

CROWBOROUGH TOWN COUNCIL

To all Members of the **SPORTS & RECREATION** Committee (with copies to all other members for information).

You are summoned to attend a meeting of the **Sports & Recreation** Committee to be held at the Council Offices, Pine Grove, Crowborough on **Tuesday 11th July 2023** at **7.30pm** when it is proposed to transact the following business:

Caroline Miles, Town Clerk
5th July 2023

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

QUESTIONS FROM MEMBERS OF THE PUBLIC (15 minutes maximum)

Members of the public are welcome to address the committee on items listed in this agenda. Please note that those addressing the committee shall not speak for more than 3 minutes. Once public question time has concluded members of the public will not be allowed to interrupt the meeting. Council meetings are meetings held in public but are not public meetings.

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

3.1 Minutes of the meeting of 2nd May and 16th May 2023

4. FINANCIAL MATTERS

4.1 To **note** the Finance report and **agree** any action

5. LIME KILN

5.1 To note the request from Jarvis Brook Sports Club and agree further action

6. WOLFE RECREATION GROUND

6.1 To **note** the request from Crowborough Bowls Club and **agree** any action

6.2 To **note** the report and the presentation on the proposed Wolfe Pavilion building and agree further action.

6.3 To **note** the confidential report from the Wolfe Pavilion Working Group and **agree** further action

6.4 To **note** the report on the wall at the playground and **agree** any action.

6.5 To **note** the report and tenders received for Wolfe Tractor Shed refurbishment and **agree** any action.

7. CHAPEL GREEN

7.1 To **note** the request from All Saints Church and **agree** further action

8. GOLDSMITHS RECREATION GROUND

8.1 To **note** the Queen's Cherry Tree report and **agree** any action

8.2 To **note** the report on Goldsmith changing rooms and **agree** further action

9. VEHICLES

9.1 To **note** the report on the purchase of new vehicles and **agree** any action

10. JARVIS BROOK

10.1 To **note** the report on the playground roundabout and **agree** any action

11. REQUEST FROM CAFC

11.1 To **note** the request from CAFC and **agree** any action.

12. FOOTBALL FOUNDATION

12.1 To **note** the report on funding for football pitches on Town Council land.

13. ROCK TRAIL

13.1 To **note** the report on the rock trail at Chapel Green

14. MEMORIAL BENCH APPLICATION

14.1 To **note** the memorial bench application and **agree** any action

15. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA



AGENDA ITEM NUMBER: 4
MEETING DATE: 11th July 2023
COUNCIL/COMMITTEE: S&R Committee
TITLE: Finance Report
PURPOSE OF REPORT: This report covers the S&R Committee's current income and expenditure against budget and Earmarked Reserves (EMR) position. Only significant variances have been reported on.
SUPPORTING DOCUMENTS: Appendix A – Income & Expenditure Report
Appendix B - Earmarked Reserves
CONTACT OFFICER: RFO

OFFICER RECOMMENDATIONS:	
1	The Committee is RECOMMENDED to: (1) Note the Committee's current income and expenditure position. Appendix A. (2) Note this Committee's Earmarked Reserves. Appendix B.

4.1 Income and Expenditure

Attached as Appendix A is the Income & Expenditure report for this Committee to date. **New significant variances are shown in bold.**

Grounds Maintenance (301)

4009 H & S – this has exceeded budget slightly due to increased cost of risk assessments

Whitehill Centre (310)

No significant variances to report

Wolfe Recreation Ground (311)

4303 Pavilion Bar/Changing – Wolfe Pavilion has exceeded budget and will continue to do so, mainly due to ongoing costs providing toilet facilities

Goldsmiths Recreation Ground (312)

1002 – Goldsmiths miscellaneous income. This is linked to the overspend below and relates to a recharge raised to Wealden District Council for marking/lining work at Goldsmiths car park

4041 – Goldsmiths grounds maintenance. See above. £5,040 charge incurred for the remarking of car park lines at Goldsmiths Car Park. 85% of this cost, £4,284, has been recharged to Wealden

Alderbrook Playing Fields (313)

No significant variances to report

Jarvis Brook Recreation Ground (314)

No significant variances to report

Limekiln Recreation Ground (315)

No significant variances to report

Capital projects SRC (390)

No significant variances to report

Silver Jubilee recreation ground (401)

No significant variances to report

Other areas and Open spaces (402)

1002 Income – has exceeded budget due to an increase in charges to Jarvis Brook Football Club

4.2 Earmarked Reserves

This Committees EMR are attached as Appendix B.

Detailed Income & Expenditure by Budget Heading 05/07/2023

Month No: 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Sport & Recreation								
<u>301 Grounds Maintenance</u>								
1051 Income-Miscellaneous	372	0	500	500			0.0%	
Grounds Maintenance :- Income	372	0	500	500				0
4009 H & S /PPE	1,605	3,082	3,000	(82)		(82)	102.7%	
4020 Telephone & Postage	3,234	818	3,000	2,182		2,182	27.3%	
4039 Capital Purchases	0	0	30,000	30,000		30,000	0.0%	
4177 Contingency	3,502	0	5,000	5,000		5,000	0.0%	
4253 Vehicle Costs	8,065	3,562	6,000	2,438		2,438	59.4%	
4254 Fuel and Oils	10,730	2,033	12,000	9,967		9,967	16.9%	
4255 Equipment	6,769	2,898	7,000	4,102		4,102	41.4%	
4260 Equipment Maintenance	7,673	1,440	6,000	4,560		4,560	24.0%	
4270 Tree Works	342	3,560	8,000	4,440		4,440	44.5%	
4280 Football Pitches	5,789	3,594	5,000	1,406		1,406	71.9%	
4308 Play/Sports Areas	23,702	0	20,000	20,000		20,000	0.0%	
4309 Workshops/yard/chemical store	5,667	1,971	5,000	3,029		3,029	39.4%	
Grounds Maintenance :- Indirect Expenditure	77,077	22,957	110,000	87,043	0	87,043	20.9%	0
Net Income over Expenditure	(76,705)	(22,957)	(109,500)	(86,543)				
<u>310 Whitehill Centre</u>								
1000 Income-Hire of Halls	6,925	1,024	6,500	5,476			15.8%	
Whitehill Centre :- Income	6,925	1,024	6,500	5,476			15.8%	0
4012 Rates	2,121	667	2,226	1,559		1,559	29.9%	
4250 Buildings Maintenance	1,453	1,138	15,000	13,862		13,862	7.6%	
4335 Security, Fire & Alarms	2,228	959	2,100	1,141		1,141	45.7%	
4800 Caretaking/ Cleaning	704	305	800	495		495	38.1%	
4805 Electricity	1,015	286	1,200	914		914	23.8%	
4806 Gas	3,424	700	2,500	1,800		1,800	28.0%	
4807 Water and Sewage	(5)	92	250	158		158	36.7%	
Whitehill Centre :- Indirect Expenditure	10,939	4,146	24,076	19,930	0	19,930	17.2%	0
Net Income over Expenditure	(4,014)	(3,122)	(17,576)	(14,454)				
<u>311 Wolfe Recreation Ground</u>								
1002 Income-Recreation Grounds	480	0	460	460			0.0%	
1008 Income-Kiosk	313	0	417	417			0.0%	
1009 Income- Bowls	368	0	375	375			0.0%	
1110 Income-Pavilion	25,078	500	3,000	2,500			16.7%	

Detailed Income & Expenditure by Budget Heading 05/07/2023

Month No: 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1111 Income-Cottage	11,940	2,513	11,940	9,427			21.1%	
Wolfe Recreation Ground :- Income	38,178	3,013	16,192	13,179			18.6%	0
4012 Rates	3,593	0	4,192	4,192		4,192	0.0%	
4020 Telephone & Postage	694	202	684	482		482	29.5%	
4041 Grounds Maintenance	1,608	0	4,350	4,350		4,350	0.0%	
4303 Pavilion/bar/changing	15,722	2,491	2,000	(491)		(491)	124.6%	
4307 Cottage	5,230	1,204	5,000	3,796		3,796	24.1%	
4308 Play/Sports Areas	2,910	65	5,000	4,935		4,935	1.3%	
4335 Security, Fire & Alarms	551	441	850	409		409	51.9%	
4652 CCTV	250	62	250	188		188	25.0%	
4801 Refuse & Hygiene	4,186	716	5,200	4,484		4,484	13.8%	
4807 Water and Sewage	726	80	1,000	920		920	8.0%	
4912 Wolfe Toilet	265	409	1,000	591		591	40.9%	
Wolfe Recreation Ground :- Indirect Expenditure	35,736	5,670	29,526	23,856	0	23,856	19.2%	0
Net Income over Expenditure	2,443	(2,657)	(13,334)	(10,677)				
<u>312 Goldsmiths Recreation Ground</u>								
1002 Income-Recreation Grounds	4,975	7,134	5,000	(2,134)			142.7%	
1007 Income- Caravan Site	20,524	6,275	21,000	14,725			29.9%	
1008 Income-Kiosk	2,898	739	2,500	1,761			29.5%	
1016 Income-Petanque	202	0	205	205			0.0%	
1103 Income-insurance	5,710	0	0	0			0.0%	
Goldsmiths Recreation Ground :- Income	34,309	14,148	28,705	14,557			49.3%	0
4041 Grounds Maintenance	3,982	6,790	4,400	(2,390)		(2,390)	154.3%	
4308 Play/Sports Areas	8,381	209	10,000	9,791		9,791	2.1%	
4321 Petanque Club & Car Park	123	0	250	250		250	0.0%	
4323 Changing Rooms	17,697	2,065	25,000	22,935		22,935	8.3%	
4326 Toilet/Kiosk	8,062	4,909	10,000	5,091		5,091	49.1%	
4335 Security, Fire & Alarms	307	82	600	518		518	13.7%	
4807 Water and Sewage	350	(94)	500	594		594	(18.7%)	
4963 Boating Lake	1,000	425	500	75		75	85.0%	
Goldsmiths Recreation Ground :- Indirect Expenditure	39,900	14,386	51,250	36,864	0	36,864	28.1%	0
Net Income over Expenditure	(5,592)	(238)	(22,545)	(22,307)				
<u>313 Alderbrook Playing Fields</u>								
1002 Income-Recreation Grounds	860	0	805	805			0.0%	
Alderbrook Playing Fields :- Income	860	0	805	805			0.0%	0

Detailed Income & Expenditure by Budget Heading 05/07/2023

Month No: 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Grounds Maintenance	202	64	525	461		461	12.2%	
Alderbrook Playing Fields :- Indirect Expenditure	202	64	525	461	0	461	12.2%	0
Net Income over Expenditure	658	(64)	280	344				
<u>314 Jarvis Brook Recreation Ground</u>								
4013 Lease - annual charge	1,100	0	1,100	1,100		1,100	0.0%	
4041 Grounds Maintenance	249	0	263	263		263	0.0%	
4308 Play/Sports Areas	3,054	244	3,000	2,756		2,756	8.1%	
Jarvis Brook Recreation Ground :- Indirect Expenditure	4,403	244	4,363	4,119	0	4,119	5.6%	0
Net Expenditure	(4,403)	(244)	(4,363)	(4,119)				
<u>315 Limekiln Recreation Ground</u>								
1002 Income-Recreation Grounds	5,707	1,400	7,000	5,600			20.0%	
Limekiln Recreation Ground :- Income	5,707	1,400	7,000	5,600			20.0%	0
4041 Grounds Maintenance	757	376	1,750	1,374		1,374	21.5%	
Limekiln Recreation Ground :- Indirect Expenditure	757	376	1,750	1,374	0	1,374	21.5%	0
Net Income over Expenditure	4,950	1,024	5,250	4,226				
<u>390 Capital Projects - SRC</u>								
4113 Wolfe Pavilion	0	0	20,000	20,000		20,000	0.0%	
4316 Pump Track	29,801	0	0	0		0	0.0%	
Capital Projects - SRC :- Indirect Expenditure	29,801	0	20,000	20,000	0	20,000	0.0%	0
Net Expenditure	(29,801)	0	(20,000)	(20,000)				
<u>401 Silver Jubilee Recreation Gnd</u>								
4041 Grounds Maintenance	278	0	300	300		300	0.0%	
4308 Play/Sports Areas	513	65	2,000	1,935		1,935	3.2%	
Silver Jubilee Recreation Gnd :- Indirect Expenditure	792	65	2,300	2,235	0	2,235	2.8%	0
Net Expenditure	(792)	(65)	(2,300)	(2,235)				
<u>402 Other Areas and Open Spaces</u>								
1002 Income-Recreation Grounds	1,134	570	260	(310)			219.2%	
1051 Income-Miscellaneous	1	20	0	(20)			0.0%	
Other Areas and Open Spaces :- Income	1,135	590	260	(330)			227.1%	0

Detailed Income & Expenditure by Budget Heading 05/07/2023

Month No: 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Grounds Maintenance	2,333	0	2,000	2,000		2,000	0.0%	
4408 Chapel Green Water & Electric	1,968	291	300	9		9	96.9%	
4476 M O D Park	0	0	500	500		500	0.0%	
4805 Electricity	(362)	50	1,200	1,150		1,150	4.2%	
Other Areas and Open Spaces :- Indirect Expenditure	3,939	341	4,000	3,659	0	3,659	8.5%	0
Net Income over Expenditure	(2,804)	250	(3,740)	(3,990)				
<u>403 Adams Field</u>								
4041 Grounds Maintenance	108	35	250	215		215	13.8%	
4308 Play/Sports Areas	1,744	129	3,000	2,871		2,871	4.3%	
Adams Field :- Indirect Expenditure	1,852	164	3,250	3,086	0	3,086	5.0%	0
Net Expenditure	(1,852)	(164)	(3,250)	(3,086)				
<u>900 Restricted - Section 106</u>								
9059 S106-Southdown Warehouse proje	14,032	16,772	0	(16,772)		(16,772)	0.0%	16,772
9062 S106-Recreational Use	6,958	0	0	0		0	0.0%	
9063 S106-Rose Cottage - Wolfe tenn	4,111	0	0	0		0	0.0%	
Restricted - Section 106 :- Indirect Expenditure	25,100	16,772	0	(16,772)	0	(16,772)		16,772
Net Expenditure	(25,100)	(16,772)	0	16,772				
6001 plus Transfer from EMR	25,100	16,772						
Movement to/(from) Gen Reserve	0	0						
<u>902 Earmarked S & R</u>								
9026 Wolfe Pavilion	0	1,022	0	(1,022)		(1,022)	0.0%	1,022
9042 Goldsmiths band banding/Pitch	6,070	0	0	0		0	0.0%	
9045 Pump Track	17,754	0	0	0		0	0.0%	
9049 Equipment/Vehicle Replacement	3,816	0	0	0		0	0.0%	
9050 Play Equipment	66,325	0	0	0		0	0.0%	
9052 Goldsmiths	97,132	0	0	0		0	0.0%	
9057 Fields in Trust Land	550	0	0	0		0	0.0%	
9064 Buildings Maintenance	1,862	0	0	0		0	0.0%	
9069 Petanque Club & Car Park	2,700	0	0	0		0	0.0%	
Earmarked S & R :- Indirect Expenditure	196,209	1,022	0	(1,022)	0	(1,022)		1,022
Net Expenditure	(196,209)	(1,022)	0	1,022				
6001 plus Transfer from EMR	196,209	1,022						
Movement to/(from) Gen Reserve	0	0						

Detailed Income & Expenditure by Budget Heading 05/07/2023

Month No: 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Sport & Recreation :- Income	87,486	20,175	59,962	39,787			33.6%	
Expenditure	426,708	66,206	251,040	184,834	0	184,834	26.4%	
Net Income over Expenditure	(339,222)	(46,030)	(191,078)	(145,048)				
plus Transfer from EMR	221,309	17,794						
Movement to/(from) Gen Reserve	(117,913)	(28,237)						
Grand Totals:- Income	87,486	20,175	59,962	39,787			33.6%	
Expenditure	426,708	66,206	251,040	184,834	0	184,834	26.4%	
Net Income over Expenditure	(339,222)	(46,030)	(191,078)	(145,048)				
plus Transfer from EMR	221,309	17,794						
Movement to/(from) Gen Reserve	(117,913)	(28,237)						

<u>Nominal Code</u>	<u>Cost Centre</u>	<u>Earmarked Reserves</u>	<u>Opening Balance</u>	<u>In</u>	<u>Out</u>	<u>Balance as at</u>	<u>Committed</u>	<u>Projected</u>
			<u>01/04/2023</u>			<u>28/06/2023</u>		
315		<u>Sports & Recreation</u>						
9026	902	Wolfe Community Building	60,273		1,022	59,251	3,726	55,525
9042	902	Goldsmiths band banding/Pitch Maintenance (all	9,184			9,184	5,000	4,184
9049	902	Capital Purchases	40,000			40,000		40,000
9052	902	Goldsmiths	2,533			2,533		2,533
9057	902	Fields in Trust land / MOD pitch	540			540		540
9064	902	Buildings Maintenance	2,138			2,138		2,138
9067	902	Workshop / Yard	9,000			9,000		9,000
9068	902	Grounds Maintenance	3,450			3,450		3,450
315		S & R Total	127,118	0	1,022	126,096	8,726	117,370

Drying room and Chemical toilets
Two pitches to silver standard at £5000 per pitch - res 9659 + Tractor Hire res 9657

Balance to go towards Wolfe Pavilion project



AGENDA ITEM NUMBER: 5.1
MEETING DATE: 11th July 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: Lime Kiln
PURPOSE OF REPORT: To consider the request made by Jarvis Brook Sports Club
SUPPORTING DOCUMENTS: Appendix A
OFFICER CONTACT: Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

The following request has been received by Jarvis Brook Sports Club

I am writing to seek the Town Council's permission to erect chain link fencing along the forest boundary for Pitches 2 and 3, subject to any planning consents required. This is the same type of fencing that currently borders the Palesgate Lane boundary.

We are constantly losing footballs in the thick brambles and vegetation which borders these pitches, and the fencing would prevent this from happening for most of the time. We are not seeking funding for this, just permission to do the work.

The fencing would comprise two lengths (one for each pitch) of approximately 45 metres each and will be 2 to 3 metres tall. The fences would have a couple of "access gaps" in them in order that any balls that go over the fence can easily be retrieved.

I attach a map of the area, (Appendix A) showing the location of the proposed fencing.

Members are asked to consider the above request.



AGENDA ITEM NUMBER: 5.1
MEETING DATE: 11th July 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: Lime Kiln
PURPOSE OF REPORT: To consider the request made by Jarvis Brook Sports Club
SUPPORTING DOCUMENTS: Appendix A
OFFICER CONTACT: Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

The following request has been received by Jarvis Brook Sports Club

I am writing to seek the Town Council's permission to erect chain link fencing along the forest boundary for Pitches 2 and 3, subject to any planning consents required. This is the same type of fencing that currently borders the Palesgate Lane boundary.

We are constantly losing footballs in the thick brambles and vegetation which borders these pitches, and the fencing would prevent this from happening for most of the time. We are not seeking funding for this, just permission to do the work.

The fencing would comprise two lengths (one for each pitch) of approximately 45 metres each and will be 2 to 3 metres tall. The fences would have a couple of "access gaps" in them in order that any balls that go over the fence can easily be retrieved.

I attach a map of the area, (Appendix A) showing the location of the proposed fencing.

Members are asked to consider the above request.



AGENDA ITEM NUMBER: 6.1
MEETING DATE: 11th July 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: Crowborough Bowls Club
PURPOSE OF REPORT: To consider the request from Crowborough Bowls Club
SUPPORTING DOCUMENTS: Appendix A
Appendix B
OFFICER CONTACT: Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

In September 2022 the committee was informed that there was a subsidence issue at the Wolfe Bowls Club terrace, this had come to light as a result of work that the club had been carrying out on the balustrade. The club has a full repair lease and must keep the buildings and the bowling green in a good and tenable repair and condition.

The club's contractor and subsequently the Council's loss adjuster advised that poor standard of workmanship of initial work carried out on the terrace had caused the issue to arise. The work is not covered by the Council's insurance.

The club advised the council that work to rectify the subsidence was too difficult for it to undertake and that it was unable to fund the cost of repairs.

The committee asked that the Operations Manager investigate costs and meet with the Bowls club to ascertain what it could contribute.

Please find below the comments and the resolution taken at the subsequent meeting.

S & R 21/01/2023

BOWLS CLUB

The report was noted. Members discussed costings for the terrace and the handrails. It was agreed that the town council support the Bowls Club by funding the terrace on the

understanding that the club put regular funds aside annually to upkeep the premises as per the terms of the lease. The Bowls Club to fund the hand rail project.

10013 RESOLVED *to accept the officer's recommendation and use A1 Building Ltd, Option 2 for completion of the terrace works at a cost of £17,500.00 from cost centre 4308/301.*

On the 7th March the committee was advised that as a result of works commencing on the site the following issues had been highlighted.

1. Essential work must be carried out to the soil pipe and brickwork in order to complete work on rectifying the terrace.
2. That the pathways leading to the terrace and towards the rear of the building are of poor construction and there are signs of movement in them as well.

The cost to carry out the total works amounted to an additional £13,600.00. The cost of the essential works on the retaining wall and the soil pipe alone was £3,680.00

Please find below the comments and the resolution taken at the meeting.

S & R 07/03/203

BOWLS CLUB

Members noted the report. Members expressed their disappointment that there was a request for more funds to carry out work on the building but no money was forthcoming from Bowls Club. Members questioned who had carried out the work on the building that was highlighted as being sub-standard.

The suggestion that funds should be taken from the budget for refurbishment of the staff facilities at Wolfe Yard was strongly rejected. There is no budget for the remaining works. It was agreed that the Bowls club should submit their accounts to the Council.

Moving forward, the rent will need to increase at the 2024 rent review in order for the council to recoup some of the funds.

10051 RESOLVED *to recommend to Full Council that the £3,680 for the brickwork repairs and soil pipe alterations is taken from General reserves on the condition that the Bowls club submit accounts and that a representative attends the meeting.*

Due to the Full Council meeting not taking place until the 16th May the club decided that it would fund the work to the retaining wall and the soil pipe to ensure that it opened in time for the season.

Current Situation

The Council has received a request from the Bowls Club to fund the works to the pathways. (North and South access paths) Please find the request from the Club at **Appendix A**.

Please find a copy of the Bowling Clubs accounts to September 2022 at **Appendix B**

The Bowls Club has been asked to submit quotes for the work but quotes have not, as yet, been supplied.

Members are asked to consider Wolfe Bowling Club's request.



TO WHOM IT MAY CONCERN (Sports & Recreation Committee)

26th May 2023

We write to you in respect of current concerns further to previous work carried out to the balcony and adjacent areas at our club, and set out the background / context, details of work required and additional information for consideration.

The Background / Context

Crowborough Wolfe Bowling Club (CWBC) was established some 85 years ago, and in the 1980's, benefitted from a new clubhouse being erected at our Luxford Lane site. As tenants to Crowborough Town Council (CTC), we have almost universally been a self-sufficient club, supported by our members who dedicate their time, efforts and energy into providing what is recognised as an exemplary playing surface with all of the facilities to encourage and support the elderly, infirm and disabled / disadvantaged in the community.

We care for and maintain all facilities throughout the year, with no support or intervention required from CTC to date on infrastructure within the club boundaries. This is at significant cost, which is absorbed by the club, and indeed, our break-even operating expenses are some £5K per annum. In recent years, our excess of income over expenditure has decreased significantly, and we try to actively support this through close-season social events, for not only the wellbeing of our elderly members and guests, but also to top up club funds.

We continue to operate with fine attention to our finances, which is underpinned by the fact that many of our Green Team (who are in their 80's and recognised at Sussex County Bowls for their tireless work) continue to provide their time daily throughout the summer (and regularly through the winter period) which incurs no cost to CTC for supporting green care maintenance. Indeed, it has been said at CTC that we are regarded as "*of no trouble at all*" as tenants to CTC.

Work Completed and further work required

In 2023, and following a tender process conducted by CTC, you instructed a contractor – A1 Building – following the receipt of quotations for work on our balcony and access paths. The expectation (following site visits from your surveyors / engineers) confirmed the work required, and it was agreed that this would be completed before the beginning of the playing season. It is our understanding that four quotations for work were provided to CTC, of which A1 Builders were your preferred contractor. When Peter Cunnington (CTC Operations Manager) attended and discussed this at the club with contractors and CWBC committee representatives, he had assumed the path repairs were in the A1 quotation and did not realise that this was not the case until advised directly by A1. We also understand that A1 have subsequently quoted to yourselves that this would cost in the region of £10-12K, although another quotation was in the region of £2800 for this work.

We were very satisfied with the work performed by your contractor, although in April, were alerted to the fact that a brick retaining wall and soil pipe relocation was required to finish in time. It was unfortunate that these items were overlooked by the structural engineers when the works contract was drawn up.



However, the Club agreed to pay for this which significantly depleted our reserves (well below the operating threshold) in order to expedite completion by the start of our playing season which would have been disastrous for the future of the club had we not done so. We agreed to pay for this as a club, and significantly deplete our reserves (well below the operating threshold).

In doing so, the CTC contractors advised that the work on the remaining north and south access paths were not part of their agreed works with the council.

There are health and safety requirements (trip hazards) which remain, and a temporary concrete ramp added by your contractor. It may well be that the remaining work is simple and of relatively minimal cost compared to the work already performed, but as a club, we have not seen nor been party to the tender process initiated by CTC.

We therefore seek the support of CTC to examine and recommend remaining works to be performed to the exterior of the clubhouse, in line with the quotations received at the outset (ca. Jan / Feb 2022).

Additional Information

The club is able to operate, with restrictions (minimising footfall where possible over uneven surfaces) in order to continue through the 2023 season. We would respectfully ask that any further work to the north and south (emergency) access areas is completed from the end of September 2023.

As previously requested, we had previously asked whether the council were insured for this work, on the understanding that the structural works were considered to be of an inherent defect nature and outside the club's repairing liability, and as such that the structural elements of our tenure would be something covered by CTC. We are of course unaware of the provisions CTC have in respect of insurance or repairs to CTC owned / leased properties.

It goes without saying that – particularly in light of the costs accepted (and paid) by the club in April 2023 (ca. £5.3k) – that the club has very limited ability to financially support. Indeed, our reserves are not only depleted to the point that they remain below an acceptable operating threshold, but we also have to factor in that our membership remains relatively consistent (60-70 playing members, plus guests to the club and regular visiting teams), whilst operating costs (particularly utilities) are placing an unprecedented burden on our club funds. This does not impact the ability to complete the ground works observed / known by CTC, which remains the priority. The club had previously set aside ca. £5K that for the balustrading work which has now gone as it was used to pay for the additional work highlighted by the contractor.

We therefore respectfully ask that CTC support CWBC by continuing (as suggested) the remedial groundworks required, **previously identified in 2022 and quoted in 2023** (and of which you have the details) and engage with the contractors who provided these quotes to determine and document the remaining work required.

Electronically signed for the purposes of submission by:

The Committee – Crowborough Wolfe Bowling Club

Crowborough Wolfe Bowling Club
Accounts for the Year Ending 30th September 2022

Crowborough Wolfe Bowling Club
Income & Expenditure Account
For the Year Ending 30th September 2022

Income	2022	2021	2020	2019
Sponsorship Donations	2741.5	607.50	952.40	1,640.50
Subscriptions Joining Playing Social	5156	5,189.00	4,237.00	8,071.00
Match Fees & Catering	2813.5	2,406.64	7.50	3,107.53
County Subs Fees Benevolent Fund	29	20.50	595.00	28.00
Bonus Ball	705	700.00	0.00	600.00
Social Events	794	0.00	471.05	825.00
Raffles / Book Sales	733.15	484.75	187.00	1,383.84
Shop Sales Equipments/T-Shirts	396.34	625.21	22.00	636.39
Stationery Printing Postages Stickers	17.79	16.03	0.00	12.45
Club Competitions Prizes	255	234.00	0.00	242.00
Electricity	0	310.78	515.01	0.00
Building Rent	0	0.00	0.00	257.20
Green Maintenance Waste/Equipment	0	88.84	240.00	0.00
Bar Licence Takings / Expenses	1567.5	2,255.88	0.00	2,507.25
Bridge	0	0.00	0.00	158.84
Bank	0	0.00	1.59	0.00
Total Income	15209.78	12,998.71	7,219.55	17,525.60
Expenditure				
Sponsorship Donations		0.00	25.00	131.67
Subs: Joining, playing, social	58	0.00	900.00	0.00
Match Fees & Catering	321.61	342.61	384.20	620.29
County Subs Fees Benevolent Fund	687.5	619.50	783.25	769.23
Bonus Ball	325	275.00	0.00	325.00
Telephones		0.00	0.00	40.00
Social Events	24.58	0.00	32.97	217.91
Raffles / Book Sales	244.37	198.34	0.00	423.26
Shop Sales Equipments/T-Shirts	351.35	571.31	0.00	768.59
Stationery Printing Postages Stickers	178.28	65.86	218.38	218.26
Internet	0	194.21	97.05	87.80
Insurance	680.36	709.88	956.05	956.05
Club Competitions Prizes	839.34	242.75	0.00	15.00
Electricity	655	854.00	1,412.00	1,348.00
Building Rent / Expenses	7229.1	548.29	3,288.08	3,610.28
Water	0	238.11	817.48	115.34
Green Maintenance Waste/Equipment	1222.4	4,264.04	4,308.84	2,643.13
Bar Licence Takings / Expenses	703.8	827.82	78.00	1,268.75
Accountant	120	120.00	120.00	120.00
Bridge		0	0	24.70
Total Expenditure	13151.8	10,054.53	13,199.30	13,881.86
Excess of Income over Expenditure	<u>2057.88</u>	<u>2,944.18</u>	<u>(5,979.75)</u>	<u>3,643.64</u>

**Crowborough Wolfe Bowling Club
Income & Expenditure Account
For the Year Ending 30 September 2022**

Notes to the Accounts

Bank Reconciliation

Balance at	23/09/2021	11,424.28
receipts		15,209.78
purchases		13,151.80
per accounts		13,482.26
per bank statement	23/09/2022	13,482.26

Crowborough Wolfe Bowling Club
Income & Expenditure Account
For the Year Ending 30th September 2022

BALANCE SHEET
As at 30th September 2022

Net Assets	2022	2021	2020	2019
Cash				
Cash at Bank	13482.26	8480	8480	14,459.85
Petty Cash Balance	0	0	0	0.00
	<u>13482.26</u>	<u>8480</u>	<u>8480</u>	<u>14,459.85</u>
Liabilities				
		0	0	0.00
	<u>13,482.26</u>	<u>8,480.00</u>	<u>8,480.00</u>	<u>14,459.85</u>
Represented By				
Balance Carried Forward	11,424.28	8,480.10	14,459.85	10,816.21
Surplus/(Deficit) for year	<u>2057.98</u>	<u>2,844.18</u>	<u>(5,979.75)</u>	<u>3,643.64</u>
	<u>13,482.26</u>	<u>11,424.28</u>	<u>8,480.10</u>	<u>14,459.85</u>

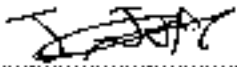
Accountant's Report to Crowborough Wolfe Bowling Club

In accordance with the instructions given to me, I have examined the books and records of Crowborough Wolfe Bowling Club

From the information and explanations supplied to me I can confirm that the accounts have been properly prepared

.....
Nicola Scales
Treasurer

Date


.....
J. A. Jupp
Accountant

Date 21/10/2022



AGENDA ITEM NUMBER: 6.1
MEETING DATE: 11th July 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: Wolfe Recreation Ground
PURPOSE OF REPORT: To consider the proposals for the new Wolfe Pavilion
SUPPORTING DOCUMENTS: Option A 1 - 4
Option B 1 - 4
OFFICER CONTACT: Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

The architect has provided two options for the committee to consider with regard to the new Wolfe Pavilion building. Please find **Option A** and **Option B** attached. Option A takes into account the design brief submitted to committee at the meeting of 24th January 2023.

Option A has an estimated build cost of 1.1 million excluding utility services/project management/consultancy costs.

Consultancy costs will include:

Quantity surveyor.

Ecology consultant for wildlife assessment as directed by the planners.

Structural Engineer.

Soil report/Assessment.

Option B has an estimated build cost of £813,00 excluding utility services/project management and consultancy costs including those as noted above.

The architect will be presenting both options at the committee meeting.

Please find below the work stages and architectural fees for the project.

RIBA Work Stages 0 to 2 Brief & Feasibility

Agree on a suitable brief

Seek a detailed measured survey of the site.

Attend client meetings

Sketch drawings (3 sketch designs or iterations) including 3D perspective views as appropriate of the proposed building for discussion and amendment

If required submit a pre-application planning submission to seek Wealden in principle views.

Advise on other consultants as required and seek costs for client approval

Develop a chosen design showing;

- 1.Site plan and block plans
- 2.Floor plans showing indicative furniture layouts
- 3.Elevations and site sections
- 4.Some coloured indicative sketches to illustrate the concept
- 5.Outline budget costings as required once a design has been chosen

RIBA Work Stages 0 to 2 Brief & Feasibility - £6,900 + vat

RIBA Work Stage 3 Planning Application

Develop the detailed design for client approval

Prepare planning documentation including design, sustainability, and planning statements

Prepare a suitable site plan, floor plan sections and elevations and coloured perspectives

Liaise with other consultants as necessary

Review the Building Budget with a quantity surveyor to advise on costs

Submit the application and monitor its progress through planning services to a decision.

RIBA Work Stage 3 Planning Application - £9,200 +VAT

Principal Designer services - £2,500 +VAT

RIBA Work Stage 4 Building Control & Technical Drawings

Client to appoint a structural engineer

Client to appoint energy (SAP/EPC) consultant/ drainage and mechanical and ventilation consultants, etc as required

Review the Building Budget with a quantity surveyor to advise on costs

Discharge the planning conditions, some of which will require approval before any construction works can commence. This will require input from some of the above consultants.

Prepare General Arrangement technical drawings- plans, sections and elevations

Prepare large-scale construction details

Submit for Building Regulations Approval

Prepare external window/door joinery drawings and schedules.

Prepare technical specifications of the work to allow tenders

Seek building tenders

Prepare tender report and recommendations

Undertake value engineering as required

Draw up a suitable building contract between the client and the builder

RIBA Work Stages 5 & 6 Building Construction & Handover

The building contract, agree on monthly payments, agree on the final account & issue appropriate professional certificates.

Inspect the works regularly, on average once a week

Answer building queries arising from the work

Liaise with Client and Builder as necessary

Verify monthly payments to the builder and issue a monthly payment certificate

Issue to the Client a monthly financial report of the forecast final cost for cost monitoring purposes

Host monthly project meetings and issue Site Minutes

Issue formal Instructions recording adds and omits to the building construct

Issue Practical Completion Certificate, H&S and warranty files

Post-practical completion services.

Agree on the Final Account with the builder

Undertake 12-month defects inspection and release final payment to builder 12 months after completion

RIBA Work Stages 4 to 6 Technical and Construction

Project management - Suggested percentage fee of 3% based on the construction cost.

Members will note that the project is now nearing completion of stage 2.

Once an initial design has been approved by members the architect will need to make a pre-planning application to WDC and will begin work on the stage 3 planning application work. A quantity surveyor should also be employed to obtain a budget cost estimate on the approved drawings. The cost for the Q.S will likely be in the region of £3,250.

A VAT audit is being conducted on the Councils VAT practices and that will include VAT advice on the Wolfe Pavilion building project.

