annual costs and salaries inflation of 3%.
- Assumes income will build up for first two years, by 8% per year, then by inflation
- Café staff will also do cleaning
- Café's in large play parks are much higher margin locations than e.g a local coffee shop

Future opportunities to increase income

- Childrens parties and catering from the café
- Evening opening of café for community groups and youth club
- Leverage proximity to Moss Valley walking routes



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Resources

Eckington Parish Council already operate several small play areas, two large community halls which host hundreds of events each year, other smaller buildings, a cemetery, 4 allotment sites, and provide other community services ranging from grit bins to road speed indicator signs to summer activities for children. So it already has skills and services in place for the majority of the administration and overhead.

The main resourcing needs will be:

- Play Park maintenance and weekly safety checks. This will be done by the Parish Council's ROSPA trained outdoor services staff, and contractors, which will need a small amount of additional staffing. When required, specialist contractors are procured, e.g. to replace safety surfacing, repair swing seats etc.
- Play Park overall safety. The Parish Council already has a contract with NE Derbyshire District Council for annual safety checking of play equipment, and that contract will be expanded to include the new play park.
- Café operations. This will require several new staff FTE, including a café manager, catering and service staff. Some of this will be additional hours for existing employees, and some will be new hires.
- Café consumables. Eckington Parish Council already has suppliers that provide for its existing catering operations. Mostly the café supplies will be procured in the same way. A small number of additional suppliers may be required, such as a local ice cream supplier.
- Marketing. Eckington Parish Council already employs a marketing officer, to market the various events at the community halls, such as music tribute acts, lunch clubs, hall hire and so on. Promoting the play park and café will be handled by this officer.



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People

The Café will be run by the Parish Council, which currently consists of 17 publicly elected Councillors, 4 Officers and 17 staff members. This will be increased by approximately 4.3 FTE.

The strategic decisions are taken by the Councillors and the day to day activities of the Council are conducted by the Officers of the Council (Parish Clerk, Deputy Clerk, Civic Centre and Cemetery Manager, Social Media and Marketing Officer) and a variety of catering and grounds staff.

The café will be run on a day to day basis by a Café Manager.

The Council Finance Committee will oversee the finances of the café and the Parish Council Open Spaces Committee will oversee the play park and green space.

The 17 Parish Council members are elected by the residents of the parish or community they serve. The election process involves local residents voting for candidates in their area.

Café Manager (1 FTE)

They will be employed to oversee the other members of café staff on site (serving, kitchen and cleaning staff). The café manager will report directly to the Parish Clerk.

The main responsibilities:

- Staff Management - hiring, training and supervising. Scheduling shifts and managing staff performance
- Customer Service - ensuring excellent customer service and resolving customer complaints. Interacting with customers and maintaining a welcoming atmosphere.
- Menu Management - Creating and updating the menu, including food and refreshments. Managing inventory and ordering supplies.
- Financial Management with Officers - Setting and monitoring budgets, tracking expenses and revenue. Managing pricing and profit margins.
- Quality Control - Ensuring that all products (food and drinks) meet quality standards. Monitoring and adhering to food safety standards and procedures.
- Café Maintenance - Oversee cleanliness and maintenance of the café. Arranging repairs and renovations when necessary.
- Marketing and Promotion along with the Marketing Officer - Develop marketing strategies to attract and retain customers. Running promotions and special events.
- Compliance and regulations - Adhering to health and safety regulations. Complying with local food service and employment laws. Using proper techniques to prevent accidents and injuries.



- Inventory Management - Monitoring and controlling inventory levels to minimise waste and ensure product availability. Tracking expiration dates and managing stock rotation.
- Supplier relations - Managing relationships with suppliers. Negotiating best contracts and terms.
- Financial reporting with Officers - Preparing and analysing financial reports for the café. Identifying opportunities for cost saving and revenue growth.
- Food and beverage preparation - Preparing and serving coffee, tea and other beverages. Making and plating food items such as paninis, cake, ,ice creams. Following recipes and maintaining consistent food quality. Handling food safely and maintaining cleanliness in the food preparation area.
- Cash Handling and Point of Sale - Operating POS system. Handling transactions, including receiving payments and giving change. Accurately recording sales. Balancing the cash register at the beginning and end of shifts.
- Opening and Closing Procedures - Opening tasks may include setting up the café, brewing coffee, arranging seating. Closing tasks.