Members are asked to consider the following:

- 1. Approval of a drawing for submission to WDC for pre-planning application advice.**
- 2. Approval of the release of £9,200 to Mackellar Schwedt architects for work stage 3. Funds to be taken from EMR 315 902/9026**
- 3. Approval of the release of £2,500 to Mackellar Schwedt architects for principal design services work stage 3. Funds to be taken from EMR 315 902/9026**
- 4. Approval of the release of up to £5,000 for a quantity surveyor to provide a cost estimate of approved building drawings. Funds to be taken from EMR 315 902/9026**



Block Plan

1/200



South Elevation

1/100



NO.	DATE	DESCRIPTION	BY	CHECKED

Project
Wolfe Pavilion
 Wolfe Recreation Ground,
 Crowborough

Client
Proposed Block Plan & South Elevation
 Crowborough Town Council

Prepared by
Sketch

Mackellar Schwardt Architects LLP
 The Old Library
 Alcock Street, Lewes, East Sussex BN7 2ND
 Email: info@mackellarschwardt.co.uk
 Tel: 01273 456408

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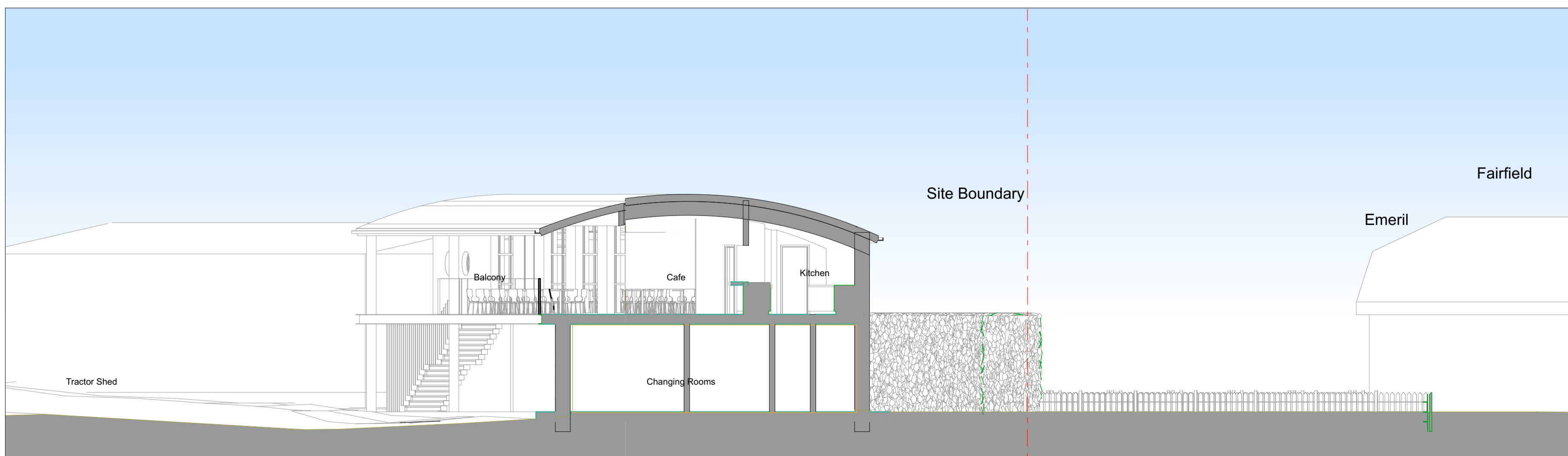
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Project	Status	Number	Revision
9167	SK	04	1



Proposed Ground Floor Plan

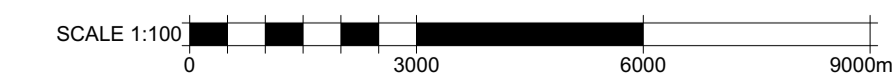
1:100



Proposed Building Section 3

1:100

Floor Areas	
Existing:	
- Changing Rooms & Club:	202m ²
- Café:	60m ²
- Grand Total of Existing=	262m ²
Proposed:	
- Ground Floor Total:	194.5 m ²
- First Floor Total (excl. balcony):	196m ²
- Grand Total of Proposed:	390.5m ²
- Café Area (Grd+1st):	209.5m ² (+ balcony: 41.6m ²)
- Changing Rooms & Club Area:	181m ²



Rev ID	Change ID	Change Name	Date
03	Ch-03	3rd Issue -Presentation CTC	07/06/2023
02	Ch-02	2nd Issue	18/05/2023
01	Ch-01	Initial Issue	18/05/2023

Project
Wolfe Pavillion
 Wolfe Recreation Ground,
 Crowborough

Layout Title
Proposed Ground Floor Plan & Section

Client
Crowborough Town Council

Purpose of Issue
Sketch

Original Scale
A1

Mackellar Schwerdt Architects LLP
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 Tel: 01273 480608

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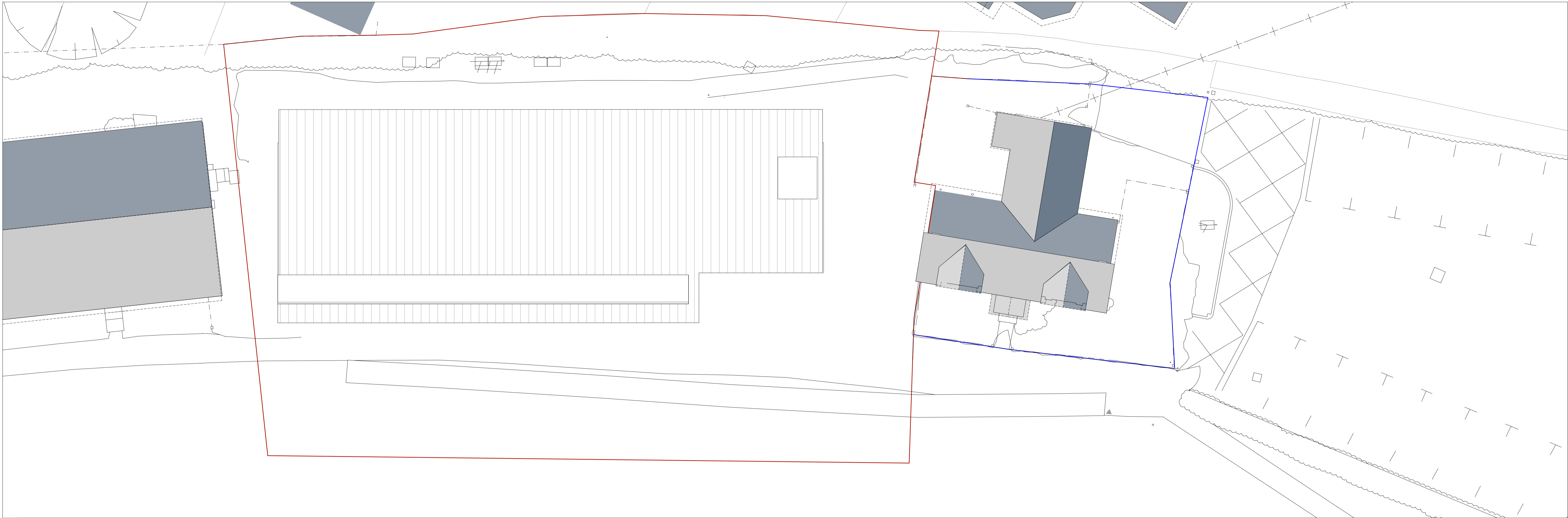
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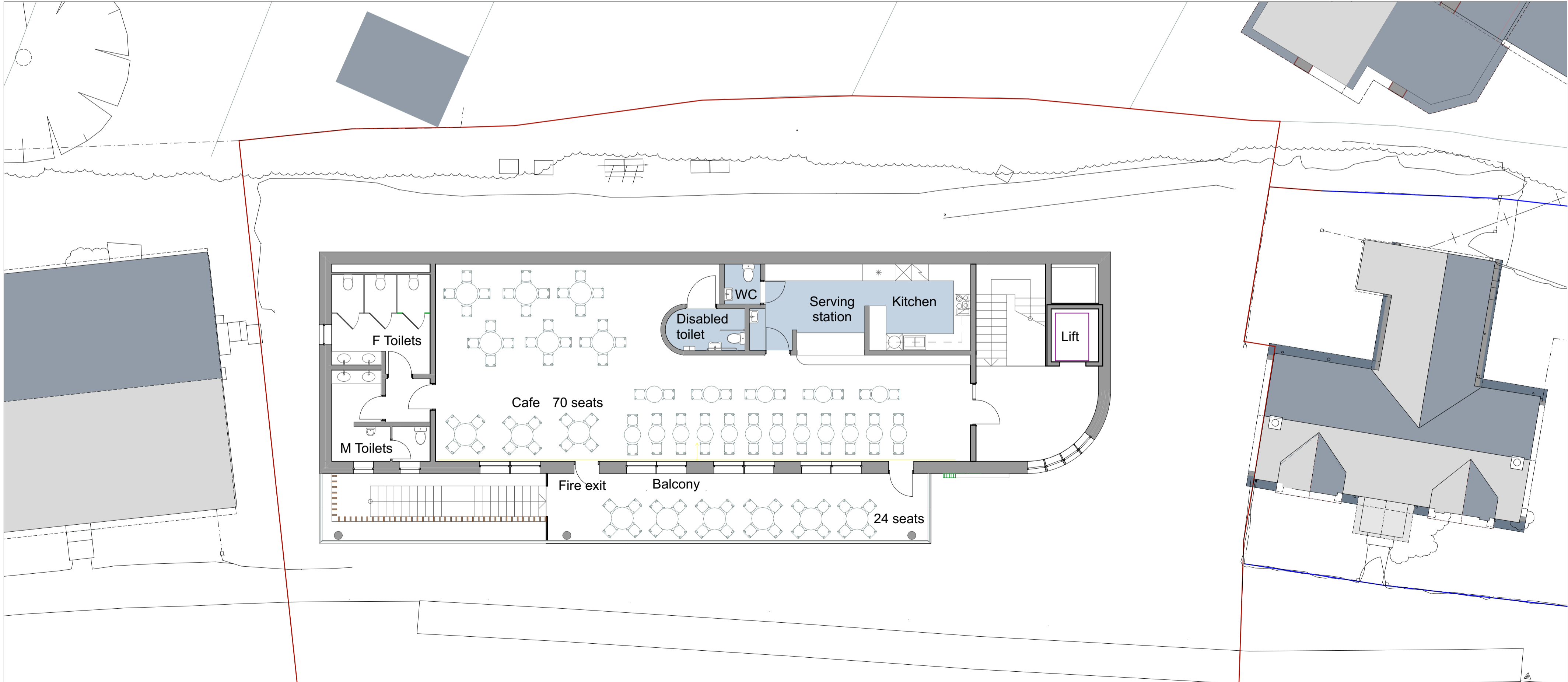
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Drawing Number			
Project	Status	Number	Revision
9167	SK	05	03

Volume: 3 - Existing Current Projects - Master Job Files - 01/08/16 - Wolfe Pavillion - Crowborough Ground - Drawing - Architectural - 19/07/23 - Wolfe Pavillion - Presentation 2023



Proposed Roof Plan
1:100



Proposed First Floor Plan
1:100

Floor Areas

- Existing:**
- Changing Rooms & Club: 202m²
 - Café: 60m²
 - Grand Total of Existing= 262m²
- Proposed:**
- Ground Floor Total: 194.5 m²
 - First Floor Total (excl. balcony): 196m²
 - Grand Total of Proposed: 390.5m²
 - Cafe Area (Grd+1st): 209.5m² (+ balcony: 41.6m²)
 - Changing Rooms & Club Area: 181m²

Rev ID	Change ID	Change Name	Date
1	Ch-03	3rd Issue -Presentation CTC	07/06/2023
0	Ch-02	2nd Issue	18/05/2023
	Ch-01	Initial Issue	18/05/2023

Project
Wolfe Pavillion
 Wolfe Recreation Ground,
 Crowborough



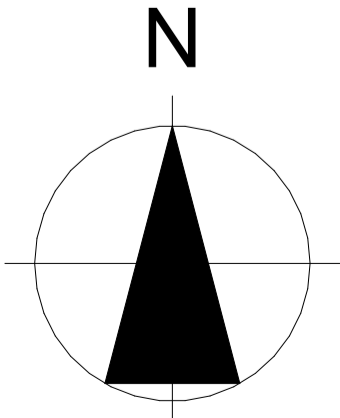
Layout Title
First Floor & Roof Plan

Client
Crowborough Town Council

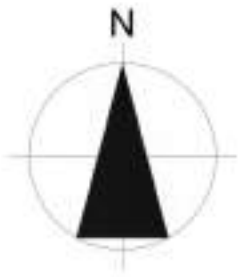
Purpose of Issue
Sketch Original Scale
 A1

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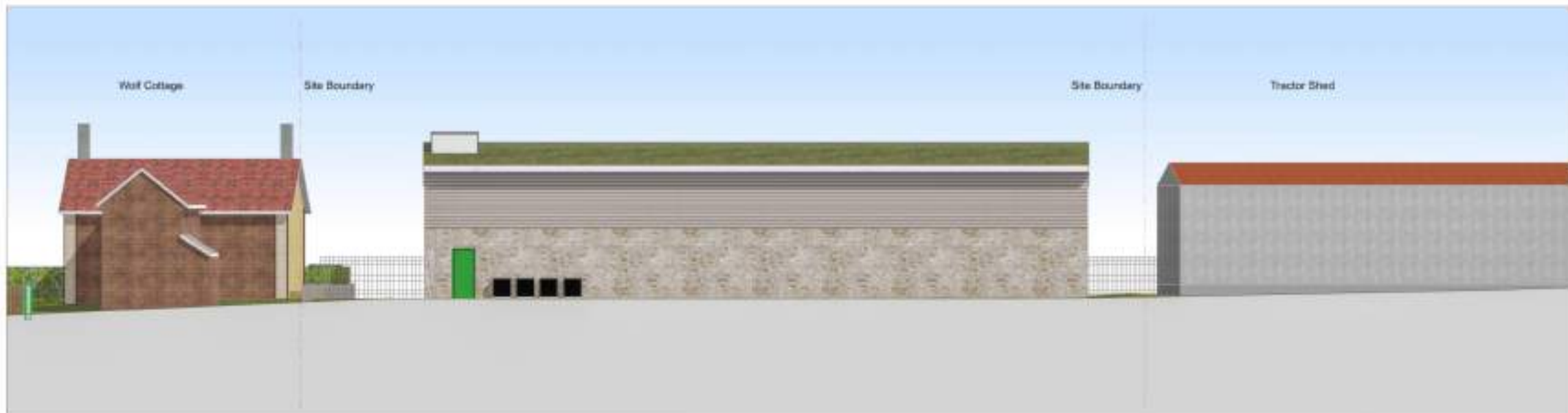
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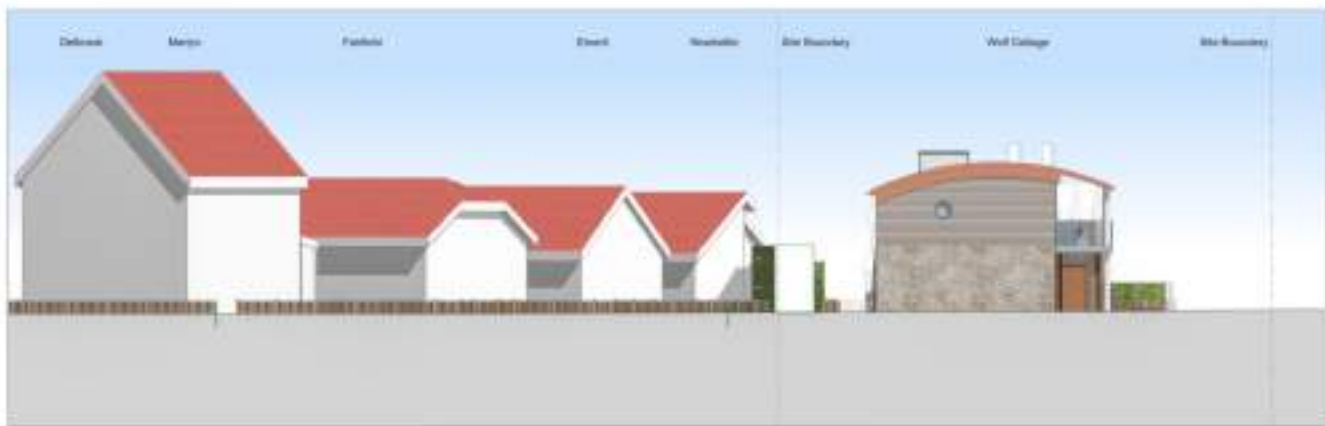
Drawing Number			
Project	Status	Number	Revision
9167	SK	06	1



1 South Elevation 1:100



3 North Elevation 1:100



4 West Elevation 1:150



2 East Elevation 1:150

Rev.	Date	Description	By

Project
Wolves Pavilion
 Wolves Recreation Ground,
 Crowborough

Client
Crowborough Town Council

Project Title
Proposed Elevations

Scale
Sketch

Architect
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Revision	Number	Status	Proton
03	07	SK	9167





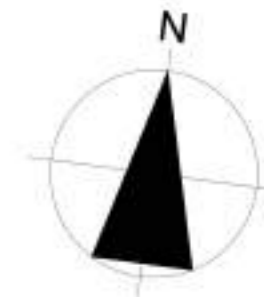
Block Plan

1/200



South Elevation

1/100



Rev	Drawn By	Checked By	Date
1	SK	SK	12/11/2024
2	SK	SK	12/11/2024
3	SK	SK	12/11/2024
4	SK	SK	12/11/2024

Project
Wolfe Pavilion
 Wolfe Recreation Ground,
 Crowborough

Proposed Block Plan & South Elevation
 Crowborough Town Council

Mackellar Schwardt Architects LLP
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Project	Status	Number	Revision
9167	SK	24	2



Proposed Ground Floor Plan

1:100

Rev ID	Change ID	Change Name	Date
04	Ch-53	4Th Issue - Reduced Brief Scheme	29/06/2023
03	Ch-03	3rd Issue - Presentation CTC	07/06/2023
02	Ch-02	2nd Issue	18/05/2023
01	Ch-01	Initial Issue	18/05/2023

Project
Wolfe Pavillion
 Wolfe Recreation Ground,
 Crowborough



Layout Title
Proposed Ground Floor Plan & Section

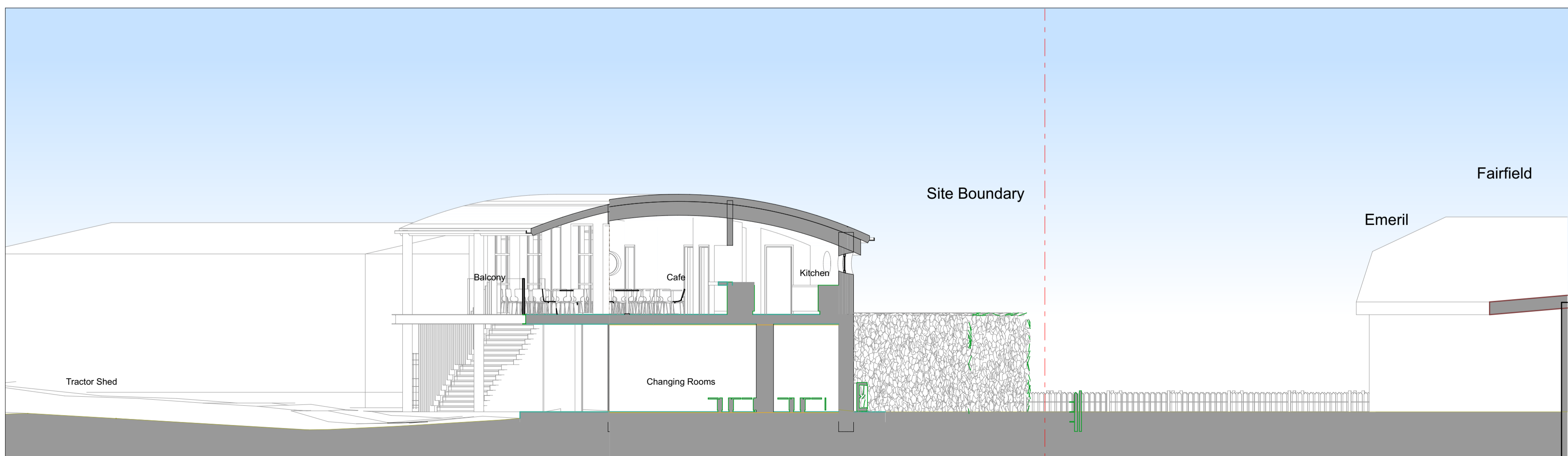
Client
Crowborough Town Council

Purpose of Issue
Sketch

Original Scale
A1

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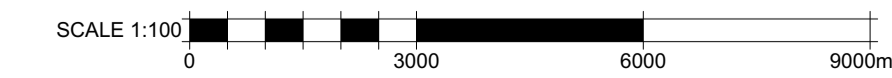


Proposed Building Section 3

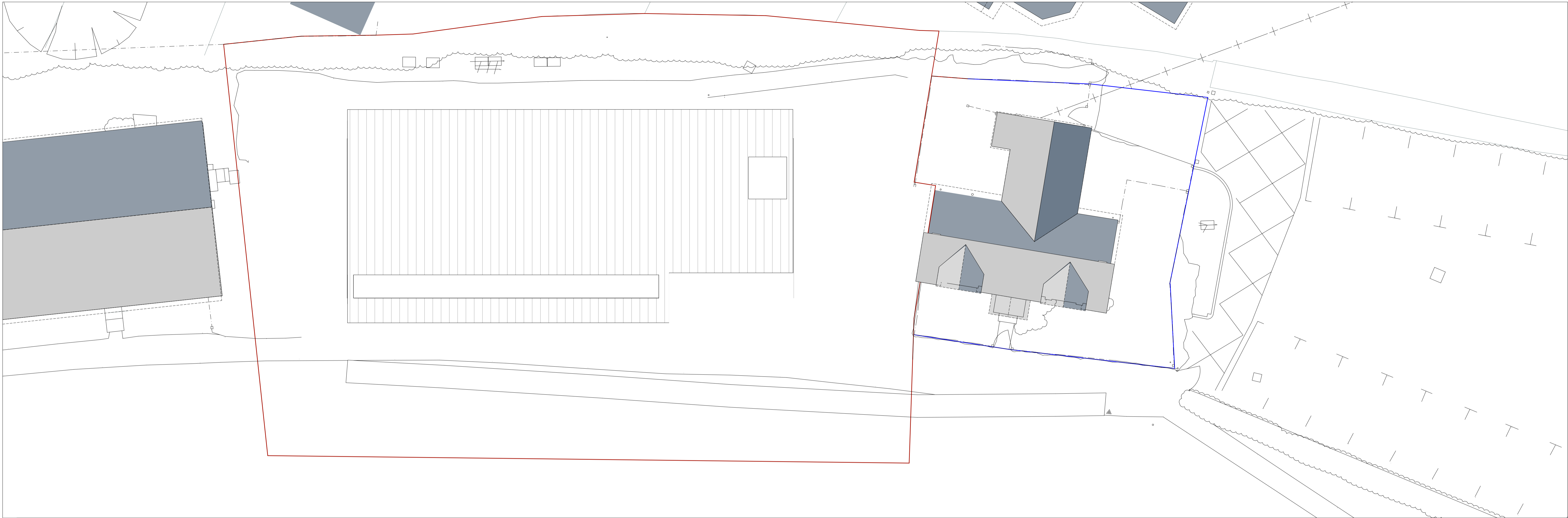
1:100

Approximate Floor Areas	
Existing:	
- Changing Rooms & Club:	202m ²
- Café:	60m ²
- Grand Total of Existing:	262m ²
Proposed:	
- Ground Floor Total:	154 m ²
- First Floor Total (excl. balcony):	141m ²
- Grand Total of Proposed:	295 m ²
- Cafe Area (Grd+1st):	179.5 m ² (+ balcony: 22.6m ²)
- Changing Rooms & Club Area:	115.5 m ²

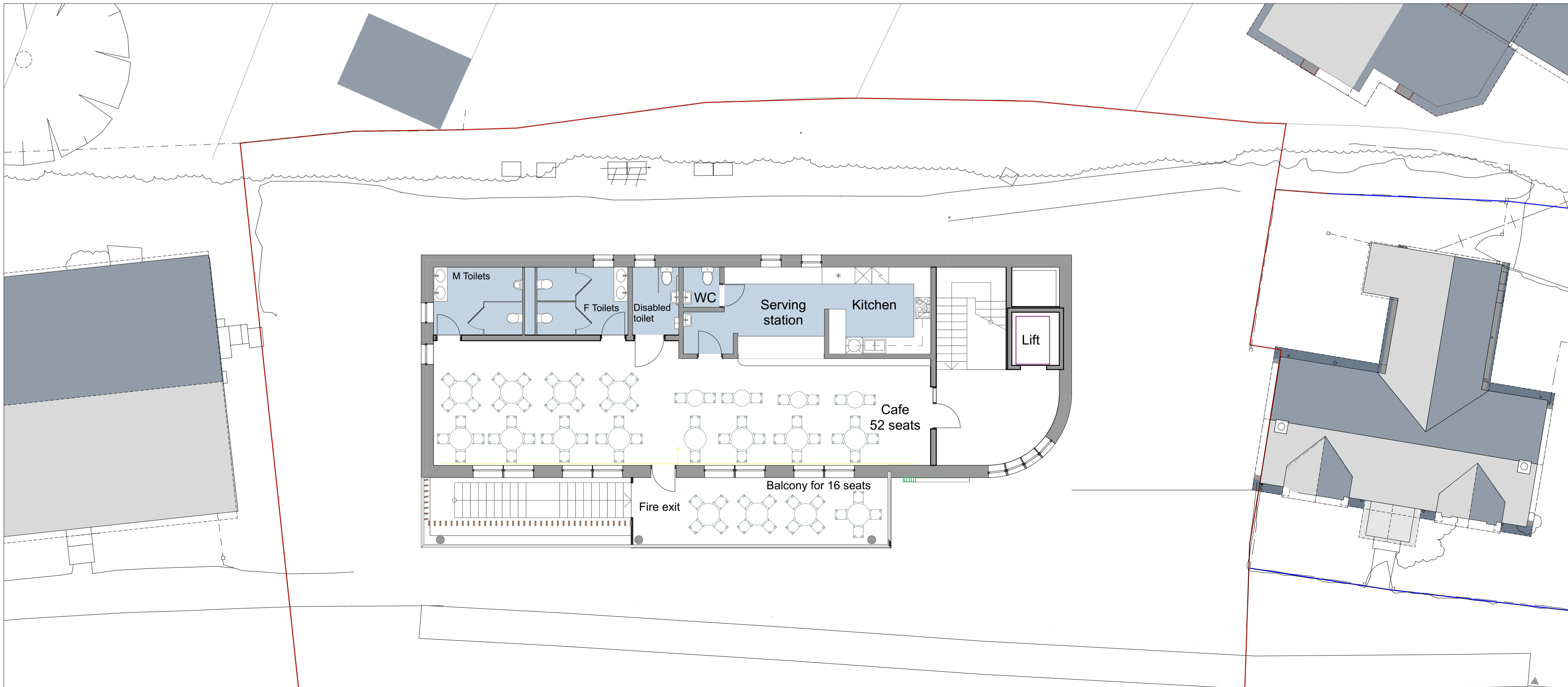
SCHEME B WITH REDUCED BRIEF



Drawing Number			
Project	Status	Number	Revision
9167	SK	25	04



Proposed Roof Plan
1:100



Proposed First Floor Plan
1:100

SCHEME B WITH REDUCED BRIEF

Approximate Floor Areas

Existing:

- Changing Rooms & Club: 202m²
- Café: 60m²
- Grand Total of Existing: 262m²

Proposed:

- Ground Floor Total: 154 m²
- First Floor Total (excl. balcony): 141m²
- Grand Total of Proposed: 295 m²
- Cafe Area (Grd+1st): 179.5 m² (+ balcony: 22.6m²)
- Changing Rooms & Club Area: 115.5 m²

Rev ID	Change ID	Change Name	Date
2	Ch-53	4Th Issue - Reduced Brief Scheme	29/06/2023
1	Ch-03	3rd Issue - Presentation CTC	07/06/2023
0	Ch-02	2nd Issue	18/05/2023
	Ch-01	Initial Issue	18/05/2023

Project
Wolfe Pavillion
Wolfe Recreation Ground,
Crowborough



Layout Title
First Floor & Roof Plan

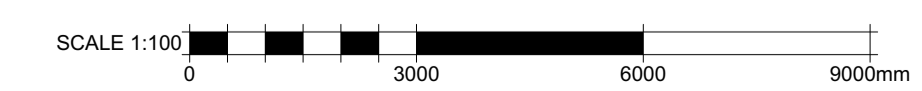
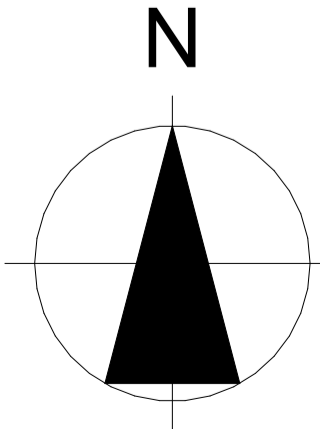
Client
Crowborough Town Council

Purpose of Issue
Sketch

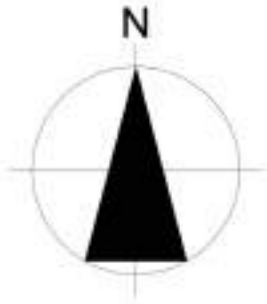
Original Scale
A1

Mackellar Schwerdt Architects LLP
The Old Library
Albion Street, Lewes, East Sussex BN7 2ND
Email: info@mackellarschwerdt.co.uk
Tel: 01273 480608

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Drawing Number			
Project	Status	Number	Revision
9167	SK	26	2



2

North Elevation

1:100



3

West Elevation

1:150



1

East Elevation

1:150

Rev	By	Description	Date

Project
Wolfe Pavilion
 Wolfe Recreation Ground,
 Crowborough

Client
Crowborough Town Council

Purpose of Issue
Sketch

Original Scale
 A1

Mackellar Schwardt Architects LLP
 The Old Library
 Aldon Street, Loxes, East Sussex TN7 2ND
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Project	Status	Number	Revision
9167	SK	27	04





AGENDA ITEM NUMBER: 6.4
MEETING DATE: 11th July 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: Wolfe Playground Wall
PURPOSE OF REPORT: Replacement of wooden wall quotes
SUPPORTING DOCUMENTS: Appendix A
OFFICER CONTACT: Operations Manager

OFFICER RECOMMENDATIONS:	
1	
2	

The wooden post wall surrounding the sandpit part of the playground at wood is deteriorating in condition. The posts have started to rot at the base and so additional supports have had to be installed to prevent them collapsing. This will hold them in place securing for the time being however long term the posts need replacing.

Quotes have been obtained from three companies to remove the existing wooden posts and replace with railway sleepers buried vertically around the sandpit area. Railway sleepers will have a life expectancy of around 15 years and therefore are a long-term solution to the wall rotting.

The three quotes are attached in appendix A.

The design of the new wall would be like this image below but extend who whole length of the existing wooden post wall.



Map of location on playground where the wall is.



Finance

Budget code 319/9060 900 is section 106 funds specifically for Wolfe play equipment maintenance. This section 106 money must be spent on this site for the maintenance of the play equipment.

There is £14,631.00 in this code to be spent. It is recommended that the Committee use this code for any expenditure related to these works.

For Councillors to decide if they wish to replace the wooden posts around the sandpit using one of the attached quotes in appendix A and if they would like to use code 319/9060 900 for these works.



QUOTE

Lisa Gibson
Attention: Lisa Gibson
Crowborough Town Council
Pine Grove
Crowborough
Sussex
TN6 1DH
GBR

Date
21 Apr 2023

Expiry
21 May 2023

Quote Number
QU-0150

Reference
Wolfe Playground

VAT Number
264684766

Richards Fencing LTD
Attention: Richards
Fencing Ltd
Rumsden Farm
Steep Road
Crowborough
Sussex
TN6 3RX
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Take out and take away the existing softwood timber wall approximately 32 metres in total. Supply & erect approximately 32 metres of Oak sleepers vertically which will be approximately 900 mm out of the ground but on the corner we will rise it like in your photo you sent. The wall will curve up then down again on the corner. Each sleeper will have a chamfer edge for safety.				
Labou, Machinery & Materials	1.00	12,380.00	20%	12,380.00
			Subtotal	12,380.00
			TOTAL VAT 20%	2,476.00
			TOTAL GBP	14,856.00

Terms

By accepting this quotation you are agreeing to our terms and conditions which are attached.



Terms and conditions

All works undertaken by Richards Fencing Ltd are subject to this contract.

- Payment terms. BACS, or cheque.

PAYMENT TERMS-

- **A minimum deposit of 40% is required upon acceptance of the quotation. This may vary at our discretion and will be defined by our quotation.**
- **35% on the day the work is started.**
- **25% on completion.**
- The agreed quotation is guaranteed for 30 days. Richards Fencing Ltd reserve the right to a reasonable increase in the quotation price should the order be placed after this period. The agreed quotation does not include any extras. If extra work is requested a new quotation will be agreed, we may have to complete the extra work at a later date due to jobs already being booked in.
- Where staged payments are agreed, failure to keep to the agreed schedule will result in work being stopped with immediate effect until payment has been received.
- Once a quotation has been accepted and signed for, any change of mind or circumstance of the client may result in loss of your deposit.
- Any payments due that are not paid within 14 days after invoicing will be subject to a 10% charge to cover any interest incurred.
- When adapting or using third party materials or equipment, we cannot accept any responsibility for these being damaged if you chose to disregard our professional opinion.
- How we use and store data, we will only collect information from you such as name, address, email and telephone numbers for contact and billing purposes. This will be for our own use and will be stored securely and not passed to any third party. If you are unhappy with us retaining your details electronically, please let us know.
- We use photographs of our work as part of our advertising, these will not include any client information. Please inform us in writing/email if you would prefer photographs of your fencing/works not to be used.
- Whilst every effort is made to start and complete works at the agreed time, Richards Fencing Ltd cannot be held responsible for delays in any works caused by third parties, staff sickness and injury to staff.
- Richards Fencing Ltd cannot be held liable for any loss arising from delay. Suggested start times are given in good faith but can be subject to delay due to amendments and unforeseen circumstances.



www.richards-fencing.co.uk

Tel: 01892 770186



- Richards Fencing Ltd cannot accept responsibility for matters concerning highways or planning permissions. It is the customers responsibility to make sure approval has been given.
- The customer is responsible for clearing means of access to the site so that it is acceptable to vehicles and staff, unless agreed prior to us starting the work.
- All site restrictions and safety issues must be made known at the initial site visit. No liability can be taken for underground services unless pre-warned.
- We require full access to the working area during normal working hours (date and time to be agreed with you before commencement of work). Any restrictions imposed upon us could be subject to additional costs.
- Any additional work not specified in the quotation will be considered an extra and will be priced and invoiced separately. Any additional work requested when we have already started the job will not be added to that job time. Richards Fencing Ltd will quote and invoice separately and organise another time to complete that job.
- The customer warrants and confirms that the property of which the works specified to be carried out is not in multiple ownership or occupation and that the customer is the legal owner of the property.
- Use of water, power and lighting may be needed by Richards Fencing Ltd and must be provided free of charge by the client.
- All making good shall be executed by the company with materials and workmanship to match the surrounding work. However, matching existing/weathered materials exactly may not be possible or practical. Our priority is the strength and longevity of the work we undertake.
- Wood is a natural material and not evenly porous. We cannot accept any liability for splitting, warping or twisting as it is exposed to sunlight and air. Dark stains and paints will increase the absorption of the sunlight and speed up the drying of the timber. However, we will only intend to use the best quality materials available that are specifically designed for their intended use.

www.richards-fencing.co.uk

Tel: 01892 770186

QUOTE

Crowborough town council
 Council offices
 Pine grove
 Crowborough
 TN6 1DH
 UNITED KINGDOM (GB)

Date
 3 Apr 2023

Expiry
 1 Aug 2023

Quote Number
 QU-0119

VAT Number
 183057702

JJ Brickwork Ltd
 92 Fermor Way
 Crowborough
 Sussex
 TN6 3BJ
 GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Boundary wall at Wolfe recreation ground.	1.00	11,400.00	20%	11,400.00
To remove 32 linear meters of boundary wall and dispose of waste.				
Build new retaining wall from oak sleepers vertically, with a rolling slope and bevelled edge. All sleepers to concreted 500mm into ground.				
Subtotal				11,400.00
TOTAL VAT 20%				2,280.00
TOTAL GBP				13,680.00

Terms

All works carried out to comply with building regulations drawings and specifications provided



Estimate

Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex
TN6 1DH

23/05/2023

WORKS	Amount Payable
Works Address: Wolfe Playground Wall, Wolfe Recreation Ground, Crowborough, East Sussex	
<p>Job Details:</p> <p style="text-align: center;"><u>Sleeper Wall</u></p> <p><u>Site Preparation:</u></p> <ul style="list-style-type: none">• Notify park authorities and secure the necessary permits for construction• Clear the work area of any obstructions, vegetation, or debris• Establish safe access routes and temporary fencing to protect the public during construction• Ensure proper signage is in place to inform park visitors about the ongoing construction work <p><u>Bark Salvaging and Storage:</u></p> <ul style="list-style-type: none">• Carefully remove the existing bark and sand from the work area, ensuring minimal damage• Store the salvaged bark in a designated area, protecting it from moisture and contaminants during the construction process <p><u>Existing Wall Removal:</u></p> <ul style="list-style-type: none">• Safely dismantle and remove the existing timber wall, adhering to proper demolition techniques and waste disposal regulations <p><u>Excavation:</u></p> <ul style="list-style-type: none">• Excavate the area along the designated line of the new retaining wall to the required depth and width• Ensure that the excavation process is carried out safely, with appropriate shoring and support to prevent cave-ins or accidents• Please note: we may use machinery for this work	

Assured Property Maintenance and Renovation Ltd
(CoRegNo11390358) (VatNo326445993) ~Web: www.apmr.uk ~ Email: enquiries@apmr.uk
~ Tel: 01293 220118 - Pine Grove Enterprise Centre, Pine Grove, Crowborough, East Sussex, TN6 1DH



Foundation Preparation:

- Level and compact the excavated area to create a stable base for the new retaining wall

Timber Sleeper Retaining Wall Installation:

- Supply tanalised timber sleepers that meet the necessary strength and durability requirements
- Install sleepers, ensuring they are level and securely anchored with appropriate fixings at the required intervals
- Continue adding subsequent sleepers, interlocking the sleepers and staggering the joints for added stability
- Sleeper height will be lower at both ends and higher in the center, creating an arc effect
- Sleeper lengths will be bought as 2.4m and 4.8m so a curve will be created to suit requirements of client, we will need to know max height permitted by council
- Timber sleepers will be 8x4 (100x200mm) unless advised of a different dimension, any change in this will alter the estimate

Backfilling and Compaction:

- Compact the backfill material in layers using compaction equipment, ensuring proper compaction and stability
- Pay attention to proper drainage, ensuring that water can freely flow away from the wall to avoid hydrostatic pressure
- Backfill the space behind the retaining wall with the existing bark and topping up areas with new where required

Finishing Touches:

- Use a chainsaw to sculpt the sleepers into the desired shape/slope
- Thoroughly sand all new sleepers and supports to remove all abrasive edges to ensure a smooth/safe finish

Clean-up and Site Restoration:

- Remove any construction debris or excess materials from the site
- Restore the work area and surrounding park grounds to their original condition

Health and Safety

Health and Safety Plan:

- Develop a comprehensive health and safety plan in accordance with the UK Health and Safety at Work Act 1974 and relevant regulations.
- Identify potential hazards, assess risks, and implement control measures to ensure a safe working environment.
- Assign responsibilities and provide training to personnel regarding health and safety procedures.

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**Personal Protective Equipment (PPE):**

- Ensure that all workers and personnel involved in the project are provided with appropriate PPE compliant with Personal Protective Equipment at Work Regulations 1992.
- This includes hard hats, safety boots, high-visibility vests, gloves, and eye protection.
- Train workers on the correct use and maintenance of PPE.

Site Security and Signage:

- Establish safe access routes and secure the work area with temporary fencing to prevent unauthorized entry, in compliance with Construction (Design and Management) Regulations 2015.
- Install prominent and clear signage to inform park visitors about the ongoing construction work and potential hazards.

Machinery and Equipment:

- Ensure that all machinery and equipment used during the project are properly maintained, inspected, and safe for use, adhering to the Provision and Use of Work Equipment Regulations 1998.
- Only trained and authorized personnel should operate the machinery and equipment.

Manual Handling and Lifting:

- Ensure workers are trained on proper manual handling techniques to prevent injuries, complying with Manual Handling Operations Regulations 1992.
- Use mechanical lifting aids whenever possible to minimize the risk of strain or back injuries.

Emergency Preparedness:

- Establish emergency procedures and protocols, including evacuation routes, assembly points, and emergency contact information, as required by the Regulatory Reform (Fire Safety) Order 2005.
- Provide workers with first aid training and ensure first aid kits are readily available on-site, meeting Health and Safety (First Aid) Regulations 1981.

Method Statement:**Site Preparation:**

- Clear the work area of any obstructions, vegetation, or debris.
- Install temporary fencing and appropriate signage to secure the work area in compliance with Construction (Design and Management) Regulations 2015.

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~ Tel: 01293 220118 - Pine Grove Enterprise Centre, Pine Grove, Crowborough, East Sussex, TN6 1DH

**Retaining Wall Removal:**

- Dismantle and remove the existing retaining wall using safe demolition techniques, following guidelines from Control of Substances Hazardous to Health Regulations 2002.
- Dispose of non-reusable materials in accordance with local waste management guidelines and Environmental Protection Act 1990.

Excavation and Ground Preparation:

- Excavate the area where the retaining wall was located, ensuring proper shoring and support to prevent cave-ins, complying with Construction (Design and Management) Regulations 2015.
- Compact and grade the ground to prepare it for the reuse of the existing bark.

Bark Salvaging and Storage:

- Carefully remove the existing bark, minimizing damage.
- Store the salvaged bark in a designated area, protecting it from moisture and contaminants, following regulations regarding waste storage and management.

Site Clean-up:

- Remove all construction debris, waste materials, and excess soil from the site.
- Dispose of non-reusable materials in accordance with local waste management guidelines and Environmental Protection Act 1990.

Bark Reinstallation:

- Spread a suitable weed barrier fabric or geotextile over the prepared ground.
- Reinstall the salvaged bark onto the designated area, ensuring an even distribution.
- Rake and level the bark to achieve the desired coverage and thickness.

Finishing Touches:

- Inspect the reinstalled bark area for any bare spots or irregularities.
- Add additional bark if needed to achieve the desired coverage, using the provided materials
- Install suitable edging to define the boundaries of the bark area.

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~ Tel: 01293 220118 - Pine Grove Enterprise Centre, Pine Grove, Crowborough, East Sussex, TN6 1DH



Clean-up and Site Restoration: <ul style="list-style-type: none">• Remove all construction debris and excess materials from the site.• Restore the work area and surrounding park grounds to their original condition.• Conduct a final inspection to ensure the quality of workmanship and adherence to specifications.	
MATERIALS AND LABOUR	£39,500.00
VAT	£7,900.00
TOTAL	£47,400.00

The above information is not an invoice, this is an estimate based on the services described. The estimate is non contractual nor binding. Estimates may change if unexpected situations occur, of which the client will be notified immediately whilst work is being carried out.

One year guarantee on labour



AGENDA ITEM NUMBER: 6.5
MEETING DATE: 11th July 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: Tractor Shed Tender
PURPOSE OF REPORT: To review tenders received and agree next steps
SUPPORTING DOCUMENTS: Appendix A – Tender Evaluation
Appendix B – ONESPACE Tender
Appendix C – Drakemoor Tender
OFFICER CONTACT: Operations Manager

OFFICER RECOMMENDATIONS:	
1	
2	

Background:

In November 2022 the following was resolved relating to the tender pack.

The report was noted. Concerns were raised about the suggested use of funds from the tree works budget. It was agreed to accept the officer's recommendation in terms of funding the project and to monitor tree work requirements over the next five months.

A member questioned whether the tender packs are using the correct smoke and heat detectors. Standing Orders were suspended at 21:03hrs.

Cllr George Moss has reviewed the drawings and noted that some of the revisions have been incorporated from comments made in December 2021. There are still outstanding issues that need to be clarified. The main workshop will be open to smoke and dust being generated from the equipment used by the Grounds Team; a heat detector will be a better solution than the smoke detector indicated to prevent alarms being set off inadvertently.

It is unclear from the drawings whether there are false ceilings in place. If they are to be included, there is a void in excess of 800mm from the ceiling to the roof which means a secondary void detection unit will be required.

Standing Orders were reinstated at 21:04hrs

9954 RESOLVED to approve the tender document for submission subject to clarification of the issues raised.

Following on from a meeting between the Operations Manager and George Moss alterations and clarifications were made around the specifics of the works.

It was also identified that the team required a drying room to enable them to dry clothing away from their staff room or locker area. The architect was consulted to adjust the drawings to allow for a space for drying clothing but also to make the recommended M&E changes.

It was also recommended to obtain an estimation of cost from a chartered surveyor due to the initial costings given by the architect seeming too low. A chartered surveyor was spoken to and provided a rough estimate of building works at £40,000.00 to £60,000.00 depending on final finishes required. This was not a detailed estimate as was provided free of charge to the Council.

Tenders Received

Two tender returns were received. These are included in Appendix B & C for Councillors to review. The evaluation of both tenders is included within Appendix A.

ONESPAC - £143,330.01

Drakemoor - £112,889.19

Both tenders have scored 0% on the price element for this tender as it was based upon the surveyors recommended value of works. Both tender returns have provided their tender based on the specification of the tender but it is now apparent that cost savings could possibly be made if elements are changed or omitted.

On the quality aspect of the evaluation both tender returns have scored comparatively well against each other with ONESPAC achieving 59.6% and Drakemoor at 58.2%. Both tender returns have included sufficient detail and both have sufficient experience and competence to carry out the works the Council requires.

As both companies score within 1% of each other on quality the decision of who to award the contract too comes to price and best value for money. Based purely on the tender return's Drakemoor are £30,000.00 cheaper than ONESPAC for the same specification as quoted.

There have been some cost saving suggestions mentioned by ONESPAC in their tender return which could reduce the overall cost by up to 30%.

It is the Officers recommendation that both companies are invited to attend a post tender interview with the Operations Manager and Town Clerk to present cost saving alterations to the tender return to ensure best value for money is obtained.

The revised costings of the project after the post tender interviews can then be produced to the S&R committee for a decision on who to award the contract.

Finance

The S&R committee currently has the following funds in place for this project:

EMR 315/902/9067 - £9,000.00

It will therefore be necessary if this project is to continue to request funds from the General Reserve at Full Council.

It is the Officers recommendation that full cost of the works is requested from the General Reserve and that the EMR funds are used for any building control fees, furniture and kitting out

the new staff area as needed. Any remaining funds in the EMR can then be returned to the General Reserve once the project is complete.

Summary:

- Tenders have been received but are over estimated costs.
- Both tenders are of a comparative standard in terms of quality.
- Possibility for costs to be reduced through cost saving and omitting some elements of build.
- Committee have £9,000.00 in EMR for this project.
- Additional funds will need to be requested from Full Council.

Next Steps:

- Committee to **agree** for the Operations Manager and Town Clerk to hold post tender interviews with both companies to identify cost savings.
- Committee to hold an extraordinary meeting to review cost savings after post tender interviews.
- Once costs are known committee to make request from Full Council for funds to be obtained from the General Reserve
- Companies to be informed by the 20th of September if they have been awarded the works contract for this project for prices to remain valid.

Tender Evaluation

Project Title	Wolfe Tractor Shed
Tenders Received	ONESPACE
	Drakemoor

Tender Evaluation Criteria/ Matrix

MEAT	Overall Weighting	Category	Category Weighting	Element	Element Weighting
PRICE	20%	Financial	20%	Cost/ Competativeness	Price Evaluation Matrix
QUALITY	80%	Technical	15%	Capability of company to carry out the specified works	5%
				Materials manufactured in house or readily available.	5%
		Health and Safety	16%	Programme of works provided and in line with timescales requests.	5%
				Relevant accreditations in H&S and as required for trades used. E.g NICEIC	4%
				Detailed working practices and procedures/ emergency procedures	4%
				Appropriate Health and Safety Policy provided or available via website.	4%
		Service Delivery	18%	Competent contractor with experience, training and qualifications.	4%
				Company history and experience in the required trades.	4%
				References provided of previous work and received satisfactory responses.	3%
				Communication structure, provides a responsible person for contact during works	3%
		Quality	15%	Ability to complete works before March 2024	4%
				Insurance Cover in place sufficient	4%
				Customer Care/ Warranty of material and workmanship	4%
				Quality of previous work from references/ local projects viewed.	3%
		Environment	16%	Professional Membership/ Accreditation	2%
				Experience on similar projects	4%
				Aftercare provided	2%
				Policy/ Commitment to reducing greenhouse gases	4%
				Distance from site to company for travel during project. Target of 40 miles.	4%
				Materials supplied impact. E.G recycled vs primary manufacture process.	4%
				Waste Management and disposal methods/ recycling	4%

Scoring System

Excellent	Exceeds the required standard. Response answers the question with precision and relevance. Includes improvement through innovation/ added value	5
Good	Meets the standard required. Comprehensive response in terms of detail and relevance to the question.	4
Acceptable	Meets the standard in most aspects but fails in some areas. Acceptable level of detail, accuracy and relevance.	3
Limited	Fails the standard in most aspects but meets some. Limited information/ inadequate/ only partially addressess the question.	2
Inadequate	Significantly fails to meet the standard. Inadequate detail provided/ questions not answered/ answers not directly relevant to the question.	1
Not Eligible for	Completely fails to meet the standard. Response significantly deficient/ no response	0

Pricing Evaluation

	Percentage Rating	Value of Quote
		20%
Quote A	19%	£ 40,500.00
	18%	£ 41,500.00
	17%	£ 42,500.00
	16%	£ 43,500.00
	15%	£ 44,500.00
	14%	£ 45,500.00
	13%	£ 46,500.00
	12%	£ 47,500.00
	11%	£ 48,500.00
	10%	£ 49,500.00
	9%	£ 50,500.00
	8%	£ 51,500.00
	7%	£ 52,500.00

	6%	£	53,500.00
	5%	£	54,500.00
	4%	£	55,500.00
	3%	£	56,500.00
	2%	£	57,500.00
	1%	£	58,500.00
	0%	£	59,500.00

Evaluation 1

Company Name

ONSPACE

Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail

Quotes Received & Scoring

	Price Matrix Percentage	EV Scoring Percentage	Total
£ 143,330.01	0%	59.6%	59.60%

Evaluation Criteria Scoring

Category	Maximum %	Actual Score	Sub Category	Maximum Score	Actual Score	Points awarded
Technical	15%	13	Capability	5	5	5
			Resources	5	4	4
			Work Schedule	5	4	4
Health and Safety	16%	12.8	Accreditations	4	3.2	4
			Practice and Procedure	4	2.4	3
			Policy	4	3.2	4
			Competence	4	4	5
Service Delivery	18%	15.4	Company Profile	4	4	5
			References	3	2.4	4
			Communication	3	1.8	3
			Ability time scale	4	4	5
			Insurance Cover	4	3.2	4
Quality	15%	12	Customer Care/ Warranty	4	3.2	4
			Quality of previous work	3	2.4	4
			Professional Membership/ Accreditation	2	1.6	4
			Experience	4	3.2	4
			Aftercare	2	1.6	4
Environment	16%	6.4	Commitment	4	3.2	4
			Distance	4	3.2	4
			Material Impact	4	3.2	4
			Waste Disposal	4	3.2	4
Totals	80%	59.6			59.6	

Evaluation 1

Company Name

Drakemoor

Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail

Quotes Received & Scoring

	Price Matrix Percentage	EV Scoring Percentage	Total
£ 112,889.19	0%	58.2%	58.20%

Evaluation Criteria Scoring

Category	Maximum %	Actual Score	Sub Category	Maximum Score	Actual Score	Points awarded
Technical	15%	12	Capability	5	4	4
			Resources	5	4	4
			Work Schedule	5	4	4
Health and Safety	16%	11.2	Accreditations	4	3.2	4
			Practice and Procedure	4	2.4	3
			Policy	4	2.4	3
			Competence	4	3.2	4
Service Delivery	18%	16.6	Company Profile	4	4	5
			References	3	2.4	4
			Communication	3	3	5
			Ability time scale	4	4	5
			Insurance Cover	4	3.2	4
Quality	15%	12	Customer Care/ Warranty	4	3.2	4
			Quality of previous work	3	2.4	4
			Professional Membership/ Accreditation	2	1.6	4
			Experience	4	3.2	4
			Aftercare	2	1.6	4
Environment	16%	6.4	Commitment	4	3.2	4
			Distance	4	3.2	4
			Material Impact	4	3.2	4
			Waste Disposal	4	3.2	4
Totals	80%	58.2			58.2	



ONESPACE

**Project:
Renovation of Wolfe
Tractor Shed,**



CARE · INTEGRITY · RESPECT

Dear Peter Cunnington

Thank you for the opportunity to quote for this project for the refurbishment of your staff room at Wolfe Tractor Shed, Wolfe Recreation Ground. Recently we have undertaken many similar projects and believe that we are well suited to deliver a quality, snag free, on time product.

Based on the information provided through documentation, site visits and various meetings, we have put together a proposal including:

- Project Overview
- Costs and clarifications
- Indicative Programme
- Tender Questions with paragraph answers as requested
- Paragraph per scoring criteria
- Value Engineering Initiatives
- Site specific considerations
- Risk management and Opportunities
- Proposed team
- Health & Safety and Quality Assurances
- Case Studies and References
- Copy of insurance certificate
- Carbon Footprint Policy
- Health & Safety Policies
- Net Zero example and company information

- We have costed all associated works as per the provided scope

Programme

- Our proposed project duration is 6 weeks

Potential solutions to reduce costs

- Examples of areas where costs could be saved from the tender pack.

Site specific considerations

- All required health & safety procedures for this site have been considered

Risk Management and Opportunities

- This covers all areas of the project that will ensure a smooth running, snag free and risk free delivery

Proposed team

- All site operatives will either hold or will be able to obtain the required BP55 site security clearance and have the relevant experience and competences to complete this project.

Health & Safety and Quality Assurances

- As an organisation who regularly work within government projects, our health & safety record is a key focus of our delivery model and we have the associated assurances to deliver such work

Case Studies and references information

- Link to our website to see more case studies if required.

Appendix A, B and C signed paperwork for tender

- Tender thoroughly reviewed and certificate to confirm no canvassing, confirmation of tender instruction and expression of tender agreement

Kind Regards,

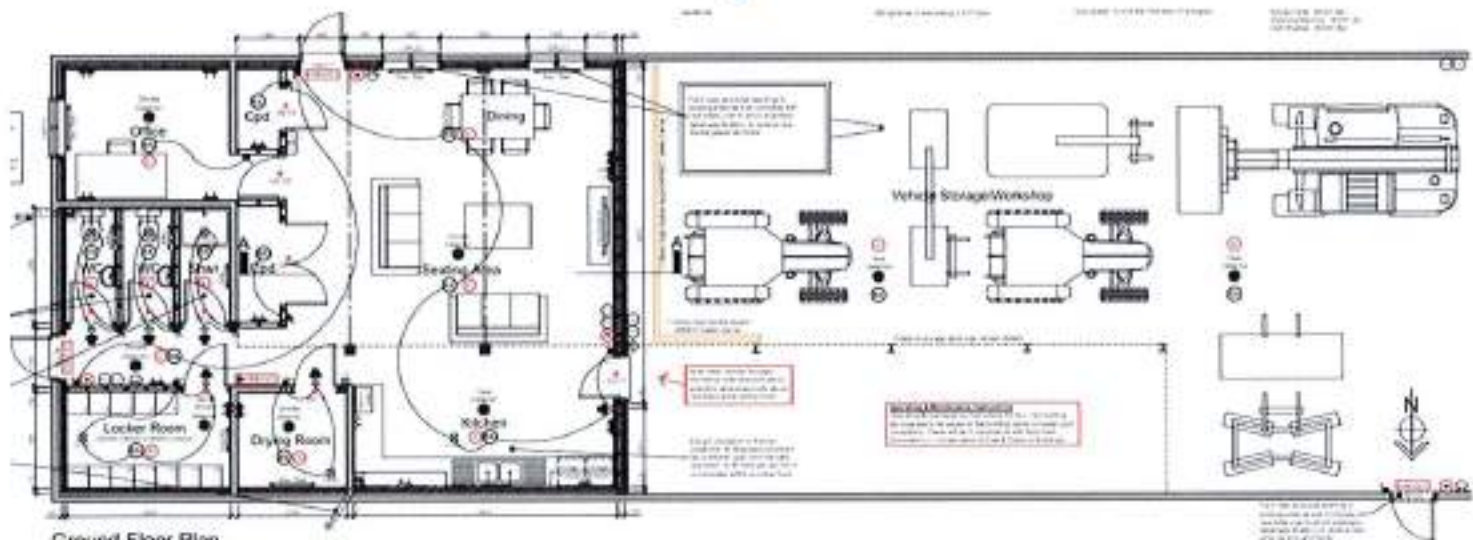
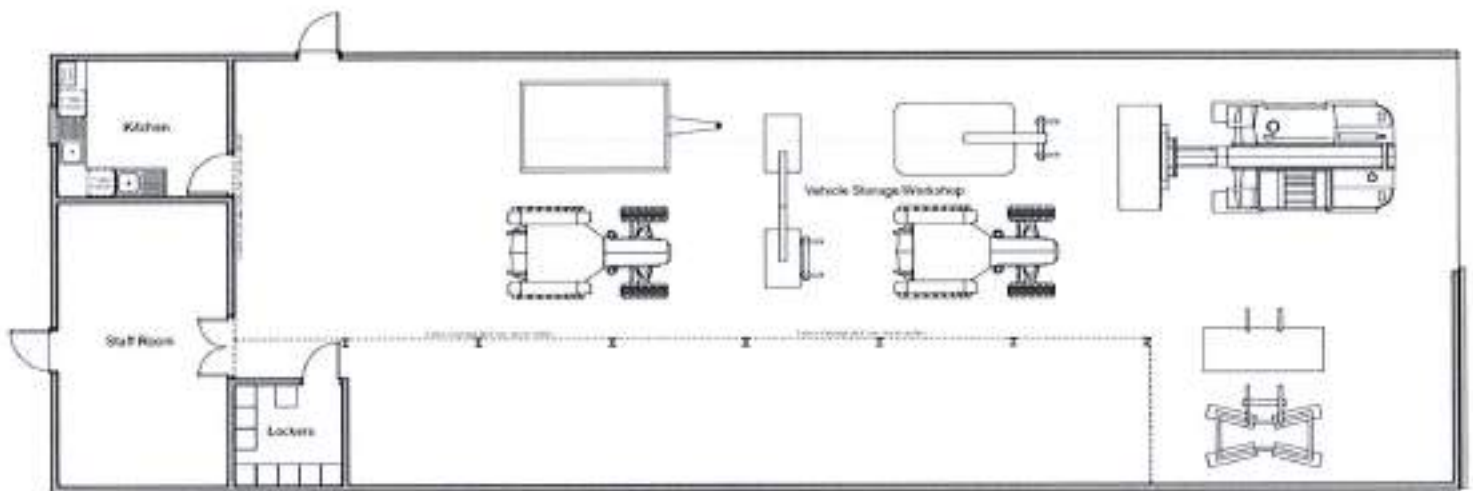
Jono Openshaw
Sales Manager

Project overview: Strip out, rebuild and refurb

Brief / scope:



- 1) Change the existing staff room, kitchen and locker area into enlarged kitchen area, new toilets and shower room, new office, new locker room.
- 2) Strip out staff room and kitchen areas
- 3) Build new walls where required and new fire door.
- 4) Install new MEP works, toilets, shower and kitchen, ceiling to new room.
- 5) P&D and make good all areas ready for handover



Ground Floor Plan

Item	Schedule of Works	Quantity	Unit	Rate	Total
1	Remove all fixtures, fittings, flooring from the building and dispose of. Remove all flooring, electrical and plumbing fixtures and dispose of. Carefully remove all existing ceiling finishes to Kitchen, Staff Room, and Locker Room and remove from site.	1	Item	£2,695.81	£2,695.81
2	New Seating Area, Kitchen, Office, Shower, WC, Locker Room, and Cupboard floor construction to consist of 22mm moisture resistant T&G (chipboard) flooring, on 100 gauge polythene vapour control layer, on 50mm CELOTEX GA4050 rigid polyurethane insulation board, on 1200 gauge polythene DPM, on existing concrete floor slab. Provide sand bedding on top of existing concrete garage floor slab prior to laying DPM in order to make up floor to required level. (Perimeter = 34.2m. Area = 78.1sqm. FTA = 0.46). Floor construction is to be capable of achieving a minimum U value through floor of at least 0.24W/m ² K.	95	m ²	£87.42	£8,304.93
3	Continuous horizontal DPC is to be installed min. 75mm above existing concrete slab level to new and existing external wall linings (with min. 150mm lap).	82	m ²	£5.20	£426.00
4	Existing blockwork external walls are to be fully lined internally with 12.5mm GYPROC wallboard on 100 gauge polythene vapour control layer, with all joints taped and sealed, on 100x50mm C16 treated 96 studwork at max. 400mm C/C. Between timber studwork cut and tightly fit 100mm CELOTEX GA4100 rigid polyurethane insulation boards.	78	m ²	£55.06	£4,294.13
5	New 75mm high 100mm Class B engineering brick pitch walls	40	m	£33.42	£1,336.73
6	New external wall construction is to consist of 12.5mm Glasroc F Multiboard, on 18mm WBP plywood sheathing, on 2x40mm C16 treated SW vertical counter battens at max. 400mm C/C, on TYVEK weather membrane, on 12mm WBP sheathing plywood, on 150x50mm C16 treated 96 studwork at max. 400mm C/C. New studwork is to be built up off of new 75mm high 100mm Class B engineering brick pitch walls. Cut & fit 100mm CELOTEX GA4050 rigid polyurethane board (or equal approved) between vertical studs leaving a 50mm air emersion cavity to room side of insulation. Studwork is to be fully lined internally with CELOTEX GA4050 (50 + 12.5mm). Joints between boards must be tightly butted, taped, and primed using appropriate tape and jointing material to create a vapour control layer (VCL).	17.26	m ²	£161.12	£2,780.91
7	All studwork walls hatched thus are to be clad both sides with 12.5mm GYPROC "Flexline" board & fully insulated between studs with 25mm thick (50W00) Acoustic Partition Roll (E200). Use moisture resistant Boardwork to be used in wet rooms.	18.25	m ²	£104.00	£1,898.00
8	All studwork walls hatched thus are to be clad both sides with 12.5mm GYPROC "Flexline" board & fully insulated between studs with 25mm thick (50W00) Acoustic Partition Roll (E200).	7.8	m ²	£88.65	£691.26
9	Plaster: one coat Thistle board finish or other equal, level troweled, 3mm thick work to walls, one coat, to plasterboard base	155.84	m ²	£22.70	£3,538.53
10	Form new door opening and install Pre-cast concrete lintels are to be provided over all new openings to external walls, and are to have min. 150mm end bearings.	1	No	£1,691.76	£1,691.76
11	Form new window opening and Pre-cast concrete lintels are to be provided over all new openings to external walls, and are to have min. 150mm end bearings.	2	No	£103.31	£2,066.2
12	Supply and fit new double glazed windows. New glazed windows are to be double glazed with low E, Argon filled, termite sealed units, capable of achieving a min. U - Value of 1.4 W/m ² K. Any glazing located in a zone between finished floor level and 800mm above floor level is to consist of either toughened or laminated safety glass. Glazed windows are to be fully draught/weatherstripped. Silicon mastic pointing is to be applied around perimeter of all frames, both externally, AND internally.	2	No	£712.36	£1,424.71
13	Supply and fit new External grade solid core flush door complete with Push bar/pad door lock release to Seating Area side.	1	No	£694.21	£694.21
14	Supply and fit new FD30 rated flush fire doors complete with emergency.	6	No	£711.22	£4,267.34
17	Carefully remove all existing ceiling finishes to Kitchen, Staff Room, and Locker Room and remove from site. New ceiling finish is to consist of 2 No. layer of 12.5mm GYPROC Wallboard on 100 gauge polythene VCL, all ready to receive lightweight plaster finish. Between existing ceiling joists cut and fit tightly 100mm GYPROC (50W00) 1000 insulation quilt leaving min. 50mm unobstructed air space above insulation.	16	m ²	£14.41	£230.53
19	New ceiling/roof construction over Seating Area is to consist of 18mm WBP plywood decking, on 150mm thick CELOTEX GA4150 rigid polyurethane insulation board, on 1000 gauge polythene vapour control layer (VCL) on 18mm WBP plywood decking on 100x50mm C16 Rat roof joists @ 400mm C/C. New ceiling finish below is to consist of 2 No. layer of 12.5mm GYPROC Wallboard on 100 gauge polythene VCL, all ready to receive lightweight plaster finish. New ceiling/roof finish to be capable of achieving a minimum U - Value of at least 0.15 W/m ² K.	14	m ²	£251.66	£3,523.24
21	Supply and fit new Howdens Primed Buffalo Contemporary MDF Architrave 110mm x D14.5mm x L4.2m	1	Item	£120.43	£120.43
23	Supply and fit new Howdens Primed Buffalo Contemporary MDF Skirting 120mm x D14.5mm x L4.2m	92	m	£10.93	£1,006.02
25	Supply and fit Howdens Rapid Luxury Vinyl Feather Grey Oak Vinyl flooring	90	m ²	£80.42	£7,237.81
27	Supply and fit bulk White Ceramic Wall & Floor Tile 600 x 300mm for full wall height and floor in toilets and shower. Shower room to have full wall height tiles.	25	m ²	£801.32	£20,032.96
28	Supply and fit 1200mm x 800mm low profile shower tray with glass sliding door. 8.5kw Electric Shower, 2 x WC and basin, 2 x Mirror, 3 x Towel radiator	1	Item	£4,912.60	£4,912.60

Cost Proposal Pg 2 and Clarifications



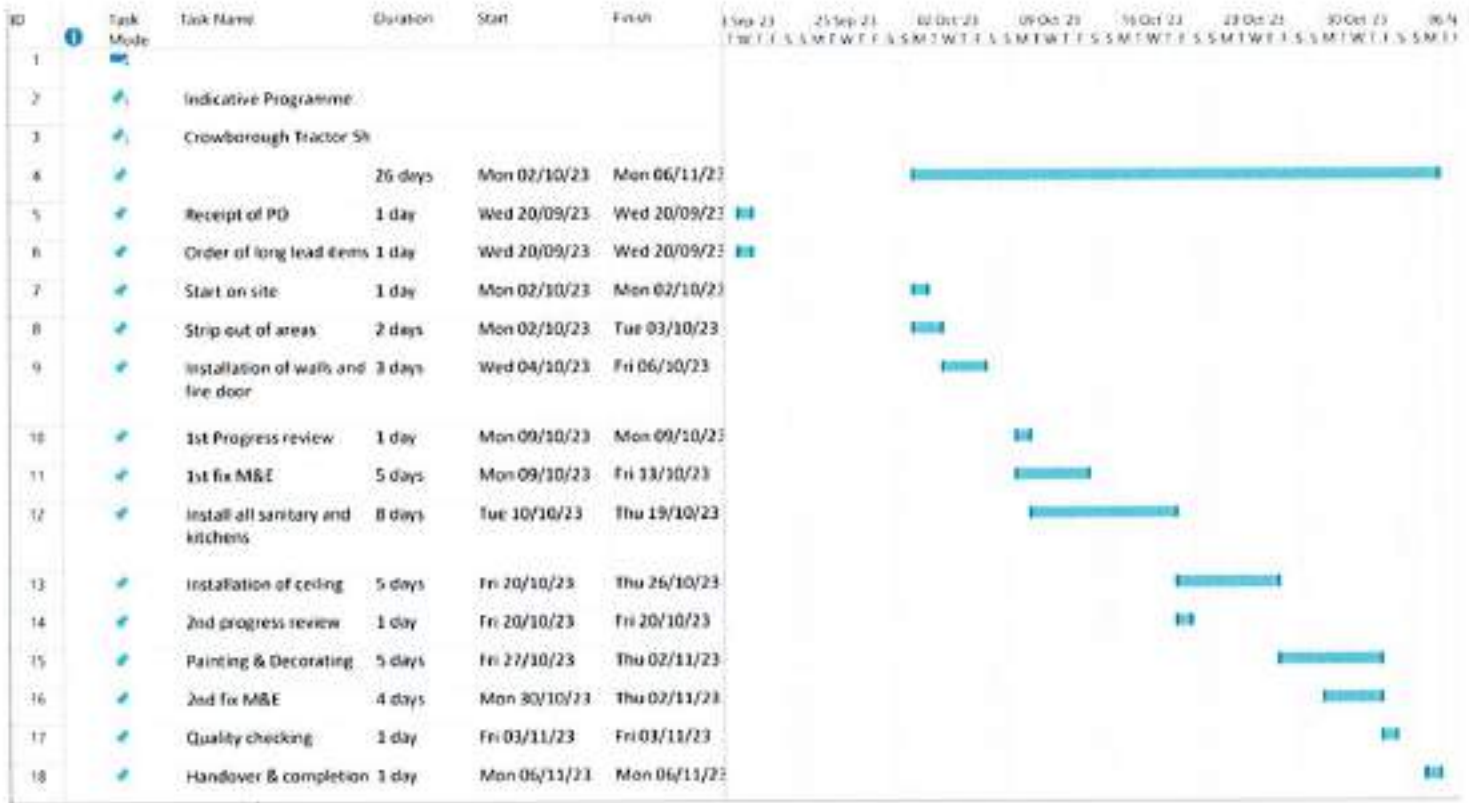
	Supply and fit: Hot Water Boiler Zip Econolife H5505 5 Litre 2.2kW Instant on Wall Boring Water Heater White				
31	Under Counter Hot Water Supply Ariston under sink 2kw water heater 35br	1	Item	£4,535.93	£4,535.93
	Radiator Ecostrad iQ Ceramic WiFi Controlled Electric Radiator iQ.C.15 Ecostrad iQ Ceramic WiFi Controlled Electric Radiator iQ.C.30				
33	Electrical - Supply and fit all power and lighting including 1st, 2nd fix and testing.	1	Item	£25,632.68	£25,632.68
35	Plumbing - Supply and fit all 1st and 2nd fix hot and cold water supplies and drainage. Test on completion.	1	Item	£4,477.06	£4,477.06
37	Supply and fit fire Alarm system 2 zone fire panel, Break glass call points, internal sounders, smoke detectors, heat detector	1	Item	£8,055.99	£8,055.99
	Supply and fit kitchen: Kitchen finish in Clerkenwell Gloss Charcoal with white internal units. Kitchen to include a slimline dishwasher, 4 drawer unit, built in oven, 1.5 bowl sink, integrated undercounter fridge freezer. Worktops to finish in grey concrete effect laminate. Grey concrete effect backsplash Bowl units to span full length of kitchen wall, along with wall units to cover half including the sink area.				
39		1	Item	£9,359.76	£9,359.76
	Mechanical extraction system: To Kitchen provide min. 60 litres/second extract fan (or 30 litres/second if incorporated within a cooker hood over the cooker) To WC provide min. 6 litres/second extract fan wired to light switch. Ensure min. 15 minute over-run & 10mm gap under door. To Shower Room provide min. 15 litres/second extract fan wired to light switch. Ensure min. 15 minute over-run & 10mm gap under door.				
41		1	Item	£3,661.81	£3,661.81
43	Fire Stopping to all service penetrations.	1	Item	£2,500.00	£2,500.00
	Decorations				
47	Walls (All internal walls in Kitchen, Office, Seating Area, Shower, WC, Locker Room and Cupboard) Dulux Trade Supersmatt Emulsion Paint - White	221	m2	£12.11	£2,677.26
49	Decorations				
51	Ceiling (All internal ceilings in Kitchen, Office, Seating Area, Shower, WC, Locker Room and Cupboard) Dulux Trade Supersmatt Emulsion Paint - White	70	m2	£12.31	£862.80
53	Decorations				
55	Mouldings (All mouldings) Dulux Quick Dry Eggshell Paint - Pure Brilliant White	160	m	£8.81	£1,409.80
57					
59	Supply and fit 1100mm high double height ARNCO safety barrier - 3 No. to create corner protection as shown on drawing	3	No.	£385.05	£1,155.15
61					
63	Fixtures - Working Foreman, Contracts Manager/Commercial visits, welfare facilities, access, waste, consumables, HSS, provisions, O&M's	1	Item	£16,910.79	£16,910.79
65					
				Total Net	£143,130.01

Clarifications

- Please note we have not allowed to provide any welfare units and is assumed that existing facilities can be used on site.
- Please note we have not allowed for the supply and installation of any furniture or lockers.
- Please note we have not made any allowance to works associated with the existing alarm system and this is assumed by others.
- Please note we have allowed a PC sum for fire protection works.
- A copy of the site asbestos register is required prior to any commencement of works.
- The rates provided are based upon a sequential programme.
- Out of sequence works and/or return visits may incur additional charges unless otherwise agreed.
- Rates assume clear/unrestricted access throughout.
- Where limited information has been provided, works have been costed on assumptions made from the description of works provided. Works required over and above those will require written instruction.
- No variation to the agreed contract will be undertaken by OneSpace or its employees unless written instruction by the client is received and cost agreed by OneSpace.
- Please refer to attached quotation for scheduled items.
- The quotation provided assumes works to take place in during normal working hours Monday - Friday 8am until 5pm. No allowance has been made for OOH or weekend working.
- All plans and/or specifications that form part of the description of the Works are attached and form part of this Contract.
- In carrying out the Works, OneSpace Interiors shall use all reasonable skill, care and diligence, suitable materials and comply with any higher specifications of materials or workmanship contained in the description of the Works.
- We have not allowed for 2.5% main contractors discount.
- The extent of works is as per our estimate, no other works have been allowed.
- No waiting or attendance on others allowed. We have allowed all works to be in 'normal working hours'. No allowance for non continuance of work or phasing.
- We have excluded all works to temporary services such as temporary lighting and power.
- Our cost are based on the existing electrical installation meeting current IEE wiring regulations. We have not allowed for the installation of any data as this is not specified on the drawings.

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Indicative Programme



Indicative Key milestones:

Aim inside 6 week turnaround:

- Start on site - Monday 2nd October 2023
- 1st Project review - Monday 9th October 2023
- 2nd Project review - Friday 20th October 2023
- Completion & Handover - Monday 6th November 2023

Specific tender questions with a one paragraph answer:

1) Methods of work and safety procedures we will employ on site

Please see expanded information on page 12 which includes information on our induction and access process, monitoring of site conditions and housekeeping, PPE and site emergency procedures including site evacuation and first aid. OneSpace follows a proactive policy of site management and will fully comply with CDM regulations and good practice in maintaining the required ratio between site management and operatives. Our QHSE division will attend site where required and liaise with the site team, undertaking site audits of our activities and those of our specialist sub-contractors.

2) Resources we will employ including sub-contractors details and intended work scopes

OneSpace have our own internal team of builders and electricians which we will utilise on site alongside specialist sub-contractors where required, for example, plumbing works which will be overseen and managed by our internal project manager.

3) Proposed programme of works:

Please see Project planner mapping out the full scope of works with indicative timelines of starting on site after receiving instruction to proceed on 20th September and ending after the 6week build programme. Proposed programme of works to include: strip out existing staff room and kitchen areas, building new walls where required and new fire door. Install new MEP works, toilets, shower and kitchen and paint and decorate making good all areas ready for handover

4) Proposed start and completion date as per section 12

Start date could be within 3 weeks after award date received, aiming to complete within 6weeks.

- Receipt of PO - 20th September 2023
- Start 6 week programme - 2nd October 2023
- Completion and handover - Monday 6th November 2023

5) Additional Tender information including examples of work

OneSpace are trading under the name of Johnsons1871, which has many areas of the business which we can utilise to support the roll out of successful projects. We will have a designated project manager throughout. At the end of this document, we have included previous case studies examples with more information available if required.

Tender Scoring Criteria Breakdown:

1. Cost/ Competitiveness 0-20% - Price Evaluation Matrix. As discussed, full scope of project has been quoted for with exact spec as requested. We have also given suggestions on value engineering projects whereby could save up to 30% of the project cost on elements of the scope of works.
2. Capability of company to carry out the specified works 5% (We have extensive experience documented within this tender return with our own in house electrical team which we would be using)
3. Materials manufactured in house or readily available. 5% (Materials quoted for are as per tender from others eg Howdens. But, we will be using our own in house teams.
4. Programme of works provided and in line with timescales requests. 5% (Project planner enclosed and well within timeframes requested, aiming to complete within 6 weeks to help reduce downtime of facilities for the Wolfe Recreation Teams)
5. Relevant accreditations in H&S and as required for trades used. E.g NICEIC 4% (All relevant accreditations are listed on page 17. We are additionally currently going through a process of acquiring new PAS2030 for sustainability of installation which should have received before starting on site)
6. Detailed working practices and procedures/ emergency procedures 4% (Full details listed in this document from page 13 to page 17)
7. Appropriate Health and Safety Policy provided or available via website. 4% (Page 23 of this document provides copies of our policy. In addition to company H&S policy, have also added additional information of our Electrical H&S Policy of which more information can be provided if desired)
8. Competent contractor with experience, training and qualifications. 4% (Years of experience within the teams with full qualifications. CV's and qualifications can be provided if desired)
9. Company history and experience in the required trades. 4% (Yes. Operated for many years as evident from this pack)
10. References provided of previous work and received satisfactory responses. 3% (Full details on Pg 18)
11. Communication structure, provides a responsible person contact during works 3% (full details on Pg 12)
12. Ability to complete works before March 2024 4% Insurance Cover in place sufficient 4% (Complete this year in 2023 and insurance on Page 19 and 20)
13. Customer Care/ Warranty of material and workmanship 4% Quality of previous work from references/ local projects viewed. 3% (Full warranty of workmanship for 12months in addition to manufacturers goods warranties)
14. Professional Membership/ Accreditation 2% (Full accreditations listed on Page 17)
15. Experience on similar projects 4% (Yes, many, various. See Page 18)
16. Aftercare provided 2% (We're here for the long term, with after care fully provided)
17. Policy/ Commitment to reducing greenhouse gases 4% (Page 21 – 26)
18. Distance from site to company for travel during project. Target of 40 miles. 4% (26miles away)
19. Materials supplied impact. E.G recycled vs primary manufacture process. 4% (Quoted as per spec required)
20. Waste Management and disposal methods/ recycling. 4% (Page 21-26)

Value Engineering Initiatives to reduce cost:

Upon site survey and meeting, it was discussed that the value of the scope of works with the tender document will be higher than the initial estimated cost of the project. Understanding that the costing was processed by QS before the Ukraine war which has affected costs globally, we discussed the sensitive issue of pricing and funding and discussed potential options where cost saving could be made and to submit with the tender. We have completed the full tender process cost in full as requested, and have the following solutions to reduce cost down for the project:

1. Do not include windows to the new kitchen/seating area. Reasons why include: a) windows showcase onto a cricket field, so there will be high chance of breakage from a cricket ball. b) if deemed necessary - these windows can be added at a later date.
2. Do not include new cupboards in the build area. Reasons are a) reduce cost of build, b) separate cupboards could be resourced / reused and added to these areas at a later date.
3. Spec of the build could be reduced. For example, insulation to roof, exterior wall brick plinth, flooring. There is currently a lack of insulation within the current Wolfe Shed break out areas, with little or no problems reported, so a simpler build could save cost for the project whilst still providing the larger break out services which the larger team require.
4. Spec of Sanitary units could reduce cost. Quoted as requested, but as an example, toilets can be procured for £80 rather than the £250 on the spec.