Café Staff (3 FTE)

The café staff role will be shared with the Civic Hall staff – expected increase of 3 FTE in total. The role will include:

- Preparing food
- Sales and Service
- Cleaning
- Opening up and Locking up

Play Park Maintenance (0.2 FTE)

There will be a maintenance requirement for the play park, including grass cutting, hedge maintenance, equipment maintenance and similar activities.

It is expected this will require an increase of approximately 0.2 FTE to the current grounds staff.

- Grass and hedge cutting
- Weekly safety inspections
- Minor repairs and maintenance
- Litter picking and bin emptying

Administration (0.1 FTE)

There will be a small increase in workload for the Parish Council Officers.



Timing and roll-out

The following is a preliminary programme prepared by the Project Manager. It is subject to change, depending on contractor availability and detailed design work.

	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Receive Planning									
Agree budget sums									
Prepare tenders									
Interview contractors									
Send out tenders									
Site investigations									
Design car park and drainage									
Produce working drawings									
Receive tenders									
Analyse tenders									
Appoint contractor(s)									
Agree groundworks for play equipment									
Start on site									
Contract period									
Contract completion									
Order play equipment									
Install play equipment									



Risks and mitigations

Risks	Likelihood	When it may Occur	Mitigation	Mitigated Impact
Scope Creep	High	Consultation with Stakeholders	Cost limits in place	Low
Budget Overruns	High	Tender stage when final pricing is agreed	Project Manager has been recruited to give advice on tender process and produce accurate estimates for the construction of each project phase.	Medium
Schedule Delays	Medium	Contractor carrying out the work has difficulty	Project manager has been recruited to schedule the works	Low
Schedule Delays	Medium	Resources to complete the project	Alternative suppliers and subcontractors sourced. Project manager will oversee procurement schedule	Low
Schedule Delays	High	Planning permission for building and play equipment delayed	Pre-planning advice followed. Planning submitted - anticipated date of approval mid-May 2024. Architect liaising with planning officer to mitigate conditions imposed.	Medium
Stakeholder Misalignment	High	Conflicting interests and unclear communication	Council have openly discussed the plans with stakeholders. Comments have been incorporated into the final designs for the site.	Low
Environmental and Safety Concerns	High	Asbestos survey received and the building has asbestos within it	Asbestos survey carried out. Experienced contractor will be employed to carry out the demolishing works.	Low
Political and Economic Factors	Low	Changes in government policies	Current policies will be adhered to and any changes within the 12 month timescale will be incorporated into the scheme	Low
Security Breaches	Medium	Site is vandalised	Council will install security on the site - CCTV and fully insure the building and equipment on site.	Medium



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Environmental Considerations

The construction of the park and café will utilise low carbon approaches in construction. Reusing the materials from the old youth centre building/ hardstanding on site to create other aspects are being explored. Using low-impact local materials in the construction phase will be key to ensuring a lower carbon footprint. Considerate contractors will be used on site.

The site will retain a substantial amount of grass and mature trees, and this will be enhanced, for example with bat/bird and owl boxes. The trees and hedgerows will be maintained to create better biodiversity.

The café will be a new building, with high levels of insulation, energy efficient glazing, solar panels and air source heat pump heating. Lighting used on the site will be LED. Appliances used in the café will be energy efficient with a high energy star rating. The toilets will have low-flow toilets and basins to reduce water consumption. Sensors will be used in the toilets to ensure the lights and taps are not left on unnecessarily.

To the side of the café building an integrated bike store will be constructed to try to encourage eco-friendly travel to the park.

Where possible, grass matting will be used, rather than wet pour surfacing. That will reduce the initial impact, as well as providing a more natural surfacing.



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Governance and legal

Parish Councils are governed by a variety of legislation, covering everything from procurement processes to employment requirements. This ensure that Eckington Parish Council are responsible, accountable, open and transparent, and also requires a variety of strong financial controls are in place.

The Parish Councillors are governed by a variety of standard policies that require them to operate their facilities as fairly and as inclusively as possible.

The Code of Conduct document governs all Councillors and must be adhered to, this ensures that people will be treated as follows:

- with respect
- without any form of bullying, harassment or discrimination
- impartially
- with confidentiality

The Equality and Diversity policy requires that the Council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination. This ensures that the recruitment process is both fair and unbiased towards applicants.

The Council also adheres to a Volunteer Policy which states all volunteers should expect to be treated equally and accommodated from all walks of life.

The Council already carries a variety of insurance for its various operations and this scheme will require adding to the current insurance schedules.