Total savings on the various elements of the work could be reduced by approximately 30%, significantly reducing the overall project cost requested to quote up for.

Site specific considerations

Inductions and Access

Onsite inductions will be carried out by Contracts Manager. A full record of all inductions will be held onsite throughout the contract phase. All attendees will be required to receive a site induction regardless of their duties and in addition to security inductions.

Access procedures will require all visitors to sign in and out of site using the 'Contractors signing in book' situated within the onsite facilities.

Monitoring of Site conditions and Housekeeping

OneSpace will maintain a strict housekeeping procedure throughout the operation. Regular audits will be carried out by supervisors to check the cleanliness and orderliness of works and storage areas. Tools and equipment will be inspected to check they are placed as designated locations when not in use and are in good working condition.

PPE

Operatives will be briefed on the use of PPE during induction by way of tool box talk. Regular inspections will take place throughout the construction phase to ensure correct use of PPE.

Emergency Procedures

Site Evacuation

All operatives must leave site immediately and congregate at the designated muster point. If any operative is witness to an emergency situation then they should raise the alarm by contacting the site manager and then leaving site as above.

First Aid

All accidents are to be reported to the Project Manager and entered in to the site accident book/log. An accident form is to be completed and sent to head office where it will then be processed.

First aid assistance will be sort through those identified at induction as competent. If necessary an ambulance is to be dialled.

Any injury sustained by a worker will be reported to the site manager on site immediately and the health and safety manager at head office.

All accidents are to be reported to the Operations Manager and entered in to the site accident book/log. An accident form is to be completed and sent to head office where it will then be processed.

First aid assistance will be sort through those identified at induction as competent. If necessary an ambulance is to be dialled.

Risk Management and Opportunities

Site Logistics

- Agree Accommodation/Storage/Parking availability
- Deliveries to be scheduled and logged with site team
- Agree Traffic management plan
- Just in time delivery plan
- Access equipment to be confirmed and approved
- Full understanding of on-site distribution methodology

Programme

- Early engagement with site team
- Agree sign off procedure/Detailed information release schedule
- Regular progress updates with site/project team with "Look Ahead" meetings
- On site working hours to be agreed and aligned with the programme

Sign Off/Sectional Completion

- Detailed sign off programme to be agreed with Project Manager

Procurement

- Early approval and Purchase Orders raised for items with long lead times

Large scale/specialist project

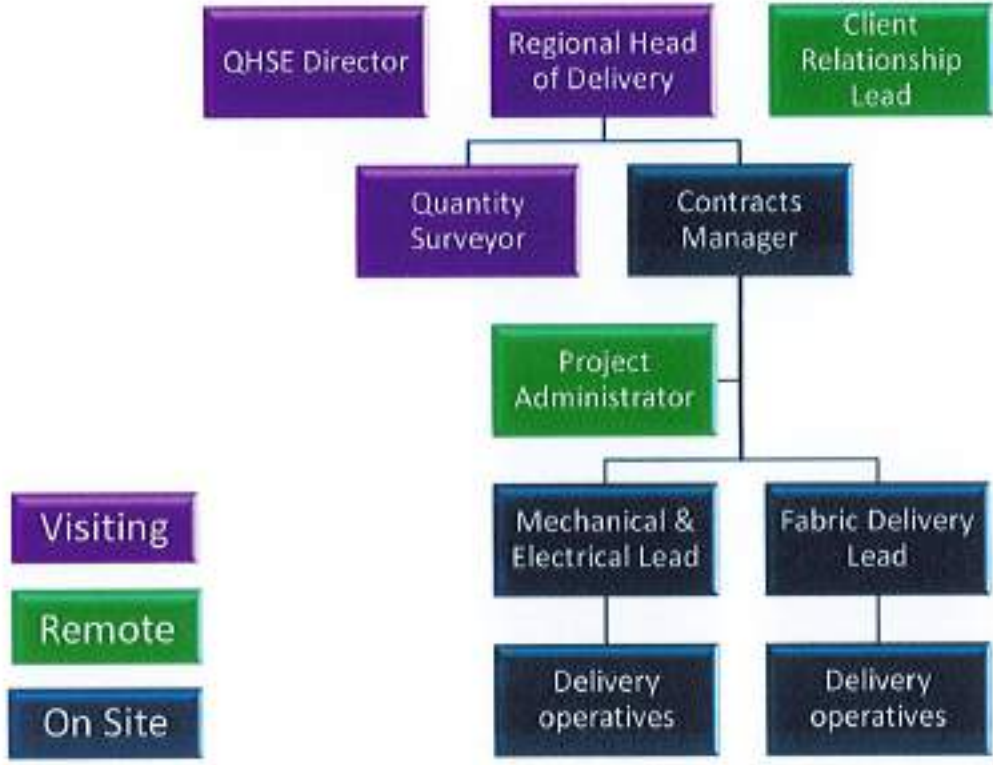
- Correct level of project and site management
- Close collaboration with the on site teams

Third Party Interface

- Early engagement meetings with all required specialists
- Regular/as required on-site co-ordination meetings

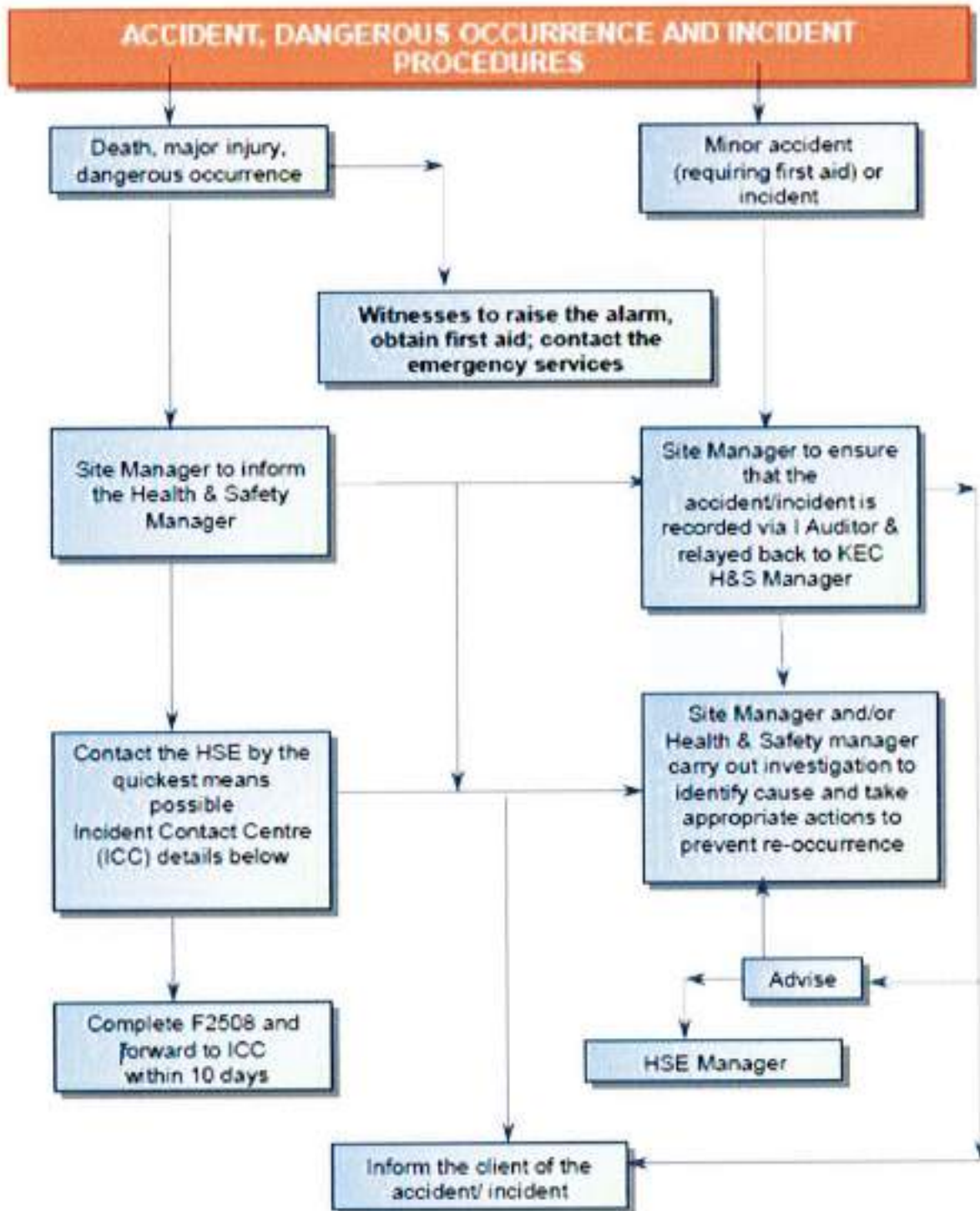
Proposed Team

- This project will be managed and delivered by our national projects team, utilising our regional hub in Whyteleafe, Surrey, CR3 0BL which is 26miles away according to Google maps.
- The enclosed team structure illustrates in detail our senior management and project team, who will be assigned to deliver this project once appointed.
- Our team will be dedicated to the success of this project and will be committed on a full-time basis from award to completion.
- Key personnel all have specific site BPSS clearance and will maintain dedicated to the project through the pre-construction period, into the delivery and final sign off.
- All appointed operatives are experienced, carry the associated qualifications and are fully capable of delivering the associated tasks to deliver this project on time.
- OneSpace follows a proactive policy of site management and will fully comply with CDM regulations and good practice in maintain the required ratio between site management and operatives.

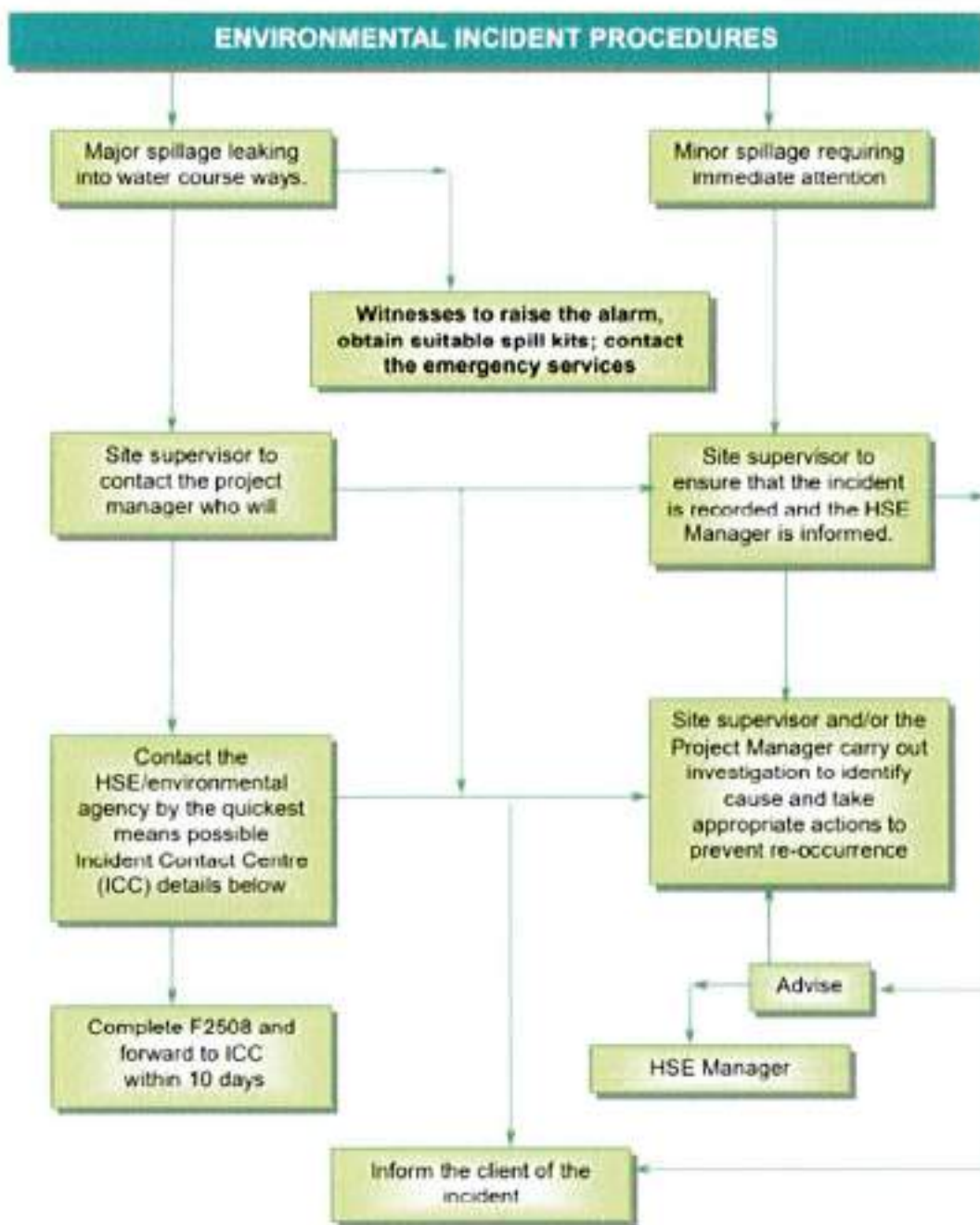


- Our QHSE division will attend site where required and liaise with the site team, undertake site audits of our activities and those of our specialist sub-contractors. He will have the authority to halt operations if he is in anyway unhappy with the method or manner in which work is being undertaken. Our designated Safety Manager, in conjunction with the Site Manager will be responsible for site liaison with all other trade safety advisors, undertaking toolbox talks and induction procedures for new staff, and evaluation of our sub-contractor safety procedures.
- Our designated Safety Manager reports to our Health & Safety Director, Stuart Williams. We operate a behavioural safety initiative across all of our sites and are more than happy to co-operate and adopt your own initiatives. This will require careful liaison, planning and commissioning. Contingency planning, in case of emergency situations, will also be considered. The agreed safety plan will identify all known risks and hazards, together with recommendations and solutions to minimise the opportunity for on-site incidents.
- Our Site Manager, will remain responsible for the day to day safety of the site during the project period all specialist sub-contractors have been required to demonstrate their commitment and safety ethos and will be required to comply with and site specific requirements.





How to contact the HSE Incident Contact Centre (ICC):
 tel (local rate): 03453009923
 internet: www.noor.gov.uk
 Or via the HSE website: www.hse.gov.uk



How to contact the HSE Incident Contact Centre (ICC):

tel (local rate) 03453009923
 internet www.nidour.gov.uk
 Or via the HSE website: www.hse.gov.uk

How to contact the Environment Agency:

tel (local rate) 01752 304147
 internet www.Plymouth.gov.uk
 Or via the Environment Agency website
www.gov.uk/government/organisations/environment-agency

Project Health & Safety Process & Accident Statistics



- Our QHSE division will attend site where required and liaise with the site team, undertake site audits of our activities and those of our specialist sub-contractors. He will have the authority to halt operations if he is in anyway unhappy with the method or manner in which work is being undertaken. Our designated Safety Manager, in conjunction with the Site Manager will be responsible for site liaison with all other trade safety advisors, undertaking toolbox talks and induction procedures for new staff, and evaluation of our sub-contractor safety procedures.
- Our designated Safety Manager reports to our Health & Safety Director, Stuart Williams. We operate a behavioural safety initiative across all of our sites and are more than happy to co-operate and adopt your own initiatives. This will require careful liaison, planning and commissioning. Contingency planning, in case of emergency situations, will also be considered. The agreed safety plan will identify all known risks and hazards, together with recommendations and solutions to minimise the opportunity for on-site incidents.
- Our Site Manager, will remain responsible for the day to day safety of the site during the project period all specialist sub-contractors have been required to demonstrate their commitment and safety ethos and will be required to comply with and site specific requirements.

Accident Statistics

	2022	2021	2020	2019	2018	2017
Number of Accidents	0	2	9	20	18	12
Number of Fatalities	0	0	0	0	0	0
Lost time days	0	0	0	9	13	0
RIDDOR Reportable	0	1	0	1	1	0
Number of Near Misses	1	4	1	6	7	7
HSE Visits	0	0	0	0	0	0
HSE Prohibition Notices	0	0	0	0	0	0
HSE Prosecutions	0	0	0	0	0	0

- We believe that detailed project planning, progress and quality monitoring are vital to the successful completion of any project. Given the scope of this project it will be particularly important to establish and agree a detailed quality management plan for each element of the works. We acknowledge the client delivery ethos and its requirements to produce a project of the highest quality with a delighted client. As a fundamental part of our quality system, we produce and utilise a bespoke quality plan for each project.
- The snagging and sign-off procedure is tailored to suit the requirements of each project.
- We place great emphasis on the quality of our installations. The components of each system or phase will be checked and conformity with contract documents and manufacturers recommendations. One Space and Johnsons have a number of Quality Control check lists to help inspect.
- We will seek at an early stage to agree the standard of finished, through the use of benchmark areas. Previous experience has shown that though creating agreed benchmarks early, quality standards and objectives are clearly defined. Johnsons operate an on-site policy of checking materials, plant and workmanship.

Insurances

- | | |
|--------------------------|------|
| • Public liability | £10m |
| • Product liability | £10m |
| • Professional indemnity | £5m |
| • Customers goods | £1m |



Case Studies and References

- Please see many of our varied case studies on our website: <https://onespaceinteriors.com/case-studies/>
- Below are 2 case studies of similar build which can be referenced if required. Please let us know if you wish to reference so we can let them know to expect contact.
- BT Leeds. Michael Tully, 07483 361 461 michael.akerstrom-tully@bt.com
- Centrica. Oxford. Craig Lambert, 07715608676 craig.lambert@eu.jll.com

BT Leeds

Design and build project.

Project value £382,000.00.

This project was to carry out and enhance the existing building within our client's budget.

All expectations were exceeded when we delivered the following:

- Full strip out including walls
- New floor coverings
- Decoration works
- New offices/partions
- Nine new kitchens (including full strip out and full M&E reinstatement)
- Full sparkle clean
- De-rocking raised access floors

Following a walk-through of the building, we provided a design consultation and advice service of the kitchen fittings and furniture requirements. Our aim was to reflect the design of the newer elements of the building in line with BT's estate consolidation programme.

This project was delivered within a 16 week programme and to budget.

CARE . INTEGRITY . RESPECT



Centrica(British Gas)

Project value: £216,000

Location; Centrica 2800 John Smith Drive, Oxford

The works included the following:

- Isolate and make safe all electrical circuits.
- Uplift floor coverings.
- Remove ceiling tiles
- Strip out wall partitions.
- Secure mechanical vents & AC Plants above suspended ceilings.
- Strip out ceiling grid.
- Strip out and modify sub floor power.
- Install new suspended ceilings.
- Install new partitioning and fit doors.
- Install lighting.
- Decorations.
- Floor coverings
- Install new blinds where required.

All work was completed to deadlines set out in our programme of works.

The project was delivered on time and the client feedback was excellent.

CARE . INTEGRITY . RESPECT



PART D

Appendix A

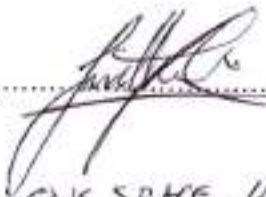
CERTIFICATE AS TO CANVASSING OF MEMBERS, EMPLOYEES AND ADVISERS

Tender for the renovation of the Tractor Shed, Wolfe Recreation Ground, Crowborough, East Sussex.

We hereby certify that I/we have not canvassed any Members, employee or adviser of Crowborough Town Council in connection with the award of the contract to perform the Service and that no person employed by us or acting on our behalf has done any such act.

We further hereby undertake that I/we will not canvass any Member, employee or adviser of Crowborough Town Council in connection with the award of the contract to perform the Service and that no person employed by us or acting on our behalf has done any such act.

Signature

 JONO OPENSHAW

Firm or Company

..... ONE SPACE INTERIORS

Dated

..... 12/06/23

PART D

Appendix B - TENDER CERTIFICATE

To: Chairman of the Council

Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex
TN6 1DH

Dear Sir,

Tender for the renovation of the Tractor Shed, Wolfe Recreation Ground, Crowborough, East Sussex.

I/We recognise that the essence of this tendering exercise is that Crowborough Town Council shall receive bona-fide competitive tenders from all those tendering.

In recognition of this principle, I/we certify that this is a bona-fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person. I/We also certify that I/we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- (a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- (b) Enter into any agreement or arrangements with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted
- (c) Offer or pay or give or agree to pay any sum or valuable consideration directly or indirectly to any person for doing or having done or causing to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons or any body or association, corporate or non- corporate, and "any agreement or arrangement" includes such transaction, formal or informal, and whether legally binding or not.

Signature

 SANO OPENSHAW

Firm or Company

ONE SPACE INTERIORS

Dated

12/06/23

PART D

Appendix C - Form of Tender instruction

Contractors are required to express their tender in the following terms:

"To Crowborough Town Council"

re: **Tender for the renovation of the Tractor Shed, Wolfe Recreation Ground, Crowborough, East Sussex.**

Having carefully examined and considered the Invitation to Tender including, without limitation, the Works Specification, the instructions for tendering and the conditions of contract and in consideration of the Council considering this Tender, we:

1. Offer to provide the works required to meet the Works Specification and to enter an agreement with the Council in the Council's form of Contract for the **FIXED PRICE SUM OF:**
£143,330.01
(amount in word) ONE HUNDRED AND FORTY THREE THOUSAND, THREE HUNDRED AND THIRTY POUNDS AND ONE PENCE.
2. Confirm that we are able to provide the works required to meet the Works Specification and that we have read all of the conditions of contract and are satisfied as to our abilities and experience to satisfy the requirements of the Contract Documents.
3. Confirm that, if our Tender is accepted, we will upon demand:
Produce evidence that the relevant insurances and compliance certificates with relevant legislation and policy are held and are in force; and
Execute and deliver the required contract documents to the Council as set out in the Invitation to Tender;
4. Agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 90 days from the date of this Tender without the Council's prior written consent and if the Council accept this Tender we will be bound to contract with the Council on the basis of the submissions made in this Tender.
5. Agree that in consideration of the Invitation to Tender being sent to us and by submitting our Tender we confirm we are bound by the conditions of this Tender as set out in the Invitation to Tender including but not being limited to the obligations of confidentiality.

We understand that the Council is not bound to accept any Tender that it receives.

Signed for the Contractor

Name: SONU OPENSHAW

Title: SALES MANAGER

Company: ONE SPACE INTERIORS

Date: 12/06/23

Signed for the Contractor

Name: CARL LLOYD

Title: SENIOR ESTIMATOR

Company: ONE SPACE INTERIORS

Date: 15/06/23

Insurance Certificate (Page 2 of 2)

Directors & Officers (Management Liability)

Insurer: Zurich
Policy number: PC105625
Cover period: 29th June 2022 to 28th June 2023

Combined Business Travel / Personal Accident / Sickness

Insurer: Royal and Sun Alliance
Policy number: RKK889541
Cover period: 29th June 2022 to 28th June 2023

Contractors (All Risks)

Insurer: Allianz
Policy number: CS29001704
Cover period: 28th June 2022 to 29th June 2023
Maximum Contract Value: £500,000

BASIS OF CLAIM SETTLEMENT

The settlement of any claim in respect of Customers' Goods shall be replacement, repair and / or compensation at the insurer's option. Insurers will take into consideration the age, quality, degree of use and consequent market value of items when calculating the settlement. This is not new for old.

Where a repair is undertaken, settlement is restricted to the reasonable cost of repairs. No claim will attach for depreciation consequent on such repair.

Please Note:

The information provided in this document provides a brief overview of cover in place at the time this was sent. The full details of the above policy, including terms and conditions, are provided in their respective policy documentation. The expiry date given represents the normal expiry date of the policy. This document does not change cover provided. The cover stated above may change or be cancelled, and we are under no obligation to advise you as such.

Please contact us if you require any further information.

Yours faithfully,

James Thynne
Account Executive
Basil E. Fry & Co. Limited
Email: jamest@basilry.co.uk



Policy to reduce greenhouse gases (Page 1 of 2)

Carbon Footprint Policy

Purpose

A carbon footprint is defined as the total sets of greenhouse gas emissions caused by an organisation, event, product or individual.

In relation to our business, greenhouse gases can be emitted through energy and fuel consumption, materials usage and waste.

Johnsons are committed to continued improvement in sustainability and the reduction of their carbon footprint throughout the company and its activities.

Scope

This policy applies to all employees at Johnsons.

Policy Statement

Johnsons carbon zero strategy is complimented by our company Environmental Policies and current codes of practice on waste and environment protection.

Johnsons are committed to the following:

- Reducing waste.
- Reducing material usage and waste.
- Reducing energy usage and waste.
- Recycling.

We, as an organisation, are proactive in;

- Encouraging employees and suppliers to be environmentally responsible.
- Utilising natural resources sparingly.
- Considering the environmental impacts of our services.
- Working with other organisations and suppliers that share our commitment and ethos on protecting the environment and reducing carbon footprints.
- Reducing the need for transport and considering the impact of transport used on the environment.
- We reuse, or recycle all of our packaging materials. All materials that are recycled are segregated, and all packing materials are made from recyclable sources.
- We minimise the use of paper in our offices through the use of email and electronic communication.
- We supply internal recycle bins for our office paper.
- Our consumption of vehicle fuel is closely monitored through the use of telematics and we take care that energy is not wasted through inefficiency or casualness. For example, all radiators have been fitted with thermostatic radiator valves, we use signage to remind staff to turn off lights when leaving a room, and ask staff to use computers responsibly i.e. turning them off at night and using standby mode during the daytime when not in
- We recycle old computers responsibly and will do so through our I.T. replacement

Policy to reduce greenhouse gases (Page 2 of 2)

strategy.

- We recycle mobile phones, printer cartridges and batteries.
- We have a fully established zero landfill strategy throughout our organisation and all its activities.
- We ensure that all of our offices and on site adhere to current environmental standards and energy conservation requirements.
- We purchase our electricity from suppliers who re-invest in renewable energy sources.
- Where possible we source our materials from suppliers who operate in an environmentally friendly manner and who are geographically local to us to reduce road traffic, road traffic costs and carbon emissions.
- We choose vehicles with regard to design and construction as well as fuel efficiency and CO2 emissions.
- Fuel efficiency and mileage are closely monitored and the carbon footprint of journeys undertaken.
- We encourage staff in the use of web sites that promote sensible and sustainable attitudes towards the environment.
- We encourage our suppliers to strive for the same level of environmental awareness as we provide to offset their carbon footprint.
- All drivers undertake training in fuel efficient driving.
- We strive to reduce our carbon footprint by measuring and calculating energy usage in each of our offices on an annual basis and target reduction.

Responsibilities

The Managing Director and Senior Management Team are responsible for the implementation of this policy.

Monitoring and Review

The Senior Management Team will review the implementation of this policy in respect of its suitability, adequacy and effectiveness and make improvements as appropriate. Changes to this policy will be notified to all employees at staff meetings or in the form of a memo added to staff noticeboards.

This policy has been approved & authorised by:

Name: Gareth Hilton
Position: Managing Director
Signed: 
Date: April 2023

Health & Safety Policies

Health and Safety Policy

General Statement

Johnson 1871 are fully committed to meeting their responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated protective legislation, both as an Employer and as a Company.

The main responsibility for health and safety lies with the Managing Director and the Board of Directors.

Objectives

That Johnsons provide a safe, warm and nurturing working environment that meets the needs of all employees.

That Johnsons remain compliant to current Health and Safety legislation, regulations and EU Directives as well as good practice codes.

Targets

Zero accidents and incidents
Zero prosecutions and penalties

The Company will comply with its duties towards employees under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, so far as is reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work, a safe system of work;
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees;
- Take appropriate preventive protective measures;
- Provide employees with health surveillance where necessary;
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary and keep the Board of Directors informed of new legislation etc.
- Provide consultation on all matters of health and safety with the whole workforce or with elected employees' representatives.

In order to meet its obligations towards the general public and all lawful visitors to the Company's premises, the Company will pay strict attention to its duties under the Health and Safety at Work etc. Act 1974 and the Occupiers' Liability Acts 1957 and 1984.

Company employees agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations 1999 and will cooperate with their employer to enable him to carry out his health and safety duties under the Act. This includes the reporting of all accidents, incidents or near misses to line managers. Near misses can also be reported anonymously using near miss report forms. Any other safety concern should be reported to the nominated safety representative.

Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, may lead to dismissal in the case of serious breaches or repeated breaches; such dismissal may be instant without prior warning.

This Policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work etc. Act 1974 and binds all Directors, Managers and Employees, in the interests of Employees and Customers. We request that our Customers and Visitors respect the Policy, a copy of which can be obtained on request.

This policy has been approved & authorised by:

Name: Gareth Hinton
Position: Managing Director
Signed: 
Date: April 2023



Johnson 1871 Limited
The Old Rectory, 100, High Street, Buntingford, Cambridgeshire, SG9 6AA

Health and Safety Policy

Part 1

Introduction and safety policy statement

Johnson 1871 (The Company) recognises its need to provide the most safe working conditions for its employees and to manage its activities so as to avoid or minimise adverse effects upon our employees, customers, and the general public who may be affected by our works, so far as is reasonably practicable.

The Company recognises its legal responsibilities in this area. Our Health and Safety Policy describes the framework in place for meeting these obligations and our objectives to ensure it is understood by all our employees and to ensure that it is readily available to any other interested party. The intent is to meet the policy wherever appropriate and to communicate the message to all concerned.

Johnson 1871 (The Company) wishes to develop and protect a culture throughout the Company whereby the priority of health and safety is embraced by everybody. Every employee has an important personal responsibility for their own health and safety at work and for safeguarding that of their fellow workers and the general public.

The Company regards a positive attitude to safety as an important factor when assessing the performance of the individual with a view to additional responsibility, promotion etc. Conversely any breach of health and safety procedures, instruction or good practice will be viewed seriously and may result in disciplinary action, in order to meet obligations in this area the Company reserves the full cooperation of all its employees, in particular to work safely and to report all incidents.

Johnson 1871 (The Company) respects will engage the services of an independent health and safety consultant who is available to any employee of the Company for information, guidance and advice.

Independent enables the Consultant to inspect and monitor any aspect of health and safety throughout the Company without interference to the management structure, in addition to providing independent advice in consultation with the management. The Health and Safety Consultant has the full backing of the Managing Director to suspend any activity which he considers unsafe and a responsibility to provide an improving our health and safety policies and procedures.

This General Policy Statement is supplemented by the arrangements and procedures which govern the contents. Johnson 1871 (The Company) respects policy on the specific areas of work that we are involved with. It also clearly defines the duties and responsibilities of the Director, Managers and employees for each specific activity.

Signed on behalf of Johnson 1871 (The Company) hereby by:

Position: Head Of Technical Dept/Team



Johnson 1871 Limited
The Old Rectory, 100, High Street, Buntingford, Cambridgeshire, SG9 6AA

Health and Safety Policy

Part 2

Introduction of Policy Statement

Johnson 1871 (The Company) recognises the need for sustainable development and continually efforts to improve the environmental impact of its activities. To achieve this we will:

Establish sound environmental management by:

- Working in improving upon relevant legislative, regulatory and environmental codes of practice.
- Developing objectives that target environmental improvements and monitor performance by regular reviews.
- Consider environmental issues in the decision making process.
- Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.
- Educating staff so that they carry out their activities in an environmentally responsible manner.
- Encouraging an appreciation of the company's environmental performance among customers, employees and the general public.

Working for the effective use of resources by:

- Achieving customer performance targets for energy and other utilities.
 - Encouraging waste minimisation by recycling or finding other uses of by-products wherever economically viable.
 - Promoting the efficient use of resources, energy and fuel throughout the company's operations.
 - Provide information for the company's products to be properly used, stored and disposed of to avoid avoidable adverse effects on the environment.
- Co-operate with:
- The government or other relevant bodies.
 - The government, regulatory bodies and other interested parties with the shared view of being a good and trusting partner.

Signed on behalf of Johnson 1871 (The Company) hereby by:

Position: Managing Director



Johnson 1871 Limited
The Old Rectory, 100, High Street, Buntingford, Cambridgeshire, SG9 6AA

Health and Safety Policy

Part 3

Health and safety Policy Statement

Part 1: Management objectives

Part 2: Policy, Arrangements and responsibilities

- Section 1: Risk Assessment
- Section 2: Hazardous substances
- Section 3: Control of substances
- Section 4: Control of noise
- Section 5: Control of vibration
- Section 6: Control of air
- Section 7: Control of temperature and humidity
- Section 8: Control of lighting
- Section 9: Control of radiation
- Section 10: Control of electrical safety
- Section 11: Control of machinery
- Section 12: Control of lifting operations

Net Zero and Zero landfill in practice:

Pre-Contract Planning

Throughout the pre-planning stage, we have made considerations to minimise the impact to the environment by way of, but not limited to;

- Utilising prefabrication where specification allows. Thereby, minimising waste
- Site Staff to reside in local accommodation to reduce travel
- Delivery of refreshment training to Site Supervisors surrounding waste management and sustainability for accurate onsite recording and continual improvements
- Planning of segregation of site compound and designated site traffic routes
- Review of approved skip providers and licences
- Use of electric vehicles where possible incl. car share
- FAIRTRADE sourced company branded uniform for all site staff



RECYCLABLE 'Waste' Barn 100 Lab Move

Recycle - Reuse (donate) - Resale

Material	Proposed Partners
Ceilings Tiles	Suspended Ceilings and Roofing
Carpet Tiles	Green Carpet Tile Recycling

Reasons we take recycling seriously: (Construction industry accounts for 38% of CO2 emissions)

Recycling Ceiling tiles:

- 1000 m2 of ceiling tiles = 3.8 tonnes of waste diverted from landfill, 7 000 kWh of energy saved, 43 tonnes of virgin raw material saved.

Carpet Tiles:

- To create 0.09 square meters of carpet, produces 4.8kg CO2, so we can say that for every single square meter produced, 53.33kg of CO2 is released. A standard sized carpet tile is 50x50cm, from that we can say that four carpet tiles = 53.33kg of CO2 and **one single carpet tile will create 13.33kg of CO2**. In the UK each year, 400,000 tonnes of carpet tiles are put in landfill, often because there is no easy way to recycle these. Breaking the chain and giving perfectly good carpet tiles a new lifecycle will dramatically reduce the amount of CO2 that is produced by the industry. If just a few hundred offices made the switch to used carpet tiles we could save thousands of tonnes of CO2 every year

Code	Work Category	Resource	Units	Rate	Quantity	Comments
1	Lamin	Waste				
		Tile				
2	Roofing	Waste				
		Wood				
		Plaster				
		Clay				
		Carbonaceous Residue				
		Concrete				
		Electric Equipment				
		Roofing				
		Waste				
		Tile				
		Approximate Number of Tiles				
						Comments
1	This form is to be used to record all materials used on site				Signature	
2	This form is to be used to record all materials used on site				Date	
3	This form is to be used to record all materials used on site					
Completion				Job No		
Company		Shopper Name		Date		
Contact Email		Contact Phone				

Note: This information will be subject to full and supporting documentation should be available upon request

Net Zero and Zero landfill in practice:

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Item	Area	Trade	Trade	Trade	Trade	Trade	Trade
1	Level	Level	Level	Level	Level	Level	Level
2	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
3	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
4	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
5	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
6	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
7	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
8	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
9	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
10	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
11	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
12	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
13	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
14	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
15	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
16	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
17	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
18	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
19	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
20	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
21	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
22	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
23	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
24	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
25	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
26	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
27	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
28	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
29	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
30	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
31	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
32	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
33	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
34	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
35	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
36	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
37	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
38	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
39	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
40	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
41	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
42	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
43	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
44	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
45	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
46	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
47	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
48	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
49	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing
50	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing	Roofing

Net Zero in Practice:

How have we become a UK Business Climate Action Leader?

This year, we've joined the likes of BT and Severn Trent Water to fight for climate action.

Our leadership team have registered us with the SME Climate Hub to make a commitment to Net Zero 2030, making us a UK Business Climate Action Leader. We are now part of the United Nations' global 'Race to Zero' campaign, the largest credible alliance of organisations working towards an emissions-free economy.



What does this mean?

This means that we've pledged to reduce our carbon emissions down to net-zero by 2030, which is important to help ensure that global temperatures don't rise to above 1.5C.

If levels rise above this, it could threaten the lives and livelihoods of people and creatures worldwide, causing increased coastal flooding, salinisation of water supplies, reduction of plant growth and species extinction due to ecosystem collapse, and much more.

As forward-thinkers, we already strive to decrease our emissions and create a plan of action in the workplace in favour of the environment. We aim to do our part by developing a strategy to reduce our carbon footprint to net zero, by 2030.

One Space Interiors, is a progressive business which believes innovation can play a major part in not only consolidating improvements in efficiency for the benefit of our customers but also helping support both parties' sustainable objectives. We have a mission to secure a sustainable future by improving the social, economic, and environmental wellbeing of our communities.

We work with customers Clients suppliers and subcontractors across every business sector and ensure we offer a variety of industrial and environmental services such as waste collection and furniture recycling on all our soft strip out works and always use lockable skip hire suppliers which we can draw on for accurate waste management reports. We seek to always act in accordance with all regulations and best practice, preserving and, where possible, enhancing the quality of the environment, by working with suppliers who embodied carbon 3 values, therefore we;

- o Do reduce, reuse and recycle waste where possible.
- o Do reduce the amount of single use plastic such as carrier bags used by the business.
- o Do only use approved waste contractors.
- o Do ensure all legal waste documentation is in place and accessible to you.
- o Do store all hazardous waste securely to protect wildlife and human health.
- o Do segregate waste at branches and backhaul cardboard, plastic, paper where available.
- o Do read the Waste Management regulations and guides to improve all our project recycling rates.

Why us?



Collaborative partnership with our clients



Dedicated team to support throughout each project



Design and program ownership



A national company with a local mentality providing, risk free projects, never losing site of our clients objectives and goals



Financial risk free engagement

If you have any queries regarding the above or want to proceed, please contact either:

Jono Openshaw - Sales Manager
jopenshaw@onespaceinteriors.com
07586 638 492

Anthony McCulley - Operations Manager
amcculley@onespaceinteriors.com
07436 244 321

15th June 2023

Mr Peter Cunnington
Operations Manager
Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex
TN6 1DH

Ref: WOLFE TRACTOR SHED Tender Submission

Dear Mr Cunnington,

Please find enclosed our quotation for the refurbishment and extension of your staff room at Wolfe Tractor Shed, Wolfe Recreation Ground.

We trust you find our quotation of interest, should you have any queries then please do not hesitate to contact us.

Your Sincerely



Spenser Mills
Managing Director
Drakemoor Ltd



Wolfe Recreation Ground - Tractor Shed Refurbishment

drakemoor

"We shape our buildings;
thereafter they shape us."

- Winston S. Churchill





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Contents created in accordance with Tender Evaluation Criteria/Matrix.

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INTRODUCTION

Drakemoor is a Kent based building and refurbishment company who specialise in construction within the commercial, education, healthcare and residential sectors.

Our philosophy is to create quality environments, using modern methods which are delivered on time and exceed expectations.

We pride ourselves on a professional, friendly approach and are fully committed to supporting our clients throughout the construction process to ensure minimal disruption and maximum satisfaction.

Since being established in 2018, Drakemoor has built a significant portfolio of successful projects. Our emphasis on quality and customer service has attracted a wide range of clients across multiple sectors in the South East of England.

Our priority is to ensure that we fully understand the client and deliver their vision. Our highly skilled project management team have an excellent track record of delivering to the highest quality and constructing to budget.

This past year has seen the company grow significantly both financially and in reputation.

We are now looking to build on our past successes and take the company to the next level in the coming years.

With every new project we continue to grow and develop our approach to building better environments.

Spenser Mills
MANAGING DIRECTOR



RESPECT

Our team respect and value anyone we work alongside, as we do each other.



INTEGRITY

Our transparent approach is at the core of any project that we deliver.



TIMELY

We endeavor to complete on time and with minimal disruption.



TEAMWORK

We value a collaborative approach and work with a wide range of skilled professionals to ensure high-quality outcomes.



PROFESSIONAL

We take pride in our performance and are always reviewing our approach to deliver the best possible service.



SAFETY

Safety is at the forefront of any project and we are always working towards ensure minimal risk throughout a project.



OUR ETHOS

At Drakemoor our aim is to recruit the best people to build to the best possible environments. We endeavor to use modern building methods without forgetting traditional values. We believe partnering with both staff and clients is key to maintaining quality, service and performance. We judge success not by the profit margin, but by client satisfaction and repeat business.

INVITATION TO TENDER

Please see signed Invitation to Tender Documents (pages 6 - 10)

6

Commercial Brochure



Crowborough Town Council Wolfe Recreation Ground – Tractor Shed

Invitation to Tender

Crowborough Town Council is seeking quotes for the refurbishment and extension of our staff room at Wolfe Tractor Shed, Wolfe Recreation Ground.

Crowborough Town Council has a team of 12 members of staff based at the Tractor shed on Wolfe Recreation Ground. This is the storage facilities for the Councils equipment and materials, along with the staff welfare facilities for the Grounds and buildings teams.

The current facilities need refurbishment, along with an extension of the staff facilities to accommodate the expanding team. This tender includes all of the work required to remove the existing facilities and then install all works required as per the architectural drawings provided. Finish specification is stated within the specification document.

Crowborough Town Council intends to enter into a contract with a suitably qualified and experienced contractor to undertake this project. Works are planned to commence in April 2023.

Invitation to Tender Document

Contents

Instructions for Tendering

1. Invitation to Tender
2. Tender submission closing date and time
3. General Tendering Information
4. Confidential Nature of Tender Documentation
5. Preparation and Completion of Tender
6. Contract Price
7. Site Visits
8. Mandatory Additional Information
9. Tender Evaluation
10. Acceptance of Tender
11. Tender Validity
12. Contract Start / Completion Dates
13. Submission of Tender

Appendices

1. Appendix A: Certificate as to Canvassing of Members, Employees and Advisers
2. Appendix B: Tender Certificate
3. Appendix C: Form of Tender Instruction

INSTRUCTIONS FOR TENDERING

1. Invitation to Tender

Crowborough Town Council, hereinafter referred to as CTC, invites tenders for the refurbishment and extension of our staff room at Wolfe Tractor Shed, Wolfe Recreation Ground.

TENDERS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING INSTRUCTIONS. TENDERS NOT COMPLYING WITH THESE INSTRUCTIONS IN ANY PARTICULAR WAY MAY BE REJECTED BY THE COUNCIL, WHOSE DECISION IN THE MATTER SHALL BE FINAL.

While every attempt has been made to provide all the necessary and correct information, it is the responsibility of the tenderer to satisfy themselves that during site visits, discussions and examination of all the documents, they understand and take account of the full extent and nature of the works as described.

CTC will not accept liability for any incorrect or missing information.

The council's **Contact Officer** for this tender is:

Peter Cunnington

Operation Manager

Crowborough Town Council, Council Offices,

Pine Grove, Crowborough, East Sussex, TN6 1DH

www.crowboroughtowncouncil.gov.uk

Email: ctc-operations@crowboroughtowncouncil.gov.uk

Tel: 01892 852907

2. Tender Submission Closing Date and Time

Tenders should be sent by registered post, recorded delivery, or delivered by hand using an addressed envelope as below and marked **Wolfe Tractor Shed Tender** in the top left corner of the envelope so as to arrive:

NOT LATER THAN 12pm on the 16th June 2023.

Tender Delivery Address

Peter Cunnington

Operations Manager

Crowborough Town Council, Council Offices,

Pine Grove, Crowborough, East Sussex, TN6 1DH

Where tenders are delivered other than by post to the tender delivery address stated above, they must be delivered during normal working hours which are 09:30 to 16:30 Monday to Friday, and a tender delivery receipt should be obtained.

3. General Tendering Information

Tenders shall be submitted in accordance with these instructions. Any Tenders that do not comply may be rejected.

This invitation to Tender does not constitute an offer or contract, and the council does not undertake to accept the lowest tender or any other tender.

The council reserves the right to accept a tender in part, rather than in full.

The council will not reimburse any costs incurred in completing and submitting tenders.

Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the Contact Officer as soon as possible. If the Contact Officer considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all tenderers on the tender list.

4. Confidential Nature of Tender Documentation

Documentation in relation to this invitation to Tender and any tenders received by the council in response to it shall be treated as private and confidential.

Tenderers shall not:

- Discuss the invitation or the tender they intend to make or release any information relating to the invitation and/or the tender that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the tender.
- The tenderer shall not canvass for the acceptance of their tender with any other supplier, councillor, council officer, or any consultant employed by the council connected with the tender or its preparation.
- Failure to comply with the above instructions will result in the council rejecting the tender. Furthermore, the council may decide not to invite the supplier to tender for future work.

5. Preparation and Completion of Tender

No alteration or addition shall be made by tenderers to any part of the invitation to Tender.

Tenders shall not be subject to any pre-condition or otherwise qualified or accompanied by statements which might be construed as rendering the tender equivocal. Only unconditional tenders will be considered. The council's decision as to whether or not a tender is in an acceptable form will be final and the tenderer concerned will not be consulted.

Tenders and supporting documents shall be written in English and any Agreement subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the laws of England and Wales.

6. Contract Price

Pricing must be a fixed price and be fully inclusive of all overheads, general risks, liabilities and obligations.

All items are to be individually priced expressed to 2 decimal places.

Tenderers should note that due to financial constraints it may be necessary to reduce or remove elements of the proposed works. Any such adjustments shall be notified to the tenderers prior to award of contract.

All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

7. Site Visits

Tenderers shall be deemed to have visited the site and to have satisfied themselves as to the nature of any operational limitations of the site that affect execution of the works. Tenderers must consider any limitations in delivering plant, equipment and materials to the site and within the site in a safe manner without damage to the existing fabric of the site.

No claims will be entertained due to unfamiliarity with the site and the site access and restrictions on the size of delivery vehicles.

Tenderers wishing to carry out site visits can do so by arranging a site visit with the contact officer.

8. Mandatory Additional Tender Information

In support of your tender, you are required to give a detailed response indicating:

- The methods of work and safety procedures you will employ on site
- The resources you will employ for the contract including sub-contractors details and intended work scopes
- A proposed programme of works
- A proposed start and completion date as per section 12.

Failure to supply the additional tender information detailed above may result in the council rejecting the tender.

9. Tender Evaluation

Tenderers are advised that all tenders will be evaluated by the Sports and Recreation Committee.

All Tenders shall be assessed for price, quality, experience and health & safety consideration. A copy of the evaluation criteria is included.

10. Acceptance of Tender

Until the execution of a formal agreement, Crowborough Town Council's written acceptance of a tenderers signed offer on the Form of Tender shall form a binding agreement between Crowborough Town Council and the successful tenderer.

If and when CTC accepts a tender, written notification will be sent to each of the Tenderers.

11. Tender Validity

Tenderers are required to state that your tender will remain open and valid for acceptance by CTC. Tenders will be reviewed by the Sports and Recreation Committee on the 11th July 2023. Tenders must remain valid until this date. In certain circumstances, due to Council financial procedures a decision may have to be deferred until a Full Council meeting on the 19th September 2023. In this event tenders must still remain valid until the 19th September.

12. Contract Start / Completion Dates

The contract start date and completion dates will be agreed as a programme of works with CTC at tender award or as soon as practicable thereafter.

A proposed start date should be included in the tender. This should take into account a potential award date from the 20th September onwards. Works should be planned to be completed in 2023/24 Financial year.

13. Submission of Tender

The following documents must be submitted with your tender:

- Specification and Schedule of Works Pricing Sheets
- Additional tender information including examples of work and references
- Completed certificates (Appendices A, B and C)

PART D

Appendix A

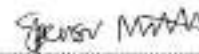
CERTIFICATE AS TO CANVASSING OF MEMBERS, EMPLOYEES AND ADVISERS

Tender for the renovation of the Tractor Shed, Wolfe Recreation Ground, Crowborough, East Sussex.

We hereby certify that I/we have not canvassed any Members, employee or adviser of Crowborough Town Council in connection with the award of the contract to perform the Service and that no person employed by us or acting on our behalf has done any such act.

We further hereby undertake that I/we will not canvass any Member, employee or adviser of Crowborough Town Council in connection with the award of the contract to perform the Service and that no person employed by us or acting on our behalf has done any such act.

Signature



Firm or Company

Drakemoor Ltd

Dated

12.06.23

PART D

Appendix B - TENDER CERTIFICATE

To: Chairman of the Council
Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex
TN8 1DH

Dear Sir,

Tender for the renovation of the Tractor Shed, Wolfe Recreation Ground, Crowborough, East Sussex.

We recognise that the essence of this tendering exercise is that Crowborough Town Council shall receive bona-fide competitive tenders from all those tendering.

In recognition of this principle, I/we certify that this is a bona-fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person. I/We also certify that I/we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- (a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- (b) Enter into any agreement or arrangements with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted
- (c) Offer or pay or give or agree to pay any sum or valuable consideration directly or indirectly to any person for doing or having done or causing to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons or any body or association, corporate or non-corporate, and "any agreement or arrangement" includes such transaction, formal or informal, and whether legally binding or not.

Signature George Norman

Firm or Company Drakemoor Ltd

Dated 12.06.23

PART D

Appendix C - Form of Tender instruction

Contractors are required to express their tender in the following terms:

"To Crowborough Town Council"

re: **Tender for the renovation of the Tractor Shed, Wolfe Recreation Ground, Crowborough, East Sussex.**

Having carefully examined and considered the Invitation to Tender including, without limitation, the Works Specification, the instructions for tendering and the conditions of contract and in consideration of the Council considering this Tender, we:

1. Offer to provide the works required to meet the Works Specification and to enter an agreement with the Council in the Council's form of Contract for the **FIXED PRICE SUM OF:**
£ ONE HUNDRED AND TWELVE THOUSAND EIGHT HUNDRED AND EIGHTY NINE POUNDS
(amount in word) AND NINETEEN PENCE
2. Confirm that we are able to provide the works required to meet the Works Specification and that we have read all of the conditions of contract and are satisfied as to our abilities and experience to satisfy the requirements of the Contract Documents.
3. Confirm that, if our Tender is accepted, we will upon demand:
Produce evidence that the relevant insurances and compliance certificates with relevant legislation and policy are held and are in force; and
Execute and deliver the required contract documents to the Council as set out in the Invitation to Tender;
4. Agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 90 days from the date of this Tender without the Council's prior written consent and if the Council accept this Tender we will be bound to contract with the Council on the basis of the submissions made in this Tender.
5. Agree that in consideration of the Invitation to Tender being sent to us and by submitting our Tender we confirm we are bound by the conditions of this Tender as set out in the Invitation to Tender including but not being limited to the obligations of confidentiality.

We understand that the Council is not bound to accept any Tender that it receives.

Signed for the Contractor

Name: Spencer Mills

Title: Mr

Company: Drakemoor Ltd

Date: 12.06.23

Signed for the Contractor

Name: Lee Banco

Title: Mr

Company: Drakemoor Ltd

Date: 12.06.23

FINANCIAL

Please see detailed breakdown of costs relating to the proposed works (pages 11-13).

Ref	Description	Quantity	Unit	Rate	Price £
	Kitchen				
	Kitchen – Howdens – Contractor responsible for checking measurements to ensure correct fit.				
	Kitchen finish in Clerkenwell Gloss Charcoal with white internal units.				
	Kitchen to include a slimline dishwasher, 4 drawer unit, built in oven, 1.5 bowl sink, integrated undercounter fridge.				
	Base units to span full length of kitchen wall, along with wall units to cover half excluding the sink area.				
	Base: 4 Drawer Unit	2	nr	578.82	1,157.63
	Base: Built in Oven Unit	1	nr	658.19	658.19
	Base: Corner Unit	1	nr	486.17	486.17
	Base: 400	1	nr	188.79	188.79
	Base: 900	2	nr	314.96	629.90
	Wall : 300	2	nr	147.61	295.22
	Wall: 600	2	nr	170.74	341.48
	Wall: Full height corner	1	nr	328.11	328.11
	Wall: L shaped corner	1	nr	496.21	496.21
	Cornice	1	item	159.80	159.80
	Plinth	1	item	113.71	113.71
	Base End	2	nr	50.04	100.08
	Base End full height	3	nr	42.74	128.22
	Base End Tower	2	nr	85.06	170.12
	Rumworth 1.5 bowl sink SNK5186; 950x508mm	2	nr	256.02	512.04
	Rienzo Swan Neck tap; Chrome TAP3547	2	nr	80.00	160.00
	Lamona Single Fan Oven LAM3410	1	nr	368.75	368.75
	Lamona Built Under Integrated Fridge with Freezer Box; LAM6050	2	nr	339.02	678.04
	Lamona 45cm Fully Integrated Slimline Dishwasher LAM8304	1	nr	374.00	374.00
	Lamona LAM7151 Microwave	1	nr	334.51	334.51
	Moulded Anthracite Cutlery Tray	2	nr	18.76	37.52
	Worktops to finish in grey concrete effect laminate.	7	m	116.38	814.66
	Grey concrete effect backplash.	1	item	413.84	413.84
	Shower/ WC				
	Shower/ WC – Plumbase as below specification.				
	Esteme HES1280100; 1200mm x 900mm low profile shower tray	1	nr	1,169.27	1,169.27
	Esteme xxxxx Panel Kit	1	nr		inc
	Esteme HW90 Trap	1	nr	100.77	100.77
	Glass sliding door Esteme E50140	1	nr	1,111.91	1,111.91
	Mira Jump; 8.5kw Electric Shower; White/Chrome; 1,1788.010	1	nr	666.15	666.15
	Esteme Compact close coupled WC bowl, cistern and quick release seat	2	nr	974.31	1,948.62
	Estem Tortum; 550mm Handrinse Basin with 1TH and Full Pedestal	2	nr	717.97	1,435.95
	2 x Mirror	2	nr		inc

Ref	Description	Quantity	Unit	Rate	Price E
Kitchen					
Kitchen – Howdens – Contractor responsible for checking measurements to ensure correct fit.					
Kitchen finish in Clerkenwell Gloss Charcoal with white internal units.					
Kitchen to include a slimline dishwasher, 4 drawer unit, built in oven, 1.5 bowl sink, integrated undercounter fridge					
Base units to span full length of kitchen wall, along with wall units to cover half excluding the sink area.					
	Base: 4 Drawer Unit	2	nr	578.82	1,157.63
	Base: Built in Oven Unit	1	nr	658.19	658.19
	Base: Corner Unit	1	nr	486.17	486.17
	Base: 400	1	nr	188.79	188.79
	Base: 900	2	nr	314.95	629.90
	Wall: 300	2	nr	147.61	295.22
	Wall: 600	2	nr	170.74	341.48
	Wall: Full height corner	1	nr	328.11	328.11
	Wall: L shaped corner	1	nr	496.21	496.21
	Cornice	1	item	159.80	159.80
	Pinch	1	item	113.71	113.71
	Base End	2	nr	50.04	100.08
	Base End full height	3	nr	42.74	128.22
	Base End Tower	2	nr	85.06	170.12
	Rumworth 1.5 bowl sink SNKS186; 950x508mm	2	nr	256.02	512.04
	Rienzo Swan Neck tap, Chrome TAP3547	2	nr	80.00	160.00
	Lamona Single Fan Oven LAM3410	1	nr	368.75	368.75
	Lamona Built Under Integrated Fridge with Freezer Box; LAM6050	2	nr	339.02	678.04
	Lamona 45cm Fully Integrated Slimline Dishwasher LAM8304	1	nr	374.00	374.00
	Lamona LAM7151 Microwave	1	nr	334.51	334.51
	Moulded Anthrocite Cutlery Tray	2	nr	19.76	39.52
	Worktops to finish in grey concrete effect laminate.	7	m	116.38	814.66
	Grey concrete effect backsplash.	1	item	413.84	413.84
Shower/ WC					
Shower/ WC – Plumbase as below specification.					
	Esteme HES1280100; 1200mm x 800mm low profile shower tray	1	nr	1,169.27	1,169.27
	Esteme xxxxx Panel Kit	1	nr		inc
	Esteme HW90 Trap	1	nr	100.77	100.77
	Glass sliding door, Esteme E50140	1	nr	1,111.91	1,111.91
	Mira Jump; 8.5kw Electric Shower; White/Chrome; 1.1788.010	1	nr	666.15	666.15
	Esteme Compact close coupled WC bowl, cistern and quick re/ase seat	2	nr	974.31	1,948.62
	Estem Torum; 560mm Handrinse Basin with 1TH and Full Pedestal	2	nr	717.97	1,435.95
	2 x Mirror	2	nr		inc

Ref	Description	Quantity	Unit	Rate	Price E
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Kitchen – Howdens – Contractor responsible for checking measurements to ensure correct fit.					
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Kitchen to include a slimline dishwasher, 4 drawer unit, built in oven, 1.5 bowl sink, integrated undercounter fridge					
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	Base End	2	nr	50.04	100.08
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	Esteme xxxxx Panel Kit	1	nr		inc
	Esteme HW90 Trap	1	nr	100.77	100.77
	Glass sliding door, Esteme E50140	1	nr	1,111.91	1,111.91
	Mira Jump; 8.5kw Electric Shower; White/Chrome; 1.1788.010	1	nr	666.15	666.15
	Esteme Compact close coupled WC bowl, cistern and quick re/ase seat	2	nr	974.31	1,948.62
	Estem Torum; 560mm Handrinse Basin with 1TH and Full Pedestal	2	nr	717.97	1,435.95
	2 x Mirror	2	nr		inc

Ref	Description	Quantity	Unit	Rate	Price £
	Zip EconoBoil HS305 5 Litre 2.2kW Instant on Wall Boiling Water Heater White	2	nr	1,935.91	3,871.82
	Under Counter Hot Water Supply				
	Ariston under sink 2kw water heater 15tr Radiator	2	nr	1,092.05	2,184.11
	Ecostrad IQ Ceramic WiFi Controlled Electric Radiator IQ-C-15				inc
	Ecostrad IQ Ceramic WiFi Controlled Electric Radiator IQ-C-10				inc
	Electrical				
	Fire Alarm system	1	item	2,284.00	2,284.00
	2 zone fire panel				inc
	Break glass call points	4	nr		inc
	internal sounders	3	nr		inc
	smoke detectors	5	nr		inc
	heat detector	3	nr		inc
	Electrical				
	Fuse board	1	item		inc
	Supply and install new 3 phase fuse board.				
	Safety				
	Barriers - Seton Protection Barrier Open - Straight Barrier 1100mm x 2400mm	3	nr	295.41	886.24
	Building Works				
	All required building works as per the architects drawings.	1	item		
	Remove existing window	1	nr	30.00	30.00
	Form window openings	3	nr	100.00	300.00
	Form External Door opening	1	nr	150.00	150.00
	Remove lockers	9	nr	10.00	90.00
	Remove Kitchen	1	item	250.00	250.00
	Remove Staff Room	1	item	350.00	350.00
	Underground drainage	1	p sum	2,000.00	2,000.00
	Above Ground Drainage	1	item	3,891.68	3,891.68
	Lintels: Pre cast over new openings	4	nr	57.48	229.93
	Drylinings: 100x50mm studs set 50mm away from blockwork; on new 75mm high Class B engineering brick plinth 100mm Celotex GAA100 rigid insulation/skim coat	67	m2	89.37	5,987.79
	Partitioning: 100mm thick; 25mm Acoustic Roll; 12.5mm Wallboard; 1&j each side	18	m2	78.62	1,415.16
	Partitioning: 100mm thick; 25mm Acoustic Roll; 12.5mm MR Wallboard; 1&j each side	20	m2	81.62	1,632.40
	Partitioning 150mm thick; 25mm Acoustic Roll; 12.5mm Wallboard; 1&j each side	19	m2	112.64	2,140.16

Ref	Description	Quantity	Unit	Rate	Price £
	Ductwork: pipes to be insulated; 25x25mm boxing; 2 layers 12.5mm wallboard; skim coat	9	m	83.69	753.21
	Box in steel columns	2	nr	209.23	418.45
	Remove existing ceilings	31	m2	15.00	465.00
	Existing Ceilings: 1 nr layer 12.5mm wallboard on 500 gauge VCL; skim coat	31	m2	28.43	881.33
	New Ceilings: 18mm WBP ply; 150mm Celotex XR4150 rigid insulation board; 1000 gauge vapour control layer; 18mm WBP ply decking ; 150x50mm C24 flat roof joists; 1 layer 12.5mm wallboard; skim coat	63	m2	157.17	9,901.71
	Leadwork	1	p sum	1,000.00	1,000.00
	Lockers	12	nr	161.62	1,939.48
	Fire extinguisher	10	nr	65.81	658.11
	BWIC Services	1	item	500.00	500.00
	Labour				
	Labour costs	1	item		inc
	Sub Total (ex VAT)				96,437.23
	Preliminaries				10,062.00
	OH&P	6%			6,389.96
	Total (ex VAT)				112,889.19

CLARIFICATIONS & ASSUMPTIONS

GENERAL

1. We have reviewed all the Tender Documentation provided but have not undertaken a Tender Site Visit to review existing conditions.
2. Our bid is based upon a 4 week on-site construction period, please refer to our draft programme as submitted.
3. We have reviewed the scope and logistics and have allowed for works to be carried out during normal working hours, with the exception of excessive noisy works or works that may require shutdown of key services.
4. We have assumed that we will be allowed to have a site set up in the adjacent yard.
5. We have assumed that the existing machinery in the shed will be removed during the works.
6. We have made no allowances for joint names or 6.5.1 insurance premiums and have assumed all costs associated with this insurance of the building, should it be a requirement, will be by the Employer.
7. We have excluded all fees associated with Building Control, Planning and/or utilities.
8. We have assumed all fees and costs associated with water, power and fuels needed for all strip out, construction and fit-out works are free of charge to us.
9. Our pricing is based on achieving tolerances as expected for standard codes of practice relative to specific trades.
10. We have made no allowance for proving any Collateral Warranties at this stage, and would welcome a full review, subject to agreement of working, should our bid be of interest.

11. We exclude the cost of any Statutory Authority and Utilities works unless specifically requested otherwise and assume that all incoming services are of sufficient capacity to meet the requirements of the Works.
12. All Architectural, Services and Structural drawings are to be provided free of cost, in PDF and DWG formats, for the production of working drawings, builders work drawings and record drawings.
13. We have made no allowance for any day/night time security, or out of hour's supervision, subject to review with Client and work elements that may impact on overall programme.
14. We have made no allowance for any detailed structural or level surveys.
15. We have made no allowance for any asbestos survey or removal of any contaminate materials off site.
16. Option for mesh screens to three new windows is £959,30

ELECTRICAL SERVICES

1. We have made no allowance for any modifications or upgrades to the existing distribution boards or sub main cabling.
2. We have included as specified to utilise the existing installation and as such have assumed this to meet all current regulations. Any faults or shortfalls found within the existing system will be documented and submitted for approval and dealt with as a variation to the contract.

TECHNICAL

CAPABILITY

Having visited site, reviewed all the information provided with the tender and having completed various projects of a similar nature we believe we have the resources, labour, subcontractors and more importantly the know-how to complete this project within the timescales advised on our tender programme and to the budget submitted within our bid.

MATERIALS

After review of the drawings and specified materials there are no materials that cannot be procured in time for this project, and whilst we do not manufacture any of the materials, we have approached local companies that will offer this in house service - The windows for instance are to be installed by Millbrook Glass, the suppliers of the Sanitary Ware and Kitchen are from the local branches in Crowborough and the have quotes for the doors off Mid Sussex Timber.

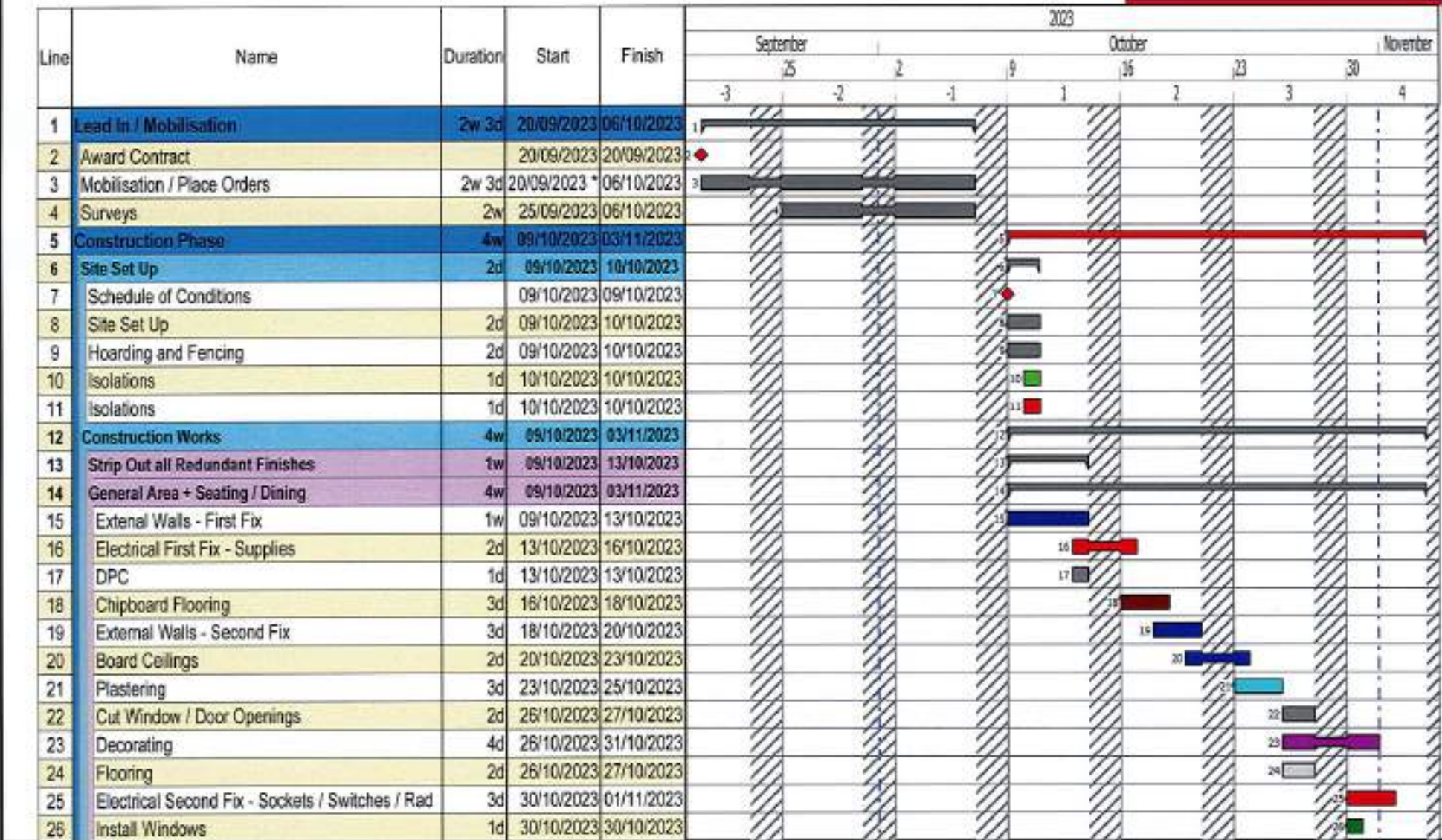
PROGRAMME

Please see our tender programme (pages 17 - 21) dated 08.06.23, this has a tender award date of the 20th September, allows a 3 week lead time where would like to carry out surveys, before starting onsite on the 9th October 2023 - We have allowed an overall period of 4 weeks to complete all works and have broken the works down into a room by room format on the tender programme.

WOLFE TRACTOR SHED TENDER PROGRAMME

drakemoor

09/08/23



Drawn by: LEE BANCE

Revision

Notes

Planned by Aata Powerproject

WOLFE TRACTOR SHED TENDER PROGRAMME

drakemoor

08/08/23

Line	Name	Duration	Start	Finish	2023																		
					September				October				November										
					-3	-2	-1	0	1	2	3	4	5	6	7	8							
53	Chipboard Flooring	1d	16/10/2023	16/10/2023																			
54	Electrical First Fix - Supplies	2d	17/10/2023	18/10/2023																			
55	Skirting	1d	18/10/2023	18/10/2023																			
56	Board Ceiling	1d	19/10/2023	19/10/2023																			
57	Plastering	1d	20/10/2023	20/10/2023																			
58	Decorating	2d	23/10/2023	24/10/2023																			
59	Install GD 03	1d	23/10/2023	23/10/2023																			
60	Electrical Second Fix - Switches / Lights / Rad	1d	24/10/2023	24/10/2023																			
61	Flooring	1d	25/10/2023	25/10/2023																			
62	Drying Room	2w	16/10/2023	27/10/2023																			
63	DPC	1d	16/10/2023	16/10/2023																			
64	Chipboard Flooring	1d	16/10/2023	16/10/2023																			
65	Electrical First Fix - Supplies	2d	17/10/2023	18/10/2023																			
66	Mechanical First Fix - Ducting	2d	17/10/2023	18/10/2023																			
67	Board Ceiling	1d	19/10/2023	19/10/2023																			
68	Plastering	1d	20/10/2023	20/10/2023																			
69	Flooring	1d	23/10/2023	23/10/2023																			
70	Decorating	3d	24/10/2023	26/10/2023																			
71	Skirting	1d	26/10/2023	26/10/2023																			
72	Install GD 10	1d	26/10/2023	26/10/2023																			
73	Electrical Second Fix - Switches / Lights / Rad	1d	27/10/2023	27/10/2023																			
74	Mechanical Second Fix - Extract Grille	1d	27/10/2023	27/10/2023																			
75	Locker Room	2w 3d	17/10/2023	02/11/2023																			
76	Stud and Track	1d	17/10/2023	17/10/2023																			
77	Electrical First Fix - Supplies	1d	18/10/2023	18/10/2023																			
78	Mechanical First Fix - Ducting	1d	18/10/2023	18/10/2023																			

Drawn by: LEE BANCE

Revision

Notes

Planned by Asta Powerproject

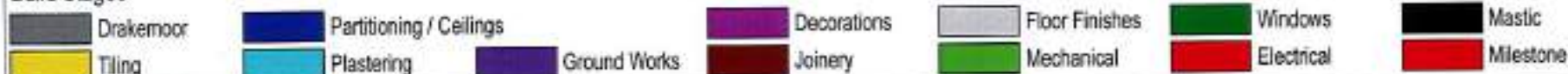
WOLFE TRACTOR SHED TENDER PROGRAMME

drakemoor

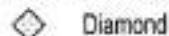
08/06/23



Build Stages



Milestone Appearances



Drawn by: LEE BANCE

Revision

Notes

Planned by Asta Powerproject

HEALTH & SAFETY

RELEVANT ACCREDITATIONS IN HEALTH AND SAFETY

All supervisors working for Drakemoor have at least the following qualifications:

- SMSTS
- First Aid
- Asbestos Awareness
- PASMA
- Manual Handling

Please see full training matrix on page 24.

DETAILED WORKING PRACTICES

Our detailed working practice (process) is somewhat laid out in our tender programme, surveys will be key upon appointment as we would like to order the long lead items (namely doors, windows, sanitary ware and lighting)

Prior to commencement of site works, a schedule of conditions will be taken and issued to the client, once onsite it will be our priority to secure the site and arrange a site meeting with the users of the building to see how best it will be to work around them as they will need access to certain machinery that must remain in situ.

All of the subcontractors we propose to use for this project are trusted and have completed numerous projects for us after undertaking a careful and concise vetting procedure, health and safety is at the forefront of all our projects and we have zero tolerance for anyone breaching the procedures we have developed.

Once the site is secure, signage has been displayed and fire safety measures have been put in place our works will start in earnest, we have thought carefully about the programme and the way it is sequenced and are really confident with the timescales advised, as well as this Dave Bridges (Site Manager) is a real hands on manager who really drives the job out and has a good working relationship with Lee (Project Director) which alleviates any issues that could arise at a higher level.

With regards to site logistics, all personnel will be inducted prior to gaining access to the site and will be informed of the specific site rules and complete a company medical form which details any information we may require in the event of an occurrence / incident, our intended working hours will be 8.00am to 5.30pm Monday to Friday, we have been informed we can use the parking facilities around the ground but do promote using public transport where possible. All deliveries to site must be booked in with Dave Bridges and we have reviewed the route for these and are confident all deliveries can be made through the yard, the site manager giving a minimum of 5 days' notice on large deliveries, we will provide a designated material lay-down area for the unloading and distribution of materials.

The commissioning of the new services will be carried out in 4 phases and all individual activities within these phases will be fully detailed on a commissioning programme prior to the commencement of the commissioning exercise. The four phases of commissioning are as follows:

Pre-Commissioning - After all services have been installed, the individual systems will be energised to ensure all component parts are working and that no faulty piece of equipment needs to be replaced. In addition to checking that all equipment is working, checks will be made to ensure that the items of plant can achieve the outputs as specified. Each service will be 'signed off' as having passed each stage of the commissioning process.

Main Commissioning - This will only be done after the main construction activities have been completed and the building has had a good standard of builders clean so that dust etc. has been removed from the building.

Witness Testing - Once satisfied that all systems are functioning as intended, a series of demonstration tests will be arranged with relevant individuals and/or organisations in attendance. Those in attendance are likely to include the M&E consultant engineers, Fire Officer and Building Control Officer.

Client demonstrations & Operational Training - This important stage will be timetabled, and the scope proposed to ensure the correct personnel are available and the level at which the training is given is relevant and worthwhile.

HANDOVER

Prior to the handover of sections of works, we will carry out our own snagging of the works, with the aim of achieving "zero" defects at practical completion. As built drawings, commissioning records and operation and maintenance manuals will be prepared and issued to the Contract Administrator, prior to completion of the works

A draft O&M information template will be issued to the CA / Professional Team upon appointment for comments.

HEALTH AND SAFETY POLICY

Please see our Health and Safety Policy.

COMPETENT CONTRACTOR WITH EXPERIENCE, TRAINING AND QUALIFICATIONS

Drakemoor has been developed by a senior management team from a large company background, where turnover was in excess of 80 million pounds per year. The experience gained working for this previous company means that the procedures developed over the years have been implemented into Drakemoor's Ideology. All of our Senior staff have extensive management training and ensure the relevant level of training is provided to all staff, all of our staff training credentials are included in our training matrix which forms part of our tender brochure. As well as this we have an Independent Health & Safety, Environmental Manager who visits each site once every two weeks, his CV is attached to the brochure as well as the CV's for the staff we propose to use for this project.

HEALTH & SAFETY POLICY STATEMENT OF INTENT

Drakemoor Ltd is a construction services company, delivering fit out, construction, engineering services and a range of specialist solutions.

The following policy states our intention to take all reasonable measures, to conduct our business activities to ensure the health, safety & wellbeing of all our employee's and all other persons who may be affected by our business activities. This commitment includes the sub-contractors we employ, clients, third parties we work with, visitors to any projects & members of the public.

To implement this policy, & to comply with our legal obligations, we have developed processes & procedures that are contained within the company Health, Safety, Welfare Policy & Manual.

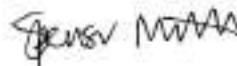
Adherence to the Health, Safety, Welfare Policy & Manual will ensure that:

- We take all reasonable steps to minimise accidents & incidence of ill health in our employees, clients, supply chain, third parties, visitors & members of the public.
- We will take all reasonable steps to recognise & minimise the effects of stress & mental health issues facing our employees, sub-contractors & supply chain.
- We provide, so far as is reasonably practicable, adequate control of the health & safety risks arising from our work & associated activities.
- We are committed to ensure full compliance with our legal obligations, all current health & safety legislation & best practice in respect of our business activities.
- We will endeavour to comply with our client's health & safety requirements.
- Information, instruction & training is provided to all our employees & is appropriate to their roles & responsibilities within the company.
- We encourage & actively promote health & safety innovation, best practice & initiatives through our employees, sub-contractors & supply chain.
- Suitable & sufficient resources are given to health, safety & welfare across the business.
- We consult & communicate with our employees, sub-contractors & supply chain on health & safety issues & listen as feedback is given & take action as far as is reasonably practicable.
- We create & maintain a positive health & safety culture ensuring it has the same priority as other areas of the business.
- Our health, safety & welfare performance will be constantly monitored & reviewed with the aim of achieving continual improvement.
- We shall regularly review this policy to ensure that it is, & remains, appropriate to the nature & scale of our occupational health & safety risks for the purposes of the business.

A copy of this health & safety policy will be made available on request to any interested party. Overall responsibility for this policy rests with the Managing Directors of Drakemoor Ltd

For & on behalf of Drakemoor Ltd

Signed:



Spencer Mills
MANAGING DIRECTOR

DATE: 8th December 2022

TRAINING MATRIX

	Company Induction	Health & Safety for Directors	CD Awareness	SSSIS	Fire Awareness	Asbestos Awareness	First Aid at Work	Face Fit Testing (3M MASK TYPE)	Temporary works Coordination	Manus Handling	Noise Awareness	(HAWs)	coshh	DIBS	Mental Health Awareness	Mental Health in Construction	PPE	Fitness Certificate Fit for work	Site Safety Plus	SNIST5	H&E For Operative	Coronavirus Awareness	Modern Slavery	
Spenser Mills	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In progress	In progress	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Lee Bance	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In progress	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Darren Mills	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In progress	Completed	Completed	Completed	Completed
Daniel Mason	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In progress	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
David Bridges	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Tony Auster	Completed	Completed	Completed	Completed	Completed	In progress	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Connor Ward	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In progress	Completed	Completed	Completed
Scott Boulter	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In progress	Completed	Completed	Completed	Completed
Samuel Chaplin	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In progress	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In progress	Completed	Completed	Completed	Completed
Terry Collins	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In progress	Completed	In progress	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Gary Owen	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In progress	Completed	Completed
Andy Carney	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In progress	In progress
Kevin Briggs	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	In progress	In progress

■ Completed ■ In progress

SERVICE DELIVERY

COMPANY HISTORY AND EXPERIENCE IN THE REQUIRED TRADES

Drakemoor was established in 2018 by Spenser Mills (Managing Director) who was a Board Director for an established Main Contractor in Kent but servicing sectors in London and surrounding areas. Spenser was joined by Lee Bance (Projects Director) a year later and then Natasha Marshall (Office Manager), since being formed we have recruited regularly and now have Andy Carney (Managing Surveyor) heading up the commercial team comprising of a Junior Surveyor and Experienced Estimator. Natasha is assisted in the office by Rose Hughes our newest recruit, to complement our team and assist with projecting a positive image to the construction industry and wider audience is Nathan Chapman our Media Manager. With regards to experience, Spenser, Lee and Andy have all been in the construction industry for well over 30 years working on projects from as little as £5,000.00 up to over £18,000,000.00.

REFERENCES PROVIDED OF PREVIOUS WORKS / RECEIVED SATISFACTORY RESPONSES

Please see details of feedback from various projects that we have received. We have also included 1 case study for Howlewoods, Leacon Road which was a recent refurbishment project of a warehouse in Ashford, we have also included a section for compliments received for similar projects within our brochure.

COMMUNICATION STRUCTURE / RESPONSIBLE PERSON FOR THE WORKS

Dave Bridges will be the onsite contact, he will deal with the day to day running of the site and will be overseen by Lee Bance, Lee's main role will be to liaise with the site management team, the client, local authorities, and any professional parties, he is also the person tasked with progress updates, reports, and programme monitoring. Lee will be joined by Andy Carney, it is Andy's job to ensure the project runs smoothly by placing orders in good time, completing valuations / cash flow forecasts, and generally heading up all decisions onsite to do with costs.

ABILITY TO COMPLETE WORKS BEFORE MARCH 2024

We confirm these works can be completed before March 2024 using the current level of staff we have working for us, we have had good feedback from our supply chain and subcontractors who are eager to assist us on delivering this project.

INSURANCE COVER IN PLACE

Details of our insurance can be found in the Insurance section of this brochure on page 27.

INSURANCE

Drakemoor currently works with Marsh Commercial and has Public, Product and Employers Liability totalling £10,000,000.

This can be adjusted depending on the requirements of the project.

24th November 2022

To Whom It May Concern

CONFIRMATION OF INSURANCE: Drakemoor Limited

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the client and that we have arranged insurance(s) on its behalf as detailed below:

PUBLIC, PRODUCTS & EMPLOYERS LIABILITY

INSURER :	Accelerant Insurance Europe SA/NV issued through Eaton Gate MGU Limited		
POLICY NO :	C229493R		
PERIOD OF INSURANCE :	7th December 2022	to :	8th December 2023
LIMIT OF INDEMNITY :	Public Liability - any one occurrence		£10,000,000
	Products Liability - any one occurrence and in aggregate in the period of insurance		£10,000,000
	Employers Liability - any one occurrence		£10,000,000

CONTRACT WORKS

INSURER :	Accelerant Insurance Europe SA/NV issued through Eaton Gate MGU Limited		
POLICY NO :	C229493R		
PERIOD OF COVER :	7th December 2022	to :	8th December 2023
LIMIT OF INDEMNITY :	Works, temporary works and materials for use in connection therewith for which the insured is responsible including transit to and from the contract site.		£500,000

OUR TEAM

Spenser Mills
MANAGING DIRECTOR



Spenser started Drakemoor in August 2018. He was previously a Board Director for a \$100m turnover contractor and has proven track record of delivering high quality building and refurbishment projects, for blue chip clients, within both commercial and residential sectors.

Lee Bance
PROJECTS DIRECTOR



As Projects Director, Lee leads and motivates the team (including the supply chain) to deliver the project on time, in budget and to the highest quality. He ensures that the highest standard of safety is adhered to and promotes a professional, open and interactive approach.

Andy Carney
SENIOR SURVEYOR



Andy has over 30 years of experience of surveying and is financially responsible for the project procurement of subcontractors and suppliers. He prepares interim valuations and financial reports, as well as prepares variation orders and alternative costings if required.

Iain Bambrige
HEALTH & SAFETY ADVISOR



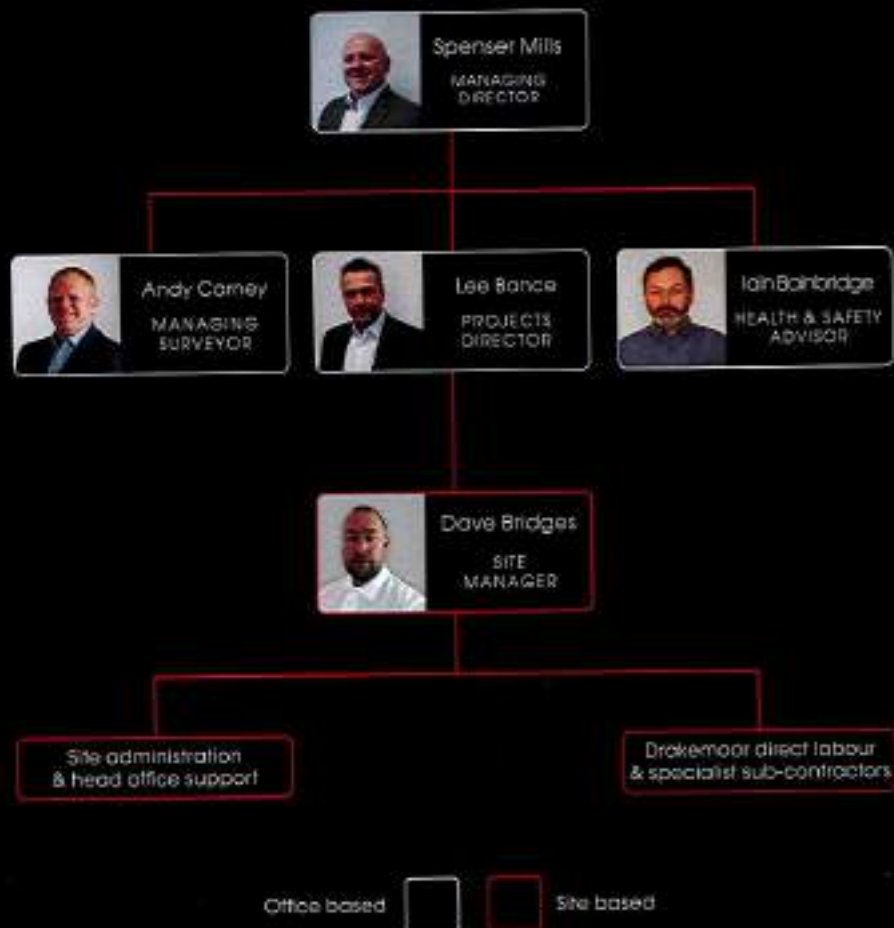
Iain is our consultant Health and Safety Manager, he assesses the hazards and risks of projects and then advises on how to minimise/eradicate any possible dangers. In addition, he will ensure that the business is legally compliant with all health and safety legislation.

Dave Bridges
SITE MANAGER



David has over 20 years of experience in the construction industry.

COMMUNICATION STRUCTURE



NAME	RESPONSIBILITIES	ACCOUNTABILITY
Spenser Mills	Spenser oversees all procedures and whilst he doesn't get involved with the day to day running of the sites, he takes time out of his busy schedule to visit site once when they start and at the end when handing over.	Peter Cunningham, Operation Manager, Crowborough Town Council.
Andy Carney	Andy will ensure the project runs smoothly by placing orders in good time, completing valuations / cash flow forecasts, and generally heading up all decisions onsite to do with costs.	Reports to Spenser Mills, Managing Director.
Lee Bance	Lee's role will be to liaise with the site management team, the client, local authorities, and any professional parties, he is also the person tasked with progress updates, reports, and programme monitoring, Lee will be visiting site once a week with Andy Carney.	Reports to Spenser Mills, Managing Director.
Iain Bainbridge	Iain assists the Site Manager with the site set up plan, FRAs and any other H&S information that might be required from the client.	Reports to Lee Bance, Projects Director.
Dave Bridges	Dave will be the onsite contact, he will deal with the day to day running of the site and will be onsite full time, his role is to ensure all works are carried out safely, to ensure sub-contractors comply with all site rules and conditions placed upon them and to keep to the agreed programme.	Reports to Lee Bance, Projects Director.



LEE BANCE

PROJECTS DIRECTOR

EXPERIENCE

NTW COMMERCIAL CAT A/B FENCHURCH STREET

4 floors of CAT A / B work in Fenchurch Street for a long standing client.

- Complete strip-out.
- Installation of new mechanical/electrical services.
- New SAS ceilings and margins.
- New raised access flooring to include anti-static flooring in the new comm rooms.

[Works totaling circa £6m]
Ref: Elaine Simpson, 02031 938428

KOHN FERRY

Commercial refurbishment over four occupied floors.

- New solid and glazed partitions.
- Lighting changes.
- Bespoke joinery and furniture.

[Works totaling circa £1.5m]
Ref: John Symes, 07770 324595

LUTON SCHOOL

Quick turn around project completed within the summer holidays prior to the school return.

- Reconfiguration of current access between main school and nursery to facilitate ODA access.
- Removal and re-location of retaining wall.
- Formation of new ramp.

[Works totaling circa £160K and complete within 4 weeks]
Ref: Leanne Mellor, 07983 379070

WARREN WOOD PRIMARY SCHOOL

Formation of new parent entrance to enable safe access for pushchairs and wheelchairs using a one way system.

- Working within restricted site with planning conditions.
- Waste removal and delivery organization.
- Dust control implementation.
- Praised by Head Teacher for on site organisation.

[Works totaling circa £80K and complete within 7 weeks]
Ref: Paul Rowlands, 07956 307928

PROJECT ROLE

As Projects Director, Lee will lead and motivate the team (including the supply chain) to deliver the project on time, in budget and to the highest quality.

☎ 07540 870858
✉ lee.bance@drakemoor.co.uk
www.drakemoor.co.uk

• The Oast, Warmistoke Business Estate, Sutton Valence, Kent, ME17 3UR

INDUSTRY EXPERIENCE / SKILLS & QUALIFICATIONS

- 30+ years experience in the construction industry
- NVQ
- CDM Awareness
- SWSTS
- Fire Warden (Construction)
- Asbestos Awareness
- First Aid at Work
- Scaffold appreciation
- Temporary Works Co-ordinator
- Manual Handling Training

drakemoor



ANDY CARNEY

MANAGING SURVEYOR

EXPERIENCE

46 CARTER LANE, LONDON EC4

Car A fit-out and renovation of six storey listed office dwelling.

- Developing solutions for this geographically/logistically challenging project within central London.
- Working within guidelines for listed buildings.
- Working with a specialist construction team to develop solutions for a new lift facility.

[Works totaling circa £1.6m]
Ref: Martin Symes, Avision Young

MOKON STREET, BARNET

Construction of a pair of two storey buildings providing ten apartments.

- Working with other industry professionals to develop solutions for a restricted site footprint and to accommodate deliveries and set up scaffolding on a busy public road.
- Coordinating work for internal fit outs and exterior landscape works.
- Working with local residents to minimise local disruption throughout the project.

[Works totaling circa £204m]
Ref: Olivia Cushman & Wakefield

DANE HOUSE, BRIGHTON

Refurbishment of severely damaged care home in Brighton.

- Senior Quantity surveyor responsible for procurement of sub-contractors and suppliers.
- Single point of contact for 240 clients.
- Preparation and agreement of cash flow forecast, interim valuations and final accounts.
- Co-ordination of domestic sub-contractors and incumbent sub-contractors.

[Works totaling circa £1.3m]
Ref: Gary Mills, Lawson Quayle, gmills@lawsonquayle.co.uk

ESTUARY VIEW, WHITSTABLE

101 Bedroom new build care home

- Sub-contractor tender on value/compliance with architect's specification.
- Preparation of cash flow forecasts.
- Working with the client team on value engineering exercises/production of reports as the project was grant funded.
- Preparation and agreement of provisional sums, interim valuations and final accounts.

[Works totaling circa £12.2M]
Ref: Nick Bull, Graham Land & Developments, gbul@glad.co.uk

PROJECT ROLE

Andy has over 30 years of experience of surveying and will be financially responsible for the project.

☎ 07921 474271
✉ acarney@drakemoor.co.uk
www.drakemoor.co.uk

• The Oast, Warmistoke Business Estate, Sutton Valence, Kent, ME17 3UR

INDUSTRY EXPERIENCE / SKILLS & QUALIFICATIONS

- 30+ years experience in the construction industry
- ICIBR
- SS+ (Hong) Quantity Surveying
- Asbestos Awareness
- DBS Enhanced

drakemoor



IAIN BAINBRIDGE

HEALTH & SAFETY MANAGER

EXPERIENCE

Drakemoor (2017)
Health & Safety Manager

- Provide HSE advice, management and policy development.

THOMANN-KANNEY (2017 - 2019)
Health & Safety Manager

- Provide H&S advice, control and management for the specialist cleaning company dealing with range of properties including heritage buildings ensuring all activities were compliance with HSE regulations.

PORTKABIN GROUP HIRE DIVISION (2017)
Health & Safety Manager

- Oversee and coordinated a highly skilled project workforce encompassing up to 200 personnel dealing with a rapid 12 week £26m school construction project involving the installation of 200 off-site manufactured modules and internal fit-out for a temporary school, civil engineering and infrastructure.
- Managed & Monitored project activities and deliverables ensuring that program constraints did not negatively impact the day to day health and safety throughout the project.

FAITHDEAN (2009 - 2015)
Group Health & Safety Manager

- Promoted to the role of Manager in 2009 with accountability for achieving and maintaining OHSAS 18001 & ISO 14001 accreditation through installing, managing and monitoring stringent health and safety standards.
- Authored, reviewed and updated documentation for accreditation schemes - CHAS, Construction Line and Atlas.
- Prepared and completed pre-qualification and tender documentations whilst playing a key role in tender stage interviews and pre-commencement meetings ensuring alignment with business and project objectives.

PROJECT ROLE

Iain is our consultant Health and Safety Manager; he will assess the hazards and risks of the project and advise on how to minimise/eradicate possible dangers. In addition, he will ensure that the business is legally compliant with all health and safety legislation.

- ☎ 01622 535199
- ✉ iainbainbridge@drakemoor.co.uk
- 🌐 www.drakemoor.co.uk
- 📍 The Coat, Warmlake Business Estate, Sulfon Valence, Kent, ME17 3UR

INDUSTRY EXPERIENCE / SKILLS & QUALIFICATIONS

- 20+ years experience in the construction industry
- ISO 45001 Internal Auditor, Mar 2019
- C2C8 Book Managers Card, Feb 2018
- Asbestos Awareness, Jan 2018
- First Aid at Work, May 2019
- NVQ4 Occupational H&S Practice, Jan 2011
- IOSH Status - Graduate Member, Jan 2011
- Fire Marshal Training, April 2008
- Manual Handling, Jan 2008
- NEBOSH Construction Certificate
- CQH Status

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DAVID BRIDGES

SITE MANAGER

EXPERIENCE

BUCKINGHAM PALACE

Site setup and construction of new access areas.

- On site management of different trades to coordinate movement around the site.
- Building relationships with the work force to assist with communication of work.
- Overseeing the installation of new decking and walkways as well as the fitout and refurbishment of welfare areas.

(Works totalling circa £200k)
Ref: Geoff Bolrow, Electrical Solutions, 07810 836836

WPLANDS WAY SEVENOAKS

Comprehensive refurbishment of private residential dwelling.

- Management of on-site construction workers including sub-contracted labour.
- Liaison with design team and owner to provide weekly progress report and updates.
- Oversee construction of new extension and loft conversion as well as the total strip out and refurbishment of the property.

(Works totalling circa £400k)
Ref: Ross Melville, 07810 836836

MEDWAY HOSPITAL

Site management for a wide range of building projects at Medway NHS.

- Carefully managing interface between patients, the general public and vulnerable people.
- Extensive internal refurbishments within live wards and associated areas.
- Refurbishment and decoration of wet rooms, training rooms, wards and offices.
- Construction of new garden contemplation area.
- Coordinating movement of materials and rubbish at quieter times.
- Liaison with senior NHS staff officials.

(Works totalling circa £1m)
Ref: Christopher Green, 07771 506573

PROJECT ROLE

As the Site Manager, David will ensure that all jobs are completed according to requirements. He will oversee the work of all contractors and labourers whilst attending management meetings and reporting on the completion of tasks. He will also ensure all aspects of health and safety are managed.

- ☎ 01622 535199
- ✉ dbridges@drakemoor.co.uk
- 🌐 www.drakemoor.co.uk

📍 The Coat, Warmlake Business Estate, Sulfon Valence, Kent, ME17 3UR

SKILLS & QUALIFICATIONS

- SWGS
- Asbestos Awareness
- First Aid At Work
- Scaffold Appreciation
- PASMA
- Manual Handling
- Noise Awareness
- Hand Arm Vibration
- Site Safety Plus
- Mental Health Awareness
- Coronavirus Awareness
- DBS Enhanced

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QUALITY

CUSTOMER CARE / WARRANTY OF MATERIALS AND WORKMANSHIP

Good Customer Service forms the basis of all our projects, and reaps the rewards of a high levels of repeat business we experience and the long-standing client relationships we enjoy. We believe the key to customer care is an open, honest and informative approach at all stages from pre-works to post-completion.

We promote and encourage collaborative working with input from our clients, end-users, designers, supply chain and consultants.

As mentioned in the answer to aftercare provided, the project will benefit from a 12 month defect period whereby at the end of this we will arrange 2 weeks prior to complete a concise list of any snagging / defects, once compiled we will work quickly with the client to address these items and close them out in a timely manner.

QUALITY OF PREVIOUS WORK FROM REFERENCES / LOCAL PROJECTS VIEWED

Please see references (page 32) from satisfied customers and references from recent projects completed. If we are considered for these works we would be more than happy to take you to the project in Ashford where we renovated a warehouse, completing most of the tasks involved with this project, other projects we could showcase include CAT B fit-outs in London, numerous projects at the NHS Medway Maritime Hospital and 3 Projects in local schools in and around Medway.

Date	Details	Contact Details	Details
11/01/2021	Project 2020-19 Wobbing Apartment	Ale Stone Brewer Pl	All in all, we really pleased with everything and that's an understatement, so thank you everyone at Drakeford and especially thanks to Darren who went above and beyond.
11.03.2021	All works NHS Medway Hospital	Brian Edwards Head of Capital Projects Medway NHS Foundation Trust Windmill Road Gillingham Kent ME7 2NY	Hi Darren and Chris Just wanted to say I've noticed the Drakeford presence on site. Gary comments on their set up looks very professional and well run which is great to see and how every contractor should be operating. Corridors are clean and everything completed even in the wetter early days but well done, and let's keep up the good work. Please pass on thanks to the guys doing the work - their efforts aren't going unnoticed
12.02.2021	All NHS Medway Hospital	Iain Barbridge H&S GD&D Ltd M: 07772 144 241	As an aside, & as you did fully aware, as I was leaving site yesterday the fire alarm for fire & sounded, nothing to do with Drakeford works, unfortunately I was unable to put my thoughts on the report as it was already issued, however, for your information I considered the evacuation of Drakeford site personnel was efficient, effective & completed in a timely fashion. This is a credit to the site team for the way the site is being managed & in demonstrating safety information is being provided & acted upon.
03.03.2022	Medway Hospital NHS Trust walked through Hospital Corridor	Brian Edwards Head of Capital Projects Medway NHS Foundation Trust Windmill Road Gillingham, Kent ME7 2NY Tel: 0750099622 Email: brian.edwards@nhs.uk	Hi Lee I wanted to say from my perspective, Drakeford (UK) actually leading the way on how to manage site security and cleanliness which is so important. The guys on site are working under difficult circumstances but without exception, their behaviour has been impeccable to date.
20.04.2022	NHS Maritime Hospital a-rip to Sunley & Essex Health Care Trust	Brian Edwards Head of Capital Projects Medway NHS Foundation Trust Windmill Road Gillingham, Kent ME7 2NY Tel: 0750099622 Email: brian.edwards@nhs.uk	We have just completed a "reflexion garden" in the courtyard by the restaurant - the lady on the Chelsea flower some time back and she's done a really good job... Drakeford were the main contractor (again, exceptional company who we've used on a number of clinical and non clinical projects).

ACCREDITATIONS & AFTERCARE

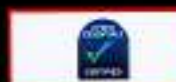
Thanks to our professional and consistent approach Drakemoor has received accreditations from a range of leading industry bodies.

AFTERCARE

Our aftercare starts at the end of the programme where we hold a training day with the client to explain and demonstrate the systems installed throughout the project, we note that defect periods and retention isn't mentioned in the tender documents but, normal practise for us is signing up to 12 months defects on projects of a similar nature. Our aftercare team will outline a tailored annual maintenance plan for the property to ensure a seamless transition from construction to operation / occupation.



ISO 9001 is a certified Quality Management System (QMS) for businesses who can prove their ability to consistently provide products and services that meet the needs of their customers. Drakemoor has earned these accreditations through strong customer focus, quality management and awareness of environmental impact.



Drakemoor is currently undergoing accreditation for Cyber Essentials. Certification gives us peace of mind that we have protection against a wide variety of the most common cyber attacks.



Acclaim Accreditation is the health and safety accreditation service provided by Supplier Assessment Services. As an SSIP members scheme, Acclaim Accreditation supports the objectives of SSIP (Safety Schemes In Procurement) to improve health and safety standards across the UK and reduce duplication of paperwork in procurement.



Constructionline is a register for pre-qualified contractors and consultants. Used by the construction industry in the UK. The database is accessed by over 2000 organisations including central government, local authorities & main contractors all whom require you to be accredited before beginning the tender process.



CHAS (The Contractors Health and Safety Assessment Scheme) is a type of accreditation that proves a business's health and safety processes meet excellent standards.



Marsh McLennan provides public liability insurance for construction workers, covering businesses for any injury to third parties or damage to their property. They understand the challenges faced from economic uncertainty and increasing material costs, to labour shortages and modern methods of construction.



CASE STUDY: HAWK-WOODS

Warehouse fit-out

Value: £360,000

After a very competitive tender process, Drakemoor were awarded the task of redeveloping this previously used warehouse space for new tenants Hawk-Wood Ltd.

To facilitate the clients range of needs, a new 1st floor mezzanine area for offices and training rooms was created. This new level allowed for the installation of new workshop underneath, where power and airlines to suit the machinery being installed by the client could be installed. In addition, 6m high racking and shelving was installed to encompass the ground floor workshop and provide a barrier to the delivery area. Furthermore, new lighting, AC and ventilation was installed and all floor and walls redecorated. A new breakout space and shower was also installed for the staff.



02



03



35

Commercial brochure

04

01. Mezzanine space
03. Office space

02. Break out space
04. Access stairs

ENVIRONMENT

Drakemoor Ltd is committed to delivering high-quality building and construction services that address the environmental needs of both current and future generations. This policy details how we aim to promote and utilise building systems, products and processes to reduce our impact on greenhouse gases.

SUSTAINABLE CONSUMPTION OF MATERIALS

- Plan each project in detail at the tender stage to reduce the need for re-work and waste during the construction phase.
- Develop and maintain a strong local supply chain for sourcing of services and materials.
- Aim to reduce waste in construction through off-site prefabrication and use of locally available recycled materials.
- Reuse and recycle resources on site, through sustainable management of materials, to reduce and ultimately eliminate waste in construction.
- Use environmentally friendly products in kitchen areas.
- Use Octopus Energy Services, a renewable energy service provider, for the provision of energy needs (office).
- Reduce paper-based copies of resources and ensure that any paper-based products are 100% recycled.
- Promote water conservation and reuse on site.

WASTE MANAGEMENT

- Segregate all materials that arise as waste both on-site and in the office. Use Terracycle to recycle commonly used items.
- Manage construction operations to minimise carbon emissions, including information exchange and storage, site accommodation, plant, materials, transport, personnel travel based on local sourcing and employment.
- Equipment to be maintained and kept in good condition to reduce emissions and transport minimised.

TRANSPORTATION AND PROXIMITY

- Encourage car sharing and the use of public transport for site visits.
- Reduce the number of vehicles in the main fleet and encourage a switch to electric by providing on-site charging facilities (office only).
- Research and resource local contractors when tendering. Furthermore, assess the own attitudes towards sustainable practices in the tendering process.
- Provide staff with lockable bike storage as well as shower and changing facilities to encourage a reduction in emissions.

WORKING ENVIRONMENTS

- Create staff policy to reduce the consumption of electrical items within the work place e.g. shutting down of PC's when not in use, using the dishwasher once full etc.
- Install thermostatically controlled energy-efficient heating systems.
- Install smart meters and monitor use of utility consumption in the office.
- Fit time clocks on items of equipment which are not required to be powered up 24/07.
- Install PIR light sensors in office spaces and toilets.

SUSTAINABLE COMMUNITIES

- Employ staff and workforce locally under equal opportunity conditions.
- Engage with local people, by involving local communities in our work.
- Identify volunteering days to work on community projects.

CONTINUED DEVELOPMENT

- On-site presentations to help create awareness around the subject of sustainability and environmental impact.
- Provide staff with opportunities to develop their knowledge and feedback during monthly meeting.

SITE PROXIMITY

Drakemoor is pleased to confirm that it is within a 25mile radius of the proposed site.

By road the exact distance is 26.2 miles.

SUB CONTRACTORS

Decorations (Drakemoor) - Maidstone

Electrical (Staxsons) - Swale

Windows (Millbrook Glass) - Uckfield

Sanitaryware (Plumbase) - Crowborough

Kitchen (Howdens) - Crowborough

Doors (Howdens) - Crowborough

Flooring (Hunter Flooring) - Staplehurst

Partitions & Ceilings (Sapphire Refurbishment) - Medway



WASTE MANAGEMENT

A waste removal strategy will be developed during the pre-commencement period. This strategy will be incorporated within all trade contractors' orders. As a minimum Drakemoor will endeavor to implement the following:

- Create a SWMP for every project, this shows where waste is going (landfill, re-used, recycled etc) and can be reviewed at the end of each project and assist us in how and who we use for our disposal needs.
- Create Material lists prior to the start of a job, reducing the impact of over-ordering and excess materials.
- Organise Waste materials on site are reuse/recycle materials where appropriate e.g. the use of pallets for noggins.
- Store materials carefully to help prevent damage.
- Prefabricate major component parts off-site, reducing on-site waste and energy consumption.
- Consolidate material orders to help minimise packaging.
- Work with architects/designers to select materials and finishes from sustainable/responsible sources.



AGENDA ITEM NUMBER: 7.1
MEETING DATE: 11th July 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: Chapel Green
PURPOSE OF REPORT: To note the request to use Chapel Green for an event contrary to stipulated times.
SUPPORTING DOCUMENTS:
OFFICER CONTACT: Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

The hire of Chapel Green is permissible at weekends for non-commercial events and activities during term time only. The one exception to this is when All Saints Church Palm Sunday parade falls during the Easter school holidays.

The following request has been received from All Saints Church.

Please accept this email as a formal request for an event on Chapel green to be considered at the Sport and Recreation Committee on 11th July.

We would like to hold an outside carol concert on Tuesday 19th December 2023 from 7.30pm – 8.30pm.

We would like to offer something different for families in Crowborough at Christmas time but are unable to do so at the weekends due to the church's Christmas programme and other community events being held in church. We felt holding an outside carol service in school holiday time would be a benefit to families. Other evenings in the previous week are busy with school carol services.

I hope you will consider this application and I look forward to your decision.

Members are asked to consider the above request.



AGENDA ITEM NUMBER: 8.1
MEETING DATE: 11th July 2023
COUNCIL/COMMITTEE: Sport and Recreation
TITLE: Queen's cherry trees
PURPOSE OF REPORT: To update members on problems with two cherry trees
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Deputy Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

In late 2022 the committee agreed to plant five cherry trees as part of the Queen's Green Canopy scheme.

Current situation

The trees were planted on 17th January this year. In May one of the trees was snapped. It was unclear whether this was due to weather conditions, vandalism, or an accident. A further tree has now died. The Head Grounds Person contacted the supplier as the tree is covered by a 12-month guarantee. The supplier has visited the site but stated that they will not replace the tree under guarantee as they believe it was slightly lower in the ground than the others and also that some sand had built up over the bed which they think has led to saturated conditions and thus the tree has died. It is unclear how sand has ended up here unless it has blown across from the play area. The other trees have now been checked for sand build-up.

The price of a new tree is £210 ex.VAT (price correct as at 03.07.2023).

The committee is asked to consider whether it wishes to replace the two trees.



AGENDA ITEM NUMBER: 8.2
MEETING DATE: 11th July
COUNCIL/COMMITTEE: S&R
TITLE: Goldsmiths Servicing Report
PURPOSE OF REPORT: To agree on a service contract
SUPPORTING DOCUMENTS: Appendix A – Quote
Appendix B - Quote
OFFICER CONTACT: Operations Manager

OFFICER RECOMMENDATIONS:	
1	
2	

Previously, the servicing of the boiler and plumbing system within the changing rooms at Goldsmiths has been carried out on an annual service contract by L W Burt & Son Ltd. This has cost in the region of £1600-£1700 annually to be completed.

To ensure best value for money and to provide continuity of service to the system a price for a three-year service agreement has been obtained from two companies. A third has been attempted to be sought but none have been received.

L W Burt & Son Ltd – Annual Charge £1,771.82 + Mains Gas Meter Annual Service £535.80 = £2,307.62 (3-year contract cost £6,922.86)

Current contract provider for building – No issues with workmanship, based in Welling, Kent.

Fairs and Green (Mechanical Services) Ltd – Annual Charge £1,800.00 Mains Gas Meter Testing £320.00, Service of main control panel £500.00, Written examination of Mikrofill £620.00 = £3,240.00 (3-year contract cost £9,720.00)

Contractor used for all other plumbing work across Council sites. No issues with workmanship, based in Tunbridge Wells, Kent.

Both quotes are attached in Appendix A & B for your reference.

Recommendation:

It is recommended by the Operations Manager that Councillors **agree** to using one of the two quotes provided for the servicing of the systems at Goldsmiths Changing Rooms on a three-year contract.

FAIRS & GREEN (MECHANICAL SERVICES) LTD.

15-17 VALE ROAD, TUNBRIDGE WELLS, KENT TN1 1BS

Heating Engineers; Gas and Oil Boiler Maintenance

01892 615678

fsb^{UK}
MEMBER



Registered
Business
CTV01

SERVICE ESTIMATE

Our Ref: GT/TAB

5th July 2023

Mrs L Gibson
Crowborough Town Council
Pine Grove
CROWBOROUGH
East Sussex
TN6 1DH

Dear Madam,

Re: Boiler Service at Goldsmiths Changing Rooms - TN6 2TN

To carry out an annual service on the following equipment.

- 2 of Evomax N.G 150 Boilers.
- 1 of Evomax N.G 120 Boiler.
- 1 of Main Control Panel.
- 1 set of Smedegaard Pressure Pumps.

For the sum of..... **£1,800.00 + VAT.**

This sum would apply per year for 3 years.
Any materials required would be charged at cost plus 20% + VAT.
Our current hourly rate is **£80.00 + VAT** per man.
Any additional work would be priced prior to being carried out.
It is assumed the system is in sound order.
No work other than already stated has been allowed for.

The itemized schedule provided covers both oil and gas supplies.
The Goldsmith Centre is gas only, so a lot of the schedule is not applicable.
As you are aware, we have provided costs for the boilers and associated plant to be serviced on an annual basis - see above.
Additional items **not** covered in our price are as follows.

- 1). Incoming main gas supply pipework, testing and certification.
Approximate additional cost **£320.00 + VAT** per test and certification report.

/Contd.

Re: Goldsmiths Changing Rooms - Service

5th July 2023

2). Service of the main control panel.

Approximate cost £500.00 + VAT.

3). Written assessment of Mikrofill pressure unit.

Approximate cost £620.00 + VAT.

Also, as mentioned on site, we do check the panel for bulbs, times, and operation.

We do not check all internal wiring, cables, relays etc.

Trusting the foregoing is explicit. We await any further instructions.

Yours faithfully,

FAIRS AND GREEN (MS) LTD



G Turley

Managing Director

Crowborough Town Council

Goldsmiths Recreation Ground Site

Renewal

Maintenance Agreement

For

Planned Preventative Maintenance

Of

The Heating Equipment

Ref: Renewal 2023

L. W. Burt & Son Ltd 
17 Bellegrove Parade,
Welling
Kent DA16 2RE
Tel: 0208 319 1627
[e.mail: lyn@lwburt.co.uk](mailto:lyn@lwburt.co.uk)

Planned Maintenance Servicing Agreement

Planned Maintenance Agreement

1.0 Description of works

1.1 General Description of Works

The contract covers the Servicing of items of the Heating and Mechanical Plant but does not include for taking water samples from the heating systems or adding any inhibitors.

1.2 Premises to be Serviced.

Goldsmiths Changing Rooms
Eridge Road
Crowborough
TN6 2TN

2.0 Contract

2.1 Definitions

“The Employer” means **Crowborough Town Council**

“The Contractor” means **L. W. Burt & Son Ltd.**

“The Works” means the works described within the agreement.

2.2 Contract Period

The date for commencement of the contract to be agreed.

2.3 Programming of Works

The programming of The Works will be agreed with the Contract Administrator and the Contractor will comply with the programme unless otherwise agreed with the Contract Administrator.

2.4

Payment

Payment for servicing would be on an invoice basis submitted upon completion of each service.

Terms of Business are payment 30 days from date of Invoice.

2.5 Scope of Works

The Contractor will carry out service visits during the twelve-month period to each item of plant as necessary.

-

Any items of plant not listed in the Plant Schedule would be serviced as an extra to the Contract and would be subject to additional charges, a quotation for the servicing of these items would be provided prior to the servicing of the equipment.

2.6 Additional Works

Additional works to be carried out following the maintenance of the plant involved would be on a quotation basis and implemented on the receipt of an official order.

Should repairs of an urgent nature be required, such works would only be completed following an instruction from Crowborough Town Council representative.

2.7 Termination of Contract

Either party may terminate the contract giving three-month notice in writing.

2.8 Annual Increases

Increase in costs for subsequent years would be on a negotiated basis.

3.0

Additional Works

3.1 Breakdown Calls

The Contractor will provide a Responsive Maintenance Service for calls within normal working hours, breakdown calls during this time will be attended, following an official instruction to the Contractors office. These calls will be at an additional cost.

The Contractor will provide an Emergency out of Hours service. The Contractor will provide Emergency contact numbers to the Employer on commencement of the contract.

All calls of this nature will be charged as extra to the Contract based upon the Hourly Rates provided.

4.0 Reports

4.1 Service Reports

The Contractor will provide the Employer with a service report sheet for each item of plant serviced detailing the following: -

- i. Name of Premises
- ii. Type, Location, and description of plant
- iii. Details of servicing or of remedial work undertaken
- iv. Defects found.
- v. Description of parts Fitted.
- vi. Recommendations

These sheets will be signed by the employer's authorised representative on completion of the service.

Copies of the service report sheets will be submitted with the Invoice for the period to which they relate.

Form of Agreement

Form of Agreement

Between **Crow borough Town Council** and **L. W. Burt & Son Ltd.**

For the Planned Preventative Maintenance of the Heating Equipment.

L. W. Burt & Son Ltd will carry out Planned Preventative Maintenance visits, during a twelve-month period.

Time of commencement will be when signed by the client, our price is based on a 12-month contract however, we would also like to offer you this annual cost being fixed for **three years.**

As a company we have been reviewing our approach to Planned Maintenance Contracts in this difficult financial climate, we feel by fixing the annual maintenance cost this will save you money on any potential increases, which would normally be added on an annual basis, (for example cost of living increases). The three-year fixed price will be paid annually and by fixing the cost this would also provide you with a pre-determined figure for your future budgeting. Invoices will be submitted after each service has been completed.

The call-out charges will be increased annually but kept in line with the cost-of-living inflation.

Please tick the box you would like to accept:

Annual Service visit Goldsmiths Recreation Ground

Annual service visits as shown on the Asset Register enclosed for the sum of £1,771.82 excluding Vat at the current rate and any parts required during service.

Option

Three-year fixed price for the sum of £5,315.46 excluding VAT at the current rate and any parts required during service.

The three-year fixed price will be paid annually at £1,771.82 excluding VAT at the current rate.

Gas Testing and Purging

Gas Carcass, Survey Test & Provide Certificate on the gas meters as follows:

1 x Main Gas Meter serving the premises would be for the sum of £535.80 excluding VAT at the current rate per annum.

Please Note:

We do not check/dose heating systems with inhibitor within our maintenance regime, although if you require this element a sample would have to be taken from the system and tested then we would provide a quote for adding the correct levels of inhibitor to the heating system(s).

To take a sample from 1 heating system would cost £185.00 if there are any further heating systems that require samples taken these would cost a further £48.75 each excluding VAT at the current rate per annum □

There are two areas that we don't provide Statutory Certificates, which are:

- 1) The written Scheme of Examination under the pressure Systems Safety Regulations 2000 for pressure vessels.
- 2) Safety accessory devices designed to protect pressure equipment against the allowable limits being exceeded by PSG03 (SAFed) under the operation of Hot Water Boilers.

We can also provide the following services that are a mandatory requirement if required cost to be provided on request:

Gas Testing and Purging

Gas Detection Systems

Written Scheme of Examination for Expansion Vessels

Descaling of Direct Fired Hot water Systems

Kitchen Equipment

Thermostatic Mixing Valves

We can also provide the following services that we recommend if required cost to be provided on request:

Specialist Controls Systems

Underfloor Heating Manifolds

Fan Convectors Servicing

Water Samples of Heating Systems

Signed _____

For L W Burt & Son Ltd

Print Name Lynette Overall

Position Office Manager

Date 13/06/2023

Signed _____

For Crowborough Town Council

Print Name _____

Position _____

Date _____

Contract commencement will be the date as signed above by the Client

Hourly Rates

HOURLY RATES – 2022

Normal Day Works Rates

08:00 to 18:00 hours

Gas Safe Engineer	£51.81	per hour
Controls Engineer	£67.39	per hour
Pipe Fitter – Welder	£51.81	per hour
Mate	£34.65	per hour

Out Of Hours Rate

18:00 to 24:00 hours

Including Saturdays/Sundays & Public Holidays

Gas Safe Engineer	£77.73	per hour
Controls Engineer	£101.08	per hour
Pipe Fitter – Welder	£77.73	per hour
Mate	£51.98	per hour

Travelling will be charged extra at the hourly rates above

L W Burt & Son do not charge a standard call out Fee.

Accreditations, Insurances and Asset Register

TASKS FOR GAS & OIL BOILERS

Boilers Pressure Jet Oil & Gas

- 1 Open up Boilers, brush & clean internal combustion surfaces.
- 2 Check internal combustion surfaces for leaks and corrosions report if necessary.
- 3 Check integrity of the flue all joints and supports report if necessary within Boiler House.
- 4 Remove Burner Head and check diffuser for cracks or distortion, clean and refit and report if necessary.
- 5 Check electrodes/ionization probes ,U V cells & photo electric for operation and deterioration and report if necessary.
- 6 Re-assemble and close boiler.
- 7 Check gas tightness of the gas valve to burner and report if necessary check fuel pump & clean gauze.
- 8 Fire up boiler and carry out a combustion test and adjust for correct operation and provide a written report with combustion results from final test (advise if any major problems are found immediately).
- 9 Take gas pressures, take fuel pump pressures.
- 10 Clean boiler casings and leave boiler operational upon successful service.
- 11 Check ventilation in boiler house.

Boilers Atmospheric

Carry out as above but these Boilers have Burner Bars not a forced draught burner, therefore, the Burner Bars are removed and cleaned and then all other various checks are carried out.

F & E Tanks

- 1 Check ball valve operation and report.
- 2 Check condition of tank and report.
- 3 Check tank supports and overflow.

Controls

- 1 Check panel bulbs.
- 2 Check operation of contactors & overloads.
- 3 check operation of 3 port valves and 2 port valves.
- 4 Check timing clocks for correct operation & adjust.
- 5 Check thermostats and operation within Plant Room/Boiler House and internal of building.
- 6 Check cable/wire connections.

Cylinders/Calorifier's

- 1 Check condition of unit.
- 2 Check temperature.
- 3 Check operation of cylinder thermostat.
- 4 Check operation of 3 port valves.

Fan Convectors (if contracted by client to carry out this service)

- 1 Remove filters, examine & check for damage and report, clean and refit filters and report if new filters are required.
- 2 Check heat exchanger inspect & clean using Hoover purge air from heat exchanger.
- 3 Controls check all thermostats also check low temperature cut out and report.
- 4 Motor/fan assembly inspect and clean, blow out fan assembly with high pressure hose this process is carried out externally and report.
- 5 Examine casing for damage and security and report.
- 6 Pipework and valve & heat exchanger check for leaks and corrosion & report.

Fire Safety Circuit

- 1 **General** - check all fuel supply valves for free operation. Ensure that each fuel supply valve is complete with own wheel or key.
- 2 **Boiler control and high limit thermostats (thermal or manual reset)**- ensure these are set correctly. Check operation of pressure switches. Operation should be within the manufacturers switching differential. Adjust if necessary.
- 3 **Pressure switches** - check operation
- 4 **Combustion air source into plant room** - check that original provision has been left clear of any obstruction dirt. Inadequate combustion air provisions can create a hazard to both equipment and the occupants of the plant room.
- 5 **Gas - manually operated valves** - check to establish positive shut off of gas is achieved.

Mixing Valves (if contracted by client to carry out this service)

The TMV's should be checked annually for any leaks.

Leaks, which cannot be solved by tightening the fittings, may require that the TMV be dismantled and the washers or seals replaced at an additional cost to the contract.

(Shower or Basin)

- 1 Shut Down Time (Sec).
- 2 Strip down and remove each valve and strainer from the main body.
- 3 Descale and flush out all working parts of the valve and all strainer filters with an approved descaling agent.
- 4 Lubricate all spindles, seats etc. with silicon grease.
- 5 Replace any defective "O" rings.
- 6 Re-assemble valves and strainers and set working outlet temperature to 43 degrees centigrade.
- 7 Descale and sterilise all shower heads with an approved descaling agent / sterilising agent.

Direct Fired Water Heater

- 1 **Heat generation equipment** - remove and carry out necessary maintenance.
(burner assembly)
- 2 **Flue Pipe** - check integrity.
- 3 **Draught diverter (where applicable)** - remove and clean.
- 4 **Flue baffles** - remove and clean. Note: All debris should be removed with a vacuum cleaner.
- 5 **Flue Tubes** - clean with suitable brush.
- 6 **Reassembly** - reassemble in reverse order. Ensure that on reassembly, the flue is sealed in an air tight manner.
- 7 **Smoke test** - carry out smoke test of flue.
- 8 **Isolation** - turn off, isolate and remove heat generator. Where applicable, switch off electricity and remove fuses. Turn off water supply.
- 9 **Reassembly and test** - Refit heat generator in accordance **with the manufacturer's instructions. Test fire**

Oil Storage Tanks

- 1 Check tank externally for corrosion or leaks. Pay particular attention to welded seams.
- 2 **Check all associated pipe work**, strainers and transfer pumps for leaks. Correct any defects found.
audible warning is working.
- 3 **Inspect any line filters** provided and clean as required.
- 4 **Operate run and standby oil transfer pumps** on hand to check that they are functioning.
- 5 **Check that tank contents gauge** functions correctly advise on findings.
- 6 Ensure fill point is correctly capped.
- 7 Note defects for report.
- 4 **Operate run and standby oil transfer pumps** on hand to check that they are functioning.
- 5 **Check that tank contents gauge** functions correctly advise on findings.
- 6 Ensure fill point is correctly capped.
- 7 Note defects for report.

- 1 **Checking the Underfloor Heating Manifolds** (if contracted by client to carry out this service)

The underfloor heating manifolds should be checked annually for any leaks. Any leaks, which cannot be solved by tightening the fittings, may require that the manifold be dismantled and the washers or seals replaced at an additional cost to the contract.

Pumps

- 1 Check drives, pulleys, anti-vibration mounts and drive couplings - adjust where necessary.
- 2 **Electrical terminals** - inspect and tighten as required.
- 3 **Glands** - inspect and adjust if necessary repack if required.
- 4 Motor running current - check .
- 5 Wiring, insulation and flexible connection - check condition.

6 Electrical starter maintenance

- a) circuit breaker contacts - inspect and clean all contact surfaces if required.
- b) enclosures, switches and push buttons - check and clean.
- c) Wiring and connections and flexible conduits - check condition, secure and tighten as required look out for broken wire strands, pinched or damaged insulation.

- 7 **Motor vent slots** - clear. Under certain conditions, e.g. a dust environment, more frequent cleaning may be required. Report if this is necessary.
- 8 Suction line strainers - check condition and clean.
- 9 **Pressure switches and level controls** - check settings and test functionally.
- 10 **Drive guards** - check and rectify security.
- 11 **Seals and bearings** - check condition.
- 12 Noise, vibration and overheating - check and advise.
- 13 **Casings** - inspect and clean as required.
- 14 **Bolts, pulleys, couplings and belts** - inspect and adjust as required, advise if belts/coupling etc. are required.
- 15 **Pump pressures** - check if gauges are fitted.
- 16 **Strainers** - inspect and clean if required.
- 17 Full load running current - check .
- 18 **Pulley(s)** - check and realign if necessary.
- 19 **Isolation, regulation and non-return valves** - check operation. Tighten glands if necessary.
- 20 **Drain and tundish** - check for blockage, clean and ensure run to drain, advise if blocked.
- 21 **Anti-vibration mounts** - check and clean. Generally report any defects to client.

Pressure Units

- 1 Clean strainer elements.
- 2 **Pump and motor alignment** - check and adjust if necessary. Examine couplings for tightness.
- 3 **Motor and bearings** - oil or grease where external nipples or lubricators are fitted. Use recommended grade of lubricant. **Motor should be overhauled annually.**
- 4 **Drain holes, pipes and tank** - clean and ensure that all blockages are cleared.
- 5 **Guards and shields** - check for security and safety. Adjust if necessary.
- 6 **Control and safety switches - inspect and check.** These include low water level cut-out switches high and low pressure sensing switches, electrodes, connector caps and contacts. Report any defects to client.
- 7 Control, pressure relief and reducing valves, air vents, purgers and constant flow regulations - test for correct operation and rectify any faults. Report any defects to client.
- 8 **Diaphragm expansion tanks** - inspect. Ensure diaphragms are sound and air cushion pressure is correct.
- 9 **Test run pressure booster sets, pressurising units and filling pump** - carry out adjustments to ensure satisfactory operation. Check operation of automatic controls and change over switches.

General

- 1 Check position & type of safety valves & report.
- 2 Check pipework condition within Boiler House & report.
- 3 Check supports to pipework & report.
- 4 Check insulation to pipework & report.

Gas Carcass Test *(if contracted by client to carry out this service)*

- 1 On arrival sign in, issuing Risk Assessment & Method Statement
- 2 Carry out Survey of:
 - (a) Meter position type and size.
 - (b) Size of pipework and location of pipe work.
 - (c) Draw out pipe runs on supplied drawings.
 - (d) Calculate pipe volumes and test times and select required measuring device.
 - (e) Turn all gas appliances off and carry out required tests.
 - (f) 1st test being a let by test.
 - (g) 2nd part of the test is to carry out a tightness test on pipework.
 - (h) Record the results and issue test certificate.

 - (i) If test passes but there is a pressure drop but no smell of gas, but installation still passes, we would then carry out a risk assessment and assess the frequency of tests need to be carried out.
 - (j) If all test prove satisfactory re-light the appliances and leave working.
 - (k) Make recommendations if required.

Please note test certificates should be duly signed by a responsible person.

When a service/gas tightness test has been completed the engineer will fill in a service/report sheet, the report sheet will consist of time/attendance, address of works carried out, how many engineers attended, full description of works carried out, is the job complete, if not what remedial action required to provide a solution, each engineer assesses and prices the materials needed on site, all of which is written on the report sheet. The sheet is then processed at the office and either a completion invoice is produced or a quote for remedial works is sent out. Any major problems are dealt with immediately by telephone and in writing to the responsible person in charge.

Gas Tightness Sheets: These sheets have all the relative information included volume of system, test time, equipment and results, any remedial action will be handled as above. Upon completion of these sheets they will be duly signed by the engineer and the responsible persons on site, a copy of which will be left on site in one of our provided log books.



AGENDA ITEM NUMBER: 9.1
MEETING DATE: 11th July 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: New Vehicles
PURPOSE OF REPORT: To note the report on requirements and costs involved
SUPPORTING DOCUMENTS: Appendix A
OFFICER CONTACT: Operations Manager

OFFICER RECOMMENDATIONS:	
1	
2	

TRACTOR

It has previously been discussed for the purchase of a second tractor due to the increasing workload and that the current tractor is underpowered for some of the implements the grounds team use. It was agreed on the 28th of September 2021 that the Council would long term hire for the 2022 seasons of spring and autumn. After this period of hire a review should take place to evaluate labour saving and cost implications. It was also agreed that funds should be put aside to build up a fund for future machinery.

The hire of the tractor for the whole of spring/ autumn 2022 cost £9,790.00 this was for a total of 6 months hire.

In these six months it allowed for the grass cutting to continue whilst meadow cutting, and other pitch maintenance operations were being carried out. It also allowed the team to use the flail collector mower with the hire tractor as it was powerful enough to use and lift when full of grass. It also allowed for hedge cutting to start whilst grass cutting was continuing. It was also found that it allowed the grounds team to be able to carry out the pitch maintenance tasks far easier and quicker. Overall, the feedback was that it was a huge help and benefit to the team and the work they were carrying out.

Due to the hire costs involved each year, different options have been sought to continue having the benefit of a second tractor.

- Annual 6 monthly hire cost £9,790.00 (Will increase with inflation)

- Purchase in full a new tractor CASE MAXXUS 125 £74,129.00
- Purchase a new tractor CASE MAXXUS 125 on 0% finance over 2 years (Same cost as above but with £190.00 set up fee)

Annual 6 monthly hire:

Comparable prices for tractor hire have been obtained previously and the current company used has been found to be the cheapest and best value for money when hiring.

Currently this method is costing the Council £9,790.00 annually with no asset in result of this expenditure.

Purchase in full a new tractor:

If the Council wanted to gain an asset for their expenditure, then they could consider a longer-term investment of purchasing in full a new tractor.

Currently the grounds team have a CASE Farmall 85c and have found it to be reliable and of good quality. The Council have owned this tractor from new and since new it has had very few issues.

Therefore, it is recommended that the Council considers using the same make when looking for a larger second tractor. The Operations Manager and Head Groundsman visited a local CASE dealership to discuss the needs of the second machine. The dealership has recommended a CASE MAXXUS 125 which has 125hp along with a 30hp boost when the PTO requires it. This will comfortably power all the equipment attachments the Council currently has and is anticipated to ever need.

To purchase this tractor new, the base price is £74,129.00.

The Operations Manager has sought to obtain three quotes for this tractor. However, upon checking the CASE dealer locator website, all the dealerships within 50 miles are Ernest Doe Power. This is the same company as we have received the quote from with the nearest being Ernest Doe Power in Ringmer. Therefore, there are not any comparisons within 50 miles. The website does not allow for searching beyond this distance.

The dealership has confirmed that we would receive the same quote for this tractor at any of the Ernest Doe Power suppliers we approach. They have confirmed the price is still valid for this meeting.

Purchase a new tractor on 0% finance over 2 years:

The Council could also spread the cost of the tractor over two years 0% interest. This would incur an additional £190.00 set up fee but would enable the Council to pay 50% of the cost on delivery and then the remaining 50% to be paid 12 months after delivery. This would allow for the expenditure to be spread across two financial years allowing the Council to be more flexible with the budget.

On delivery cost £37,184.50

12 Months after delivery £37,134.50

Total Cost on 0% Interest £74,319.00

GROUNDS VEHICLE

Due to the grounds team expanding in size it is becoming apparent that the team need an additional vehicle to move around the sites.

Currently the team has 12 staff positions, 11 of which are filled at the time of writing, (Ranger Vacancy). The team has the following vehicles:

Landrover Defender	2 Seats	Used by the Ranger
Dropside Ford Transit	3 Seats	Grounds Team Vehicle
Dropside Crewcab Ford Transit	6 Seats	Grounds Team Vehicle
Ford Connect Van	2 Seats	Grounds Team Vehicle
Ford Connect Van	2 Seats	Grounds Team Vehicle

If all the grounds team vehicles seats were used, then 13 members of staff would fit. However, this is not always productive as it is unlikely to regularly need a team of six members of staff in one vehicle to go to a site, along with the Ford Connect vans being limited on space for holding equipment.

It is far more productive to split the team into smaller groups across different locations carrying out different tasks that are required.

In consultation with the Head Groundsman, it has been recommended that the Council purchases a new Ford Transit Custom van for the grounds team to use. This will allow for secure storage of equipment whilst the team are at a site but also sufficient space for a variety of tools and equipment to be transported as required.

Ford no longer sell the plug-in hybrid version new, there is a fully electric version coming out in June 2024. You can get a mild hybrid new or alternatively and more cost effective is to buy a nearly new plug-in hybrid from a dealership.

An example of the cost of one of the used plug-in hybrids is as below:

Ford Transit Custom Limited H1L1 PHEV

Grey

3,600 miles

2021

£32,490 + Vat

The all-electric version that is being released in June 2024 does not currently have a price publicised. However, as an example, the base price for a fully electric Ford Transit van is £51,235 + vat.

- Councillors to decide if they would like to purchase a second hand used PHEV Custom Transit now or order a new All-Electric Custom Transit when the pricelist is released.

- If Councillors decide on purchasing a used PHEV, can they consider giving the Operations Manager delegated authority to spend up to a certain amount of money on the vehicle (up to £32,815.50 remaining in budgets after tractor), with a recommended mileage limit (up to 10,000 per year) and recommended age of vehicle limit (up to 3 years old). The Operations Manager would need to gain a record of at least three similar used vehicles to ensure that the best value for money was obtained. This is due to used vehicles selling before any extraordinary meeting can be held. Also, for an extended 3-year warranty to be taken out with any used vehicle purchased.

Finance:

The committee currently has £40,000.00 in EMR 315/9049/902 for Capital Purchases. There is also £30,000.00 in the 301/4039 Capital Purchases budget for 2023/24. As it currently stands there are no other expected expenditure for the 2023/24 budgets under these codes. It is anticipated that in 2024/25 Budgets a ride on mower will need replacing.

Year 1 Tractor Cost - £37,184.50

Transit Custom Van – Up to £32,815.50 (Remaining funds after tractor expenditure)

Total - £70,000.00



QUOTATION

Mr Peter Cunnington
Crowborough Town Council
Pine Grove
Crowborough
East Sussex
TN6 1DH

Ernest Doe & Sons Ltd
Broyle House, Ringmer
BN8 5NN

Tel: 01273 812707

www.ernestdoepower.com

27th April 2023

Dear Sir,

Further to your recent enquiry it is our pleasure to provide a quotation for the equipment detailed below.

To Supply: 1 x New Case IH Maxxum 125

- 210 litre fuel tank + 39.5 Litre Ad-Blue tank
- EU Stage V engine with Power Boost (when criteria is met)
- 140-amp battery with Electronic Isolator + Jumpstart
- 150-amp Alternator
- Engine Speed Management (constant engine speed) - enables operator to programme 2 engine speeds
- 17 X 16 (50KPH) Active Drive 4, 4 Speed SEMI POWERSHIFT with AUTO SHIFT, achieves 50Kph maximum road speed
- Auto PTO - Start/Stop controlled with height sensors on rear hitch
- External Fender controls for PTO & EDC (switches on both sides)
- 3 speed PTO - 540/540E/1000.
- Extended life oil cooled brake discs
- SUSPENDED 4WD axle with Electro-Hydraulic Differential lock, steering sensors + Front Axle brakes
- 150L/min CCLS (closed centre load sensing) Hydraulic Pump - capable of 7,864kg max. lift capacity
- 3 mechanical rear remote valves, two with configurable detents
- Hydraulic Push back hitch with hook + clevis drawbar
- Pneumatic Trailer Brake Valves with C-Type couplers for UK / Ireland -Mandatory for 50kph
- Hydraulic Trailer Brake valve SINGLE line
- Fabric covered Grammar DUAL Motion Air suspension seat. Swivel headrest, heated cushion, passive venting & seat belt
- Air Conditioning
- Cab Suspension (5 levels of adjustment)
- Premium NEW hood lights - 2 x Halogen Road, 4 x LED work lamps + 2 x LED signature lights
- 2 Amber flashing beacons, mounted on either side of cab roof
- Worklights for High Roof - 2000 lumens - 4 x LED front + 4 x LED rear
- 2 large telescopic mirrors with spotters
- 380/85R28 Front Tyres
- 460/85R38 Rear Tyres
- Front Fenders - 420mm Dynamic

Chairman: C E Doe Managing Director: A E Doe Sales Director: G C K Parker

Registered No: 431173 in England Registered Office: Ulting, Maldon, Essex CM9 6QH Tel: 01245 380311

Contracts for all goods and services supplied by the Company are subject to the Terms and Conditions of the Company, a copy of which is available online at ernestdoe.com/terms. We are committed to safeguarding all personal data handled by us. Please refer to ernestdoe.com/privacy for a full copy of our privacy policy.

- Front weight carrier (115kg), 6 x 45kg weights and tow hook (114kg) = 499kg total mass

Retail Price	£120,315.00
Less Discount	£46,186.00
Investment	£74,129.00

Finance Example:

1 Payment on Delivery of £37,064.50 Followed by 1 Payment 12 months after delivery of £37,064.50

VAT and £120.00 Document fee to be paid up front, £70.00 Option to purchase fee to be paid with second payment

Please note all above prices include discount and are subject to vat at the current rate.

Please take particular note of section 3 of our terms and conditions of sale which states that "estimates and quotations for goods and services are given in good faith however, the Company reserves the right to amend an estimate or quotation value where economically necessary".

With current price volatility in all sectors of our business and the global economy, please be advised that the above estimate / quotation is offered with our best intention but could be subject to change at any time before delivery if our suppliers implement further price rises or price surcharges between the points of quotation, order and delivery.

We hope the above meets with your approval and if you have any queries, please do not hesitate to contact the undersigned, meanwhile we look forward to receiving your further instructions.

Assuring you of our best attention and service at all times.

Yours sincerely



Ryan Edwards
Agricultural Area Sales Manager
E&OE

ERNEST DOE AND SONS LIMITED
TERMS AND CONDITIONS OF SALE

1. DEFINITIONS

'The Company' – Ernest Doe & Sons Limited and all companies within the Doe Holdings Group.

'The Conditions' – The terms and conditions of sale or purchase and the supply of services as set out in this document. 'The Customer' – Any legal entity or person placing an order for, or receiving, Goods or Services supplied by the Company.

'Goods and Services' - Any product or service the Customer agrees to purchase, supplied by the Company, in accordance with these terms.

2. DELIVERY

All orders for Goods and Services are accepted by the Company in good faith, on the basis of the Conditions. However, any dates quoted for the delivery are approximate only and the Company cannot guarantee delivery or completion by any particular date and shall not be liable for any delay in delivery or consequential loss which may result.

3. PRICE AND PAYMENT

The price ("Price") shall be as set out on the relevant invoice. Prices are stated exclusive of VAT and other applicable taxes and on an ex works basis. Where appropriate, Value Added Tax will be applied at the effective rate at the date of invoice. The Company reserves the right to change the Price on giving written notice.

Estimates and quotations for Goods and Services are given in good faith and the Company reserves the right to amend an estimate or quotation value where economically necessary.

Unless otherwise agreed in writing between the Company and the Customer, all machinery purchases must be paid for in full on or before delivery. For all other purchases, for Customers with a Company credit account, payment is due on or before the 23rd of the month following the date of the invoice. If the Customer is not a credit account holder, payment is due immediately on transfer of Goods and Services. Time for payment shall be of the essence. The Company reserves the right to charge interest on any unpaid amount at 4 percent above Barclays Bank Base Rate. The Company reserves the right to instruct solicitors to recover aged debt. If the Customer should be in default of payment due to the Company, the Company shall have the right to suspend deliveries of Goods and Services. The Customer will remain liable for payment for all Goods delivered or Services performed for them up to that time.

4. ACCEPTANCE, TITLE, RISK & LIEN

The Customer shall be deemed to have accepted the Goods upon either collection from the Company or delivery to the Customer. The Goods shall be at the Customer's risk immediately from delivery or collection. However, irrespective of delivery, the Company retains full title and rights to the Goods and Services supplied until full payment has been received from or on behalf of the Customer.

If the Company fails to receive payment for the Goods, the Customer accepts that the Company may enter upon any premises owned, occupied or controlled by the Customer where the Goods are situated and repossess the Goods. The Company shall have a general lien on all goods or materials in its possession, custody or control for all sums due at any time from the Customer.

5. WARRANTIES

Subject to as expressly provided in these Conditions, all warranties, conditions or other terms implied by statute or common law are excluded to the fullest extent permitted by law. The Company will, if required to do so, provide the opportunity for a Customer to inspect Goods prior to ordering to ensure suitability for their requirements and the Company warrants that the Goods will at the time of delivery correspond to the description given by the Company. The Customer shall be entitled to the benefit of any warranty or guarantee given by the manufacturer to the Company to the extent that the Company is able to pass such warranty or guarantee on to the Customer.

6. CANCELLATION

Cancellation of orders cannot be accepted without the prior agreement in writing of the Company. The Company shall not be liable for any loss or damage whatever arising from such cancellation.

7. LIMITATION OF LIABILITY

In the event of any breach of this contract by the Company the remedies of the Customer shall be limited to damages only. Except in respect of death or personal injury caused by the Company's negligence or fraudulent misrepresentation (a) the Company shall not be liable to the Customer for any indirect or consequential loss (including loss of profit) which arise out of, or in connection with the contract or these Conditions; and (b) the Company's entire liability to the Customer arising under or in connection with these Conditions whether for negligence, breach of contract or otherwise shall be the greater of (i) the price of the Goods or Services supplied on the invoice; and (ii) the amounts of insurance held and then available to the Seller under its insurance policies in respect of the Customer's loss.

8. FORCE MAJEURE

Neither party shall be liable for any failure, delay or default in performing its obligations due to any act of 'Force Majeure'. This includes Acts of God, war, terrorism, riot, strike, lockout, industrial action, fire, flood, failure of energy sources or transport network, breakdown of plant or machinery, loss at sea, malicious damage, drought, tempest, storms, natural disasters or extreme adverse weather conditions, default of suppliers or subcontractors or other event beyond the reasonable control of either party (which, by its nature, could not have been foreseen and was unavoidable).

9. THIRD PARTY RIGHTS

For the avoidance of doubt nothing in this contract is intended to confer on any third party any benefit or right to enforce any terms of the agreement.

10. ENGLISH LAW

The formation, existence, construction, performance, validity and all aspects of this Contract shall be governed by English Law.



AGENDA ITEM NUMBER: 10.1
MEETING DATE: 11th July 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: Jarvis Brook Playground
PURPOSE OF REPORT: Replacement of Roundabout
SUPPORTING DOCUMENTS: Appendix A
OFFICER CONTACT: Operations Manager

OFFICER RECOMMENDATIONS:	
1	
2	

The roundabout within the playground at Jarvis Brook recreation ground has broken. Unfortunately, it was unable to be repaired as the part that had broken was the main central stem of the roundabout. To prevent injury by misuse the broken roundabout has been removed by our grounds team.

Quotes have been obtained to replace the roundabout as attached in appendix A.

Jarvis Brook Recreation Ground is leased from Wealden District Council. The lease commenced on the 24th of November 2011 and runs for 25 years, expiring in 2036. Therefore, CTC has 13 years remaining on the current lease.

The entire playground will need refurbishing/ replacing within the next 3-5 years due to its age.

Finance

Code 4308/314 Play/ Sport Areas Jarvis Brook – Has £3,000 currently available. If this was all used it would leave no funds for the remaining of the year for any other repairs/ maintenance/ inspections occurring.

Code 4308/301 Play Sport Areas Ground Maintenance – Has £20,000 currently available. This code is for all playgrounds generally when repairs or replacement of equipment is beyond the individual site budgets. No other expenditure is planned from this code at this time but we may have unforeseen expenditure during the remaining financial year.

For Councillors to decide if they wish to replace the roundabout using one of the attached quotes in appendix A and what cost code they would like the funds to be used from.



SOVEREIGN

Bringing imagination into play



Crowborough Town Council

Jarvis Brook Recreational Ground

Your Area Manager

Richard Pennington

07554 455967

richard@sovereignplay.com



Our Ref: N1/59278



7th June 2023

Jarvis Brook Recreational Ground
The Town Hall
The Broadway
Crowborough
TN6 1DH

Dear Peter Cunnington,

Thank you very much for the opportunity to develop your outdoor environment.

I sincerely hope our quotation is of interest to you. Should you need us to make any alterations to the content of the design, we are very flexible and always willing to help.

Your quotation has been fully itemised to make the selection process as easy as possible and includes everything you need for your project.

All of our equipment and surfacing is designed, manufactured and installed to current British Standards 1176 and 1177. We are approved members of CHAS and Construction Line, and our timber is FSC certified. We have many further accreditations which are detailed within this pack along with examples of our work and extensive warranties.

Once again I would like to thank you for this opportunity to present my proposals and genuinely hope that they will be of interest to you.

Should you have any queries or questions at any time please feel free to contact me directly, my mobile and email can be found on the front of your pack.

I look forward to hearing from you.

Assuring you of our best attention,
On behalf of Sovereign

A handwritten signature in black ink, appearing to be 'RP' with a long horizontal stroke underneath.

Richard Pennington
Area Sales Manager



Option One



Option Two



Scale Bar

1m

5m

10m

20m

- Equipment:
- ① Apollo Roundabout with 31 x Cross Guard Tiles
 - ② Solo Leaf with 22 x Cross Guard Tiles



2D Plan

Crowborough Town Council

Jarvis Brook Recreational Ground

Images shown are for representational purposes, products may vary. T: 01702 231129 - www.sovereignplayequipment.co.uk

Ref: 19278

Date: 06/06/2023

Scale: as shown

Designer: Kevie Walker

Area Manager: Richard Hemmington



SOVEREIGN
Bringing recreation into play

Your Quotation Option One



Qty	Ref	Equipment	Price
1	A	Apollo DDA Roundabout Installation (Hard Dig)	£11,818.08

Qty	Ref	Surfacing	Price
1	A	Grass Guard Tiles x 31 Installation	£2,274.03

Qty	Ref	Removals	Price
1		Optional subsidised removal off site of spoil and/or waste material created from our installation works. (One charge applicable per order) Removal	£400.00
1		Pre Installation Survey To Assess Site / Installation Requirements Other items/services	£149.00
Sub Total			£549.00

Qty	Ref	Miscellaneous (Welfare, Site Security, Other)	Price
1		Provide heras type fencing (as recommended by the Health & Safety Executive) and signage for the duration of the contract Other items/services	£489.51
1		Provide secure overnight storage, or split multiple deliveries, for the duration of the contract (Site/Access Dependent) Other items/services	£1,158.57
1		Provide re-filling of on site water supply for installations for the duration of the contract - Assuming fresh water tap accessible via client within 1 mile of installation site (0.5 mile in built up areas) Other items/services	£87.62
Sub Total			£1,735.70

Prompt Payment Offer: £16,376.81

Qty	Ref	You May Also Require (Items below are NOT included within total)	Price
1		Independent Post Installation Inspection (recommended additional option) Installation	£480.00

Subject to full technical site survey.

Discounted Prompt Payment Terms are based on a 25% deposit payable by return and a balance invoice payable by return after delivery/installation.

All prices are valid for 30 days, include delivery, exclude VAT and may be subject to a technical pre-installation site survey. E & OE, subject to our Terms and Conditions.



Your Quotation Option Two



Qty	Ref	Equipment	Price
1	A	Rota Leaf Roundabout Installation (Hard Dig)	£6,066.26
Qty	Ref	Surfacing	Price
1	B	Grass Guard Tiles x 22 Installation	£1,631.58
Qty	Ref	Removals	Price
1		Optional subsidised removal off site of spoil and/or waste material created from our installation works. (One charge applicable per order) Removal	£250.00
1		Pre Installation Survey To Assess Site / Installation Requirements Other items/services	£149.00
		Sub Total	£399.00
Qty	Ref	Miscellaneous (Welfare, Site Security, Other)	Price
1		Provide heras type fencing (as recommended by the Health & Safety Executive) and signage for the duration of the contract Other items/services	£489.51
1		Provide secure overnight storage, or split multiple deliveries, for the duration of the contract (Site/Access Dependent) Other items/services	£1,158.57
1		Provide re-filling of on site water supply for installations for the duration of the contract - Assuming fresh water tap accessible via client within 1 mile of installation site (0.5 mile in built up areas) Other items/services	£87.62
		Sub Total	£1,735.70
Prompt Payment Offer:			£9,832.54

Qty	Ref	You May Also Require (Items below are NOT included within total)	Price
1		Independent Post Installation Inspection (recommended additional option) Installation	£480.00

Subject to full technical site survey.

Discounted Prompt Payment Terms are based on a 25% deposit payable by return and a balance invoice payable by return after delivery/installation.

All prices are valid for 30 days, include delivery, exclude VAT and may be subject to a technical pre-installation site survey. E & OE, subject to our Terms and Conditions.



Specifications





SOVEREIGN
Bringing imagination into play

Product Description
The Apollo roundabout is designed so that users in wheelchairs can ride alongside others.
Available in a range of colours.

Price Note
This unit will require additional safety surfacing. All prices are subject to minimum installation and delivery charges. All prices exclude VAT. Terms and conditions available on request.

Apollo Roundabout - DDA

Product Code: RDVINDUNIAAPOLLO2 / 80





Technical Details

Minimum Space Required:
6200mm x 6200mm

Safety Surfacing Area:
6200mm x 6200mm

Intended Age Range: **3 - 14 Years**
Free Height Of Fall: **800mm**
Safety surfacing is required for use on any surface.

Length: **2200mm**
Width: **2200mm**
Height: **800mm**














SOVEREIGN
Bringing imagination into play

Product Description
Our complete range of robust, public space equipment is sure to fulfil every element required from a child's play area. Whether you are looking for spinning, climbing, sliding, swinging, rocking or all the above, we have it covered. Each piece of equipment can be used in isolation to suit specific needs, or combined to fill an entire space with any of our specialised safety surfaces.


All items are constructed from a combination of (where applicable):


- Powder Coated Steel
- Weather Resistant HDPE Panels
- Anti-slip HDPE Plastics
- Durable Steel Slats of Reinforced Polycarbonate
- Stainless Steel Safety Chains
- All Gearing & Joints Covered With Plastic Or Rubber Caps
- 100% Recycled or Powder Coated Steel Springs
- Dual Core Double Pipe With Durable Plastic Connectors
- Durable Climbing Axiels
- Double HDPE Polypropylene Tunnel Tube

Prices
Supply with installation into grass: **£1,268.00**
Supply with installation into Tarmac: **£1,493.00**

Rota Leaf Roundabout

V1 / 04














Technical Details

Minimum Space Required:
5200mm x 5200mm

Safety Surfacing Area:
5200mm x 5200mm

Intended Age Range: **+ 3 Years**
Free Height Of Fall: **700mm**
Safety surfacing is not required for use on well maintained grass.

Length: **1200mm**
Width: **1200mm**
Height: **700mm**



Specifications





SOVEREIGN
Designing imagination into reality

Product Description

Sovereign's grass tile surfacing is ideal for grass areas that require protection against erosion from foot traffic, and is perfect for both low and high level adventurous play equipment. Tested to BS 2411/1/1 up to 2000mm respectively onto well kept grass.

Note: Grass tiles will follow the contours of the existing grass surface.

Grass Tiles

Product Code: 06 / V4 / 04



Technical Details

Free Height Of Fall: <math>< 3000\text{mm}</math>
Length: 1500mm
Width: 1000mm
Height: 25mm

Installation

The matting is laid directly onto well drained grass with a mesh underlay without the need for any expensive base works. When the area is fully established, it provides a firm bond to the ground and excellent grass reinforcement properties.

Maintenance

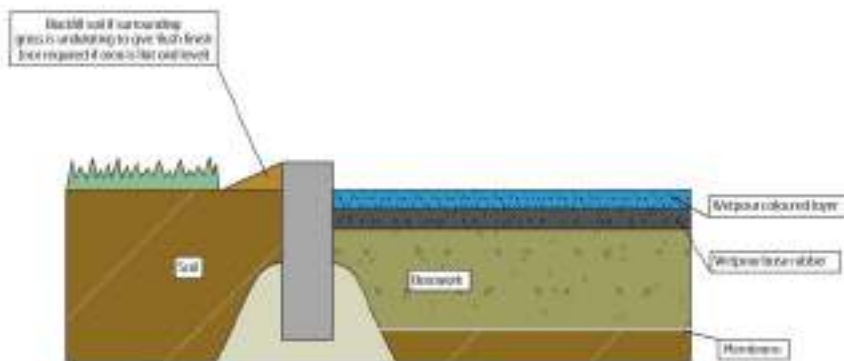
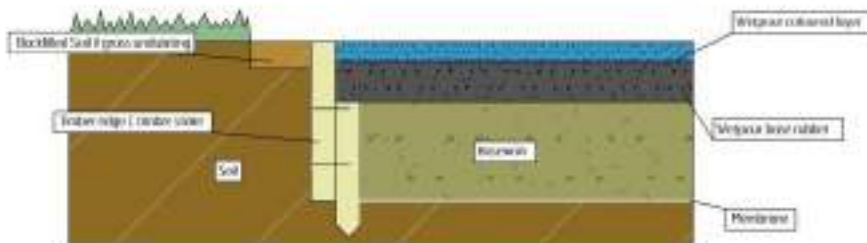
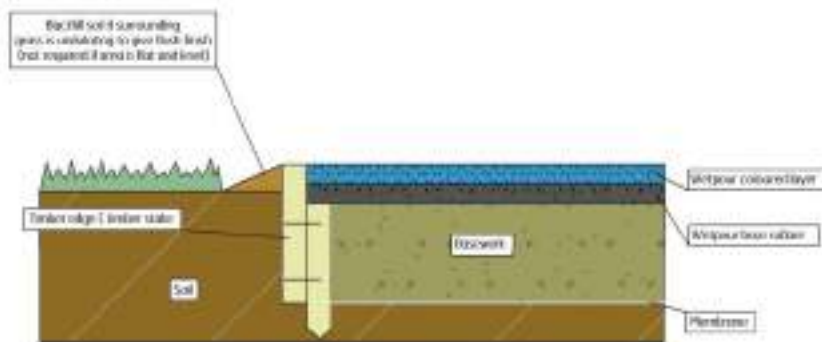
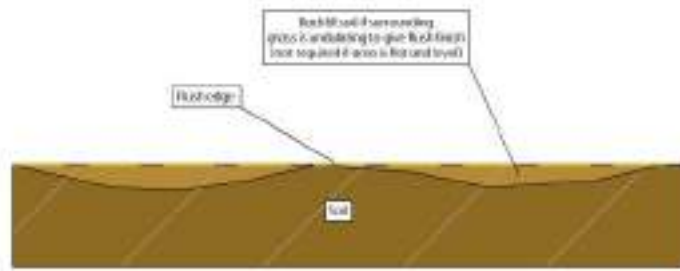
The open cellular construction of the matting allows grass to grow up through it, which can then be cut with a conventional mower. There are no specific maintenance requirements.



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Groundworks Edging Details



Additional Information



Site security, Welfare, Power and Water

To keep costs to a minimum, no allowance has been made for site security, welfare facilities, power or water, so we ask that you provide these as required.

Our installation engineers will use a temporary 1 metre high orange barrier for excavated holes and unfinished works. Should more substantial fencing be preferred, there would be an additional charge for this as we will need to hire, assemble and dismantle upon completion.

If at any point during the installation in term time welfare facilities are not available, the client should advise us immediately, if we cannot find a local facility, a charge may be incurred for us to hire portable lavatory facilities.

Pre-Installation Surveys

If you are having old equipment / surfacing removed from the area of installation or groundwork's undertaken by any party other than Sovereign, we would recommend a pre-installation survey to confirm the area has been prepared correctly prior to our works commencing. The cost for the pre-installation survey is £149.00 plus VAT.

Should you not opt for a pre-installation survey, and works are not completed as required this may lead to either a suspension of the installation and an abortive visit charge, or alternatively we may be able to complete the preparation and charge accordingly.

Underground Services

All due care will be taken to locate underground services prior to excavation, however no responsibility can be accepted if any unknown or incorrectly sited services are damaged. Where possible, we ask you provide us with drawings or plans for services.

Supply Only / Installation by a Third Party

We are unable to accept duty of care for equipment sold supply only and installed by a third party and cannot verify the installation will be compliant to BS EN standards.

Planning permission / Building regulations

It is your responsibility to obtain the necessary approval, and we recommend that you attain the appropriate advice from your local authority before proceeding, as requirements do vary.

Design changes that have occurred due to planning permission and building regulation requirements may incur additional costs. You will need to pay any fees relating to planning or building regulation applications, local authority and survey fees.

Removals / Repairs

Removal costs include clearance of waste from site and the statutory requirements of licensed disposal of rubber and commercial waste.

When removing or repairing existing equipment, sometimes the components parts can fail and additional costs maybe applicable to replace.

Wetpour / Band Repairs

When adding to or repairing existing third party surfacing or equipment, Sovereign will not accept a duty of care for the existing surfacing or equipment, only on the works/components carried out.

Additional Information

Although every care will be taken, our quotation does not cover any damages that may occur over the access route. Unless stated otherwise, levelling of the proposed installation area is not included with our quotation and new surfacing will follow the undulations of the ground.

Payment Terms



Your order confirmation will detail your chosen payment terms:

Pro Forma

All privately funded establishments ordering for the first time will be on pro-forma terms, based on full payment by return before delivery/installation.

15 Day Payment Offer

Terms are based on full payment being received within 15 days of delivery/installation.

Discounted Prompt Payment Offer

Terms are based on a 25% deposit payable by return and a balance invoice payable by return after delivery/installation. Please note that the prompt payment saving will be lost should you not adhere to our Terms and Conditions and the full 15 day payment will become due.

Spread Payment Plan

Terms are based on 3 singular payments. One payment after delivery/installation, one payment in 12 months' time and your last payment in 24 months' time. This is through our funding partner, Funding for Education. Subject to status.

Direct Debit

Terms are based on a Direct Debit being set up.

FOC

The items are Free Of Charge.

Invoicing Process

Depending on the products and services you have selected, you may receive invoices from us as different stages of the work are completed. Each balance payment will be required within your agreed payment terms, but don't worry, because they will all add up to the total order value agreed.

Early Invoicing

Should you need an invoice ahead of works being completed to assist in organising payment, an early invoice can be issued. Prior to holiday periods, early invoices will be issued as standard to customers who have works due to be carried out and completed in the holiday period so payment terms can be adhered to.

Sending invoices

Invoices will be sent to you by email from our Accounts Department who will contact you to ensure you have received the invoice(s) and everything is satisfactory for payment to reach us within the agreed terms.

Late payment and charges

Please refer to section 10 of our terms and conditions for details.



Warranties and Accreditations



25 Year Metalwork
Warranty Against
Structural Failure



25 Year Structural
Guarantee on Metal
Gym Equipment
with 2 years
Guarantee on
moving parts (such
as bearings), 5 year
Guarantee on Paint



20 Year Timber
Warranty Against
Structural Failure



10 Year Warranty
on Timbers on
Residential Tower
Units



7 Years Warranty
covering defects in
manufacturing,
materials, the UV
degradation (Including
light fastness) and
excessive wear of
Needle-punch
Sport Surfacing



5 Year Warranty
Springs



5 Year Warranty
HDPE Coloured
Panels and Roofs



5 Year Warranty
Playground Markings



5 Year Warranty
Safety Surfacing



5 Year Warranty
Tower Platforms and
Floors



3 Year Warranty Swing
Seats and Chairs



2 Year Warranty
Bearings



1 Year Warranty on
Metal Gym
Equipment



1 Year Warranty
Powder Coating



1 Year Warranty
Installation

Exclusions to Warranties

All of the above warranties exclude normal wear and tear, improper use and deliberate, accidental and cosmetic damage.

During the warranty period, we will repair the faulty component, or replace the faulty part with a new component at our sole discretion. Components replaced or repaired during the warranty period will carry the unexpired portion of the original warranty.

All Sovereign equipment must undergo regular inspection and routine maintenance in accordance to Sovereign's Operation and Maintenance Manual, which can be obtained at no extra cost on request or downloaded from the Sovereign website at www.sovereignplayequipment.co.uk



Sovereign Compliance



Inspection, Maintenance and Repair

Your play equipment is an investment and needs to be maintained to the highest standard in order to prolong its life, value and most importantly safety. For your peace of mind, our Sovereign Compliance Packages offer a complete service for the inspection, reporting and essential maintenance of outdoor play equipment. This gives you complete visibility on the status of your equipment, notifying you early on of any concerns before they become larger issues.

Included Services

Inspections -

Carried out by our RPII (Register of Play Inspectors International) certified inspectors, we will thoroughly assess the condition of your play equipment and the surrounding environment, highlighting any areas of concern. Our inspectors will also review your existing weekly inspection and maintenance records.

Maintenance -

All our Inspectors are also fully trained in repairs and maintenance, meaning where possible minor works will be resolved during your inspections.

Works including, but not limited to:

- Replacement of caps
- Tightening of any fixtures & fittings
- Minor repairs
- On a returning visit re-fortification of loose posts

Additionally, we can supply a quotation for third party equipment repairs.

Reports -

After each inspection you will receive a comprehensive report detailing any concerns, along with suggested next steps. We clearly list all of your covered play equipment and with photos highlight our findings. Our reports serve as evidence that you have a complete process in place protecting the safety of your children around the equipment.

Pricing -

- Single visit, Maintenance, advice quote and report £199
- Two visits per year, maintenance, advice, quote and reports £299 (recommended)

The Extra Mile...

When products or components fail within the warranty period, many companies just send out the replacement parts. At Sovereign we go the extra mile and include the removal and reinstatement of any new parts.



Testimonials



Godshill. Griffins Pre School

Isle Of Wight

"Sorry for letting the (artificial) grass grow! But we are VERY pleased with the work you have carried out and really can't believe the transformation on such a small play area. Your workmen were courteous and worked quickly, cleaning the area thoroughly before they left, and we are very delighted with the finished work.."

Janet Aghajanian, Nursery Owner



Seaford College Petworth

West Sussex

"We are extremely pleased with the final product and have been impressed with the installation teams involved so we know."

Greg Burt, Head of Estates & Operations



Greenmount Pre School

Isle Of Wight

"We LOVE IT!!! It is the most perfect solution to our problems ever!!! Anyway we are making a card for you all but just thought I would send this picture to you as our children found it very funny when this happened and one of the guys fell in to the skip ;) Thank you for everything!!! :)"

Alex Heatherton, Nursery Manager



Sandhills Community Primary School

Headlington Oxfordshire

"Sovereign installed a new play area for our Year 1 children. They came up with great ideas for the equipment to include our Year 1 children and staff are very pleased with the results. The installation took place during term time and went very smoothly."

Lorraine Jones—Business Manager



Case Study



St Mary Star Of The Sea School, East Sussex,

What a Transformation!

The Issue:

The existing area is tired where some of the area is not accessible anymore. The tower originally installed, has now failed and is beyond repair. This was a perfect opportunity to create an existing and engaging area for children.

The Resolution:

The objective was to extend the playground area and create an outdoor learning space whilst maintaining a natural theme throughout. Then an area for the children to play and socialise.

The Installation:

All installation work was carried out over a two week period. Sovereign installed a 5m gazebo, educational benches, toadstools and artificial grass surfacing.

A physical development play area was also installed that included an Labyrinth climber and wetpour safety surfacing.



» "It looks great doesn't it!"

Look forward to seeing you and showing
the playground off!"

Debbie Read



Sovereign Design Play Systems Limited

Terms and Conditions



It shall be the duty of Sovereign Design Play Systems Limited (known hereafter as 'the Company') to provide You with the Goods and Services in accordance with the Order Confirmation provided to you and the terms and conditions ("T & C") as laid out below.

1. Definitions

1.1 "Authorised Person" means the person who places the Order and who is duly authorised by You to enter into a binding contract with Us.

1.2 "We or Our or Us" means the Company whose registered office is 40 Towerfield Road, Shoeburyness, Essex SS3 9QT, registered number 5024016, a company registered in England.

1.3 "Contract" the contract between You and Us (in whatever terms for the supply of goods and/or provision of services) to which these T&C relate (whether incorporated, appended or attached).

1.4 "Goods" means the Goods that We have agreed to supply You (including but not restricted to the equipment and component parts) as shown on the Order Confirmation.

1.5 "Order" your order for the Goods and/or Services as set out in your Purchase Order.

1.6 "Order Confirmation" means the document provided by Us upon receipt of the Order which confirms your Order and which you are obliged to return signed by an Authorised Person and in the event that it is not returned within 48 hours of your receipt, the Order Confirmation shall be deemed accepted by You and You will have no ability to cancel the Contract without liability to Us as set out below.

1.7 "Order Value" means the price set out on the Order Confirmation.

1.8 "Site" means the premises where the Goods are to be supplied and/or installed by Us.

1.9 "Services" means the services that We have agreed to provide You (including but not restricted to installation and any other preparatory or ancillary work), as shown on the Order Confirmation.

1.10 "T&C" means these terms and T&C or any subsequent variation thereof.

1.11 "You or Your", the person, company, firm or entity being party to the Contract and to whom Goods are supplied and/or Services are provided.

2. Offer and Acceptance

2.1 The Order constitutes the offer by You to purchase the Goods and/or Services in accordance with these T&C and You shall ensure that the Order is complete and accurate and has been placed by an Authorised Person.

2.2 The Order will not be accepted until We issue You with the Order Confirmation which will confirm the existence of the contract.

2.3 You are responsible for ensuring that the Order Confirmation provided by Us accurately reflects the Goods and/or Services that you wish Us to supply to You and to notify of any discrepancies within 48 hours of your receipt.

2.4 These T&Cs shall apply to all Goods and/or Services provided by Us to You to the exclusion of all other terms and T&C, including any terms or T&C which you may purport to apply to the Contract under any purchase order that you supply and no variation of these T&C shall be binding unless agreed in writing by Us and attached hereto.

2.5 The Company's employees or agents are not authorised to make any representations concerning the Goods and/or Services unless confirmed by Us in writing and in entering into the Contract to purchase Goods and/or Services you acknowledge that you do not rely on any such representations which are not so confirmed.

2.6 If the Goods are to be manufactured or any process is to be applied to the Goods by the Company in accordance with a specification submitted by You, You shall indemnify Us against all losses, damages, costs and expenses incurred by us in connection with settlement of any claim for infringement of any patent, copyright, design right, trade mark or other intellectual property rights of any other person which results from our use of your specification.

2.7 The Company reserves the right to make changes in the specification of the Goods which are required to conform to any applicable statutory or EU requirements.

3. Commencement Date and Delay

3.1 You shall make all necessary arrangements to take delivery of the Goods whenever they are tendered for delivery by Us (including outside normal business hours), and You must ensure that an authorised representative is present at the time of delivery in order to ensure access to the site and to authorise and our enable delivery of the Goods.

3.2 Where the Goods are to be delivered in instalments, each instalment shall constitute a separate contract into which these T&Cs shall be incorporated. Failure by the Company to deliver any instalment shall not entitle You to treat these T&C as repudiated.

3.3 Any dates quoted for delivery or installation of the Goods are approximate only and the Company shall not be liable for any delay in the delivery or installation of the Goods howsoever caused, including any delay caused by Force Majeure Event, because of your failure to provide us with adequate delivery instructions or any other instructions that are relevant to the supply or installation of the Goods. Time for delivery shall not be of the essence unless previously agreed in writing by Us.

3.4 The Company may install or deliver the Goods in advance of the quoted delivery date upon giving You reasonable notice, and may also deliver at a date earlier than the proposed installation date, You must advise us at the time of placing your Order if this is not acceptable as subsequent variations may affect the delivery date, installation date and price.

3.5 If the Company fails to deliver the Goods (or any instalment) for any reason other than any cause beyond our reasonable control or Your fault, and We are accordingly liable to You for delay, Our liability shall be limited to the excess (if any) of the cost to You (in the cheapest available market) of similar goods to replace those not delivered over the price of the Goods,

3.6 If You fail to take delivery of the Goods, fail to give Us adequate delivery instructions at the time stated for delivery or fail to permit us to install the Goods, then the Company reserves the right to:

3.6.1 Store the Goods until delivery to You and charge You for the reasonable costs (including insurance) of storage; and/or

3.6.2 Sell the Goods at the best price readily obtainable and after deducting all reasonable storage and selling expenses or charge You for any shortfall below the agreed price;

3.6.3 Charge You an abortive fee of £200 per half-day or £400 per full day, deemed to exclude all applicable VAT. We will reschedule your delivery and/or installation, but there may be a consequential delay and charges applied.

4. Access for Installation

4.1 You must ensure that an authorised representative is present at the site at the time of installation or any preparatory work being carried out in order to ensure access to the Site and provide confirmation as to design and layout.

4.2 We will cordon off the installation area using temporary orange fencing (during works, replacing with barrier tape upon completion). If You require more substantial fencing, You must advise Us timeframe before the agreed delivery date, The Order Confirmation and price will be altered accordingly.

4.3 Any dates quoted for installation or any preparatory works are approximate only and We shall not be liable for any delay howsoever caused. Time for installation shall not be of the essence unless previously agreed in writing by Us. Where We need to change an installation or preparatory work date, We will provide You with at least 24 hours' prior written notice, whenever practical,

4.4 You acknowledge that installation of floor markings, surface and other specialist goods are completed by different teams and may not take place on the same day as installation of the Goods.

4.5 You acknowledge that We may need access to the Site outside of normal business hours.

4.6 Although We shall take reasonable steps to avoid causing damage to floor, surfaces and access routes, We shall not be liable for such damage (unless caused by our negligence or wilful default) when You have given us permission to access such floor, surface or access routes.

5. Limitation of Liability

5.1 We warrant to you that any Goods purchased from Us are of satisfactory quality, and reasonably fit for purpose for which Goods of their kind are commonly supplied, and will be useable for a minimum period of 12 months from delivery, provided they are maintained in accordance with the relevant maintenance guidelines that we or the manufacturer of the Goods may provide.

5.2 We shall not be liable for the failure of the goods to comply with the warranty set out in clause 14.1 if:

5.2.1 the defect arises because you failed to follow our oral or written instructions as to the storage, commissioning, use and maintenance of the Goods or (if there are none) good trade practice; or

5.2.2 you alter or repair such Goods without our written consent; or

5.2.3 The defect arises as a result of fair wear and tear, wilful damage, negligence, or abnormal storage or working T&C.

5.3 Our liability for losses you suffer as a result of Us breaching the Contract is strictly limited to the purchase price of the Goods you purchased.

5.4 This does not include or limit in any way our liability: 5.4.1 For death or personal injury caused by our negligence;

5.4.2 Under section 2(3) of the Consumer Protection Act 1987;

5.4.3 For fraud or fraudulent misrepresentation; or

5.4.4 For any matter for which it would be illegal for us to exclude, or attempt to exclude, our liability.

5.5 We are not responsible for indirect losses which happen as a side effect of the main loss or damage and which are not foreseeable by you and us, including but not limited to any or all of the following: loss of income or revenue; loss of business; loss of profits or contracts; loss of anticipated savings; loss of data, or waste of management or office time however arising and whether caused by tort (including negligence), breach of contract or otherwise; provided that this clause 5.5 shall not prevent claims for loss of or damage to your tangible property that fall within the terms of clause 5.1 or clause 5.2 or any other claims for direct financial loss that are not excluded by any of the provisions of this clause 5.5.

5.6 Except as set out in these T&C, all warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from the Contract.

5.7 These T&C shall apply to any repaired or replacement Goods supplied by us.

5.8 No claim for damage in transit, shortage of delivery or loss of Goods shall be accepted by the Company for consideration unless:

5.8.1 In respect of damage in transit or short delivery, You provide notice to Us within three days of receipt of the Goods, and within five days thereof send a complete claim in writing to us; and/or

5.8.2 In respect of loss of Goods, You provide notice to Us in writing within ten days of the date of consignment of the Goods sends a complete claim in writing to Us; and

5.8.3 a written claim pursuant to this clause shall state the advice note number, condition of package, date consignment received and extent of damage or shortage.

5.9 All leaflets, specifications, drawings and particulars of prices, weights, dimensions, colours and performance issued by us are approximate only and are not intended to form the basis of any contract between you and us.

5.10 You undertake to comply with the General Goods Safety Regulations 1994 to the extent that they apply to the Goods.

5.11 It shall be Your responsibility to advise Us of any issues known to You in respect of the surface to which the Goods will be affixed, and in the event that it is later determined that such issues were not declared, We shall have no responsibility for any remedial works and/or losses.

5.11.1 You undertake to indemnify the Company in respect of any and all claims arising from the Goods being unsafe as a result of your activities.

5.11.2 You agree to monitor the safety of the Goods once installed, to pass on any information on the risks of the Goods and to co-operate in any action we may decide to take to avoid those risks.

5.11.3 You acknowledge receipt of any important health and safety notification that we may provide relating to the installation of the Goods and associated floor markings.

5.11.4 We will provide the Goods in accordance with BSEN 1176/1177, We do not warrant or represent that the Goods will comply with any other standard or quality mark.

5.11.5 Except in respect of death or personal injury caused by our negligence, the Company shall not be liable to You by reason of any representations (unless fraudulent), or compliance with any instruction or consent given by You or on Your behalf by an Authorised Person, or any implied warranty, condition or other term, or any duty at common law or under the express terms of the Contract, for any indirect, special or consequential loss or damage (whether for loss of profit or otherwise), costs, expenses or other claims for compensation whatsoever (whether caused by our negligence or our employees, agents or otherwise) which arise out of or in connection with the supply or installation of the Goods or their use by You, and our entire liability under or in connection with the Contract shall not exceed 110% of the price of the Goods, except as expressly provided in these T&Cs.

6. Passing Of Property and Risk

6.1 Whilst risk in the Goods shall pass to You from the time of delivery, legal and beneficial ownership of the Goods shall remain with Us until such time as we have received payment in full in respect of all sums owing from You to Us.

6.2 Until such time title to the Goods has passed to You, you shall:

6.2.1 keep the Goods separate from your property and that of any third party and clearly identified as being the property of the Company;

6.2.2 Until title to the Goods has passed to you, you shall: (a) hold the Goods on a fiduciary basis as the our bailee; (b) store the Goods separately from all other Goods held by you so that they remain readily identifiable as our property; (c) not remove, deface or obscure any identifying mark or packaging on or relating to the Goods; (d) maintain the Goods in satisfactory condition and keep them insured against all risks for their full price from the date of delivery; and (e) notify us immediately if it becomes subject to any of the events listed in clause 13.1. If before title to the Goods passes to you, you becomes subject to any of the events listed in clause 13.1, or we reasonably believe that any such event is about to happen and we notify you accordingly, then, provided that the Goods have not been resold, or irrevocably incorporated into another Goods, and without limiting any other right or remedy we may have, we may at any time require you to deliver up the Goods and, if you fail to do so promptly, enter any of your premises or of any third party where the Goods are stored in order to recover them.

6.3 Without prejudice to our warranty set out at clause 14, you must notify us within 48 hours of delivery if the Goods are defective or damaged or the delivery is short.

6.5 In the event that You engage any works to be undertaken to Goods supplied by Us by any third party not authorised by the Company, the Company will have no further responsibility or provide any warranty for the Goods and will not be responsible for any claims.

6.6 All transportation charges relating to the return of Goods will be borne by You unless otherwise agreed in writing, and the risk in the Goods shall remain with You until the Goods are received by us and any Goods so returned are despatched by you at your own risk.

Sovereign Design Play Systems Limited

Terms and Conditions



6.7 You shall not be entitled to reject part only of the Goods delivered in accordance with these T&Cs.

6.8 Any claims against Us for Goods not credited or replaced will only be considered where you can provide proof of delivery to Us,

6.9 The Company will at our discretion replace whenever possible Goods found to be of faulty manufacture after examination provided that the Goods have been returned in accordance with these T&C, We will return goods after examination if they are found to have no fault or defect,

7 Instructions

If the signing-off of our installation of Goods is dependent on a third party (e.g, Council, H&S Executive), you must inform us upon placing your order and this will be confirmed in the Order Confirmation as subsequent and later notification may affect the delivery date, installation date, price and payment terms.

8 Cancellation of Order

8.1 No Order Confirmation once provided by Us may be cancelled by You without Our written consent once returned duly signed by an Authorised Person or after a period of 48 hours has elapsed following your receipt of the Order Confirmation, save for as set out in clause 8.3 below.

8.2 If an Order is cancelled by You within 48 hours of your receipt of the Order Confirmation, and our written consent is provided for the cancelled order, We are entitled to charge You a fee of 25% of the Order value, to a maximum of £1,000.

8.3 If an Order is cancelled after 48 hours from your receipt of Order Confirmation, and our written consent is given for a cancelled Order, We are entitled to charge You a fee of 50% of the full Order Value.

9 Defects

9.1 Any claim by You which is based on any defect in the quality or condition of the Goods or their failure to correspond with specification or the installation of the Goods shall be notified to Us within 48 hours of the date of delivery or (where the defect or failure was not apparent on reasonable

inspection) within a reasonable time after discovery of the defect or failure but not more than one year after delivery and such Goods shall be returned with written notification which must state the nature of the fault of each item and the invoice number in relation to the purchase of each item.

9.2 If delivery is not refused, and You do not notify us accordingly, You shall not be entitled to reject the Goods and we shall have no liability for such defect or failure, and You shall be bound to pay the Order Value as if the Goods had been delivered in accordance with the Order Confirmation.

9.3 Where any valid claim in respect of any of the Goods, which is based on any defect in the quantity or condition of the Goods or their failure to meet specification is notified to Us in accordance with these T&C, We shall be provided with the first opportunity to repair or replace the Goods (or the part in question) free of charge or, at our discretion, refund to you the price of the Goods (or a proportionate part of the price), but we shall have no further liability to you;

9.4 If you require Goods to be returned to Us because you claim that the Goods are in breach of clause 14.1, you must first contact our Customer Services team. For the avoidance of doubt, if any specific part of the Goods supplied is in breach of clause 14.1, your entitlement is for Us to inspect that or those parts, and not the entire Goods. We will arrange for an examination of the Goods to take place either at the place of delivery or the place of installation of the Goods and we will notify you whether we will repair or replace the Goods if they are defective, or alternatively whether we will provide a refund. If we are to provide you with a refund, we will usually process the refund due to you as soon as possible and, in any case, within 30 days of the day we confirmed to you that you were entitled to a refund for the defective Goods. Goods returned by you because of a defect will be refunded in full, including a refund of the delivery charges for sending the item to you and the cost incurred by you in returning the item to us. In the event that the Goods are collected by us, you will not receive payment for the costs incurred by Us in collecting the Goods. Goods returned for any other reason may be collected by Us although we will levy a collection charge which shall be confirmed to you in writing by our Customer Service Team when collection is arranged or if the Goods to be returned are able to be returned by You directly, there will be a minimum charge of twice the delivery rate appropriate for the Delivery Location and an administrative charge equal to 5% of the order value plus VAT, and such charges shall be confirmed to you by our Customer Service team. We will usually refund any money received from you using the same method originally used by you to pay for your purchase.

9.5 Where a defect is notified to us in accordance with the provision set out above, and you have not yet paid the full Price, you shall be entitled to retain up to 10% of the Price until the defects have been remedied.

10 Charges and Payments

10.1 Any price quoted on our Order Confirmation shall be deemed to exclude all applicable VAT unless otherwise stated. You shall, on receipt of a valid VAT invoice from Us, pay such additional amounts in respect of VAT as are chargeable on the supply of the Goods.

10.2 We reserve the right, by giving notice to you at any time before delivery, to increase the price of the Goods and will update our Order Confirmation to reflect any increase in the cost to Us which is due to any delay caused by your instructions, any change to those instructions or failure to provide adequate instructions,

10.3 All sums due to Us shall be payable in cleared funds within the timeframe agreed and as confirmed to You by Us within our Order Confirmation. If you fail to pay all sums due to Us on the due dates for payment then without prejudice to any other rights the Company may have, the company shall be entitled:

10.3.1 To cease taking further orders from You, and withhold further delivery of Goods for existing orders.

10.3.2 To demand immediate payment of all or any sums invoiced to You by the Company whether due at the date of the demand or not.

10.4 Payment shall be made by You without deduction or set-off, and shall be made notwithstanding any delay in obtaining such sign-off of the instalment by any third party (e.g, Council, H&S Executive).

10.5 If any minor or remedial issues in relation to the delivered Goods are reported in accordance with clause 9.1 above, You may retain a maximum of 10% of the Contract Price until such time that the minor or remedial issue has been resolved.

10.6 Where We have agreed a special discount, payment or other terms with

You, these shall be strictly subject to your compliance with these T&C, and such T&C shall cease and revert to our standard terms upon your non-compliance.

10.7 We shall be entitled to charge interest (calculated pro rata on a daily basis

and claim compensation on overdue accounts from the date payment is due in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 (as amended) until the date of actual payment,

10.8 If Goods are credited it will be at the invoice price stated on the return application sheet and agreed by Us in writing.

10.9 In the event that during the course of the Services provided by us and/or the provision of any Goods to be supplied, it is determined that due to unforeseen circumstances, additional costs will be incurred due to additional Goods and/or Services being required, We will notify You in writing of the additional costs and You will be liable to cover such additional costs in order to enable the original Services and/or Goods to be provided.

11 Guarantees and Intellectual Property

11.1 We shall make reasonable endeavours to pass on to You the benefit of any guarantees or warranties given by any manufacturers of the Goods.

11.2 We hereby grant to You a non-exclusive and non-transferable licence to use such of our intellectual property rights as may be reasonably necessary for you to comply with your obligations under the contract. Such licence shall terminate automatically upon Your completion of the final act required of you to comply with such obligations.

11.3 If any claims are made or any action brought against You in respect of any infringement of an intellectual property right by the use or sale of Goods supplied by us, you must immediately give us written notice with full particulars of such claim or action.

12 Entire Agreement

These T&Cs (together with the terms (if any) set out in the Contract, the Order Confirmation constitute the entire agreement between the parties, supersede any previous agreement or understanding and may not be varied except in writing between the parties.

13 Termination

13.1 If You become subject to any of the events listed in clause 14.2, or we reasonably believe that you are about to become subject to them, then without prejudice to any other rights We may have, We shall be entitled

13.1.1 to withhold delivery of any undelivered Goods and to stop any Goods in transit and the installation of the Goods

13.1.2 we reserve the right to cancel the Contract or suspend any further deliveries under the Contract without any liability to you, and if the Goods have been delivered but not paid for, the price shall become immediately due and payable notwithstanding any previous agreement to the contrary.

13.1.3 to enter upon your premises and take possession of the Goods; and/or to re-sell the Goods or such of them as we deem necessary in order to recover the amount due and payable to us together with any costs incurred by us in taking such steps and you expressly and irrevocably authorise us to enter and take all necessary and reasonable steps upon your premises.

13.2 For the Purposes of clause 13.1, the relevant events are:

13.2.1 You suspend, or threaten to suspend, payment of your debts or are unable to pay your debts as they fall due or admit inability to pay your debts or (being a company) are deemed unable to pay your debts within the meaning of section 123 of the Insolvency Act 1986, or (being an individual) you are deemed either unable to pay your debts or have no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986, or (being a partnership) has a partner to whom any of the foregoing apply; or

13.2.2 you commence negotiations with all or any class of your creditors with a view to rescheduling any of your debts, or you make a proposal for or enter into any compromise or arrangement with your creditors; or

13.2.3 (being an individual) you are the subject of a bankruptcy petition or order; or

13.2.4 a creditor of your assets takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of your assets and such attachment or process is not discharged within 14 days; or

13.2.5 (being a company) an application is made to court, or an order is made, for the appointment of an administrator or if a notice of intention to appoint an administrator is given or if an administrator is appointed over you; or

13.2.6 (being a company) a floating charge holder over your assets has become entitled to appoint or has appointed an administrative receiver; or

13.2.7 a person becomes entitled to appoint a receiver over your assets or a receiver is appointed over your assets; or

13.2.8 any event occurs, or proceeding are taken, with respect to you in any jurisdiction to which you are subject that has an effect equivalent or similar to any of the events mentioned in clause 13.2.1 to 13.2.8 (inclusive); or

13.2.9 You suspend, threaten to suspend, cease or threaten to cease to carry on all or substantially the whole of your business; or

13.2.10 your financial position deteriorates to such an extent that in our opinion your capability adequately to fulfill your obligations under the Contract has been placed in jeopardy

13.3 We will not be liable to you or deemed to be in breach of contract by reason of delay or failure to perform any of Our obligations if the delay or failure due to acts caused beyond Our reasonable control.

14 Warranty

14.1 We make no express warranties and specifically disclaim any implied warranties, including any implied warranty of merchantability or fitness for a particular purpose, with respect to the performance of Services and/or the supply of Goods under these T&Cs to the extent permissible by law.

14.2 We do not guarantee, and nothing contained in these T&Cs shall be construed as a guarantee, that the Services performed or to be performed by Us will achieve any projected level of results.

14.3 Should You for any reason need to make a warranty claim, You must complete and return a claim form which can be obtained by contacting Us.

15 Confidentiality

The parties agree not at any time during or after the Term to divulge or allow to be divulged to any person any Confidential Information relating to the business or affairs of the other party to the Contract except as permitted by law or with the other party's consent.

16 Force Majeure

16.1 The Company shall not be liable for any default (or be deemed to be in breach of contract) by reason of any delay due to any occurrence beyond its reasonable control ("Force Majeure Event").

16.2 A Force Majeure Event includes any act, event, omission or accident beyond our reasonable control and includes in particular (without limitation) the following:

(a) Strikes, lock-outs or other industrial action. (b) Civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war. (c) Fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster. (d) Impossibility of the use of railways, shipping, aircraft, motor transport or other means of public or private transport. (e) Impossibility of the use of public or private telecommunications networks. (f) The acts, decrees, legislation, regulations or restrictions of any government.

16.3 Our performance under any Contract is deemed to be suspended for the period that the Force Majeure Event continues, and we will have an extension of time for performance for the duration of that period. We will use our reasonable endeavours to bring the Force Majeure Event to a close or to find a solution by which our obligations under the Contract may be performed despite the Force Majeure Event.

17 General Matters

17.1 No waiver by us of any breach of the contract by you shall be considered as a waiver of any subsequent breach of the same or any other provision,

17.2 If any provisions of these T&C are held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the remainder shall not be affected,

17.3 These T&C and the contract shall be governed by English law and any dispute shall be submitted to the exclusive jurisdiction of the English courts,

17.4 These T&C do not purport to confer a benefit on any third party.

17.5 The Contract between you and us is binding on you and us and on our respective successors and assigns.

17.6 You may not transfer, assign, charge or otherwise dispose of a Contract, or any of your rights or obligations arising under it, without our prior written consent.

17.7 We may transfer, assign, charge, sub-contract or otherwise dispose of a Contract, or any of our rights or obligations arising under it, at any time during the term of the Contract.

17.8 We have the right to revise and amend T&C at any time to reflect changes in market T&C affecting our business, changes in technology, changes in payment methods, changes in relevant laws and regulatory requirements and changes in our system's capabilities.

17.9 You will be subject to the policies and terms and T&C in force at the time that you order Goods from us, unless any change to those policies or these T&C is required to be made by law or governmental authority (in which case it will apply to orders previously placed by you), or if we notify you of the change to those policies or these T&C before we send you the written confirmation in accordance with clause 2.3 (in which case we have the right to assume that you have accepted the change to such T&C, unless you notify us to the contrary within 48 hours of receipt by you of the Goods).

18 Notices

Any notices required or permitted to be given by either party to the other under these T&C shall be in writing addressed to the other's principal place of business.



SOVEREIGN

Bringing imagination into play

Company Name

Sovereign Design Play Systems Limited

Registered Address

40 Towerfield Road
Shoeburyness
Essex
SS3 9QT

Company Registration No

5024016

Company VAT Registration No

832 5102 64

Insurance

Public Liability: £10,000,000
Professional Indemnity: £5,000,000
Employers Liability: £10,000,000

01702 291129

www.sovereignplayequipment.co.uk



Sales - Quote

Ms. Lisa Gibson
Crowborough Town Council
Council Offices
Pine Grove
Crowborough, East Sussex
TN6 2NA

Quote No. SQ278117-3
Sell-to Contact No. 42416
Quote Date 23-01-2023
Expiration Date 23-06-2023

Sales Support Kerry Bowers
E-Mail kerbow@kompan.com
Phone No. 01908 207429

Project Name ENN22500 Jarvis Brook Playground Roundabout

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
INSTALL SPECIAL	Order related Installation Scope of works Site of set up, Heras fencing, skip loading area and working in progress signage on heras Removal and break out of concrete base from old roundabout which was moved by others Install KOMPAN KPL115 https://www.kompan.com/en/gb/p/kpl115 Supply and lay grass matting to meet specification. off hire H&S and then hand over to playground officer	1	Pieces	6,599.42	6,599.42
KPL115-0503	 KOMPAN Carousel with Bars, colour lime green Inground	1	Pieces	2,500.00	2,500.00
INSTALLATION	Installation - KPL115-0503 KOMPAN Carousel with Bars, colour lime green	1	Pieces	474.00	474.00
FREIGHT	Freight	1	Pieces	300.00	300.00
				Total GBP Excl. VAT	9,873.42
				20% VAT	1,974.68
				Total GBP Incl. VAT	11,848.10

Payment Terms Net 30 days

The colour and surface texture of products and surfacing manufactured with the recycled content are influenced by the differences within the used recycled, raw materials. Therefore, minor differences in the visuality and texture not only occur, but are to be expected.

Customer responsible for offloading; however KOMPAN can provide a quotation for a Hiab delivery upon request.

KOMPAN Standard Invoicing & Payment Terms *effective from 10/10/2022.

Please see below the standard invoicing and payment terms offered by KOMPAN. If your project has specific invoicing or payment criteria, please discuss this with us at the time you place your order.

Public Sector Customers:

Full value of the project will be invoiced upon project completion, payable within 30 days from invoice date.

Private Sector Customers:

For all new customers, a request for credit terms can be made when placing your order.

If successful, the Customer will be invoiced 50% of the KOMPAN equipment value for standard and variant products at the point of order & requires pre-payment prior to release into production.

The remaining 50% of equipment value and 100% of freight is invoiced upon dispatch from the factory payable within 30 days from invoice date. Bespoke products created by KOMPAN Design Studio are invoiced 100% at the point of order and require pre-payment prior to release into production.

The remaining order value will be invoiced upon project completion, payable within 30 days.

If credit terms cannot be offered, then the Customer will be invoiced for 100% of the KOMPAN equipment value at the point of order, having 5 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

House Builders/Developers:

Invoiced for 100% of the KOMPAN equipment value at the point of order, having 30 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

Please note order value is only valid for 30 days.

From: Sarah Alexander <SAlexander@hags.co.uk>
Sent: Friday, February 24, 2023 5:31 PM
To: Lisa Gibson <facilities@crowboroughtowncouncil.gov.uk>
Subject: RE: Roty Roundabout

Hi Lisa

As promised, please find the price from AVA Recreation below.

Price to supply and install Roty Roundabout, including the removal of existing roundabout spindle.
Grass mats to remain in place to provide stable base for Tigermulch.
Tigermulch to be trench edged into grass. £6,377.03 + vat

Reference ARJ3806

Please let me know if you'd like to place the order.

Kind regards
Sarah



Sarah Alexander
UK Area Sales Manager
HAGS UK
United Kingdom

☎ 07778 159519
📱
✉ SAlexander@hags.co.uk
🏠 www.hags.co.uk



HAGS UK Clockhouse Nurseries, Clockhouse Lane East, Egham, Surrey TW20 8PG

Confidential Information: This e-mail may contain sensitive messages or legal entities which are intended only for the recipient specified in the header. If you are not the addressee, this is to inform you that any disclosure, copying or using the content of this message is prohibited. If you have received this email in error, please inform the sender to enable proper delivery and please delete the message from your mailbox. Thank you. If you no longer wish to be contacted by E mail, please reply to the sender and they will remove you from their records.

Please consider the environment before printing this email.

To:
Ms. C. Miles,
Town Clerk,
Crowborough Town Council,
Council Offices,
Pine Grove, Crowborough,
East Sussex TN6 1DH.

From:
Mr. M. Boyes,
Chairman,
Crowborough Athletic FC,
Crowborough Community Stadium,
Alderbrook Recreation Ground,
Fermor Road, Crowborough,
East Sussex TN6 3FY.

Date: 21st June 2023

Dear Caroline and the Chair of Sports and Recreation Committee,

Back in April 2022 I contacted the Crowborough Town Council with regard to an unsolicited approach the club had received from a sporting organisation who wished to use our Stadium and Pitch on a regular basis. Knowing that if we acceded to their request, we may be in breach of our Stadium Lease I requested the thoughts of the CTC and duly received a reply from Melanie Street, Assistant Town Clerk, that we would indeed be infringing our current lease under Clause 4.6 Alienation.

Therefore, we are writing to request that the aforementioned clause (Clause 4.6 Alienation) in our current 2007 lease for the Community Stadium, Alderbrook Recreation Ground, is removed and supply our reasons accordingly.

The clause states that:

4.6 Alienation

4.6.1 Not to assign or underlet or part with possession or grant to third parties any rights to occupy the whole or any part of the Demised Premises save that the Landlord shall not object to an assignment on the appointment of new trustees on behalf of the Crowborough Football Club.

The removal of this aforementioned clause shall enable Crowborough Athletic Football Club to grow and support the demand for football across all ages, for girls, boys, men, women, and for those with disabilities across all formats of the game in the town of Crowborough and surrounding area. The demand for football, both for competitive and leisure purposes, has significantly grown over the past few years with a number of new housing developments having been built and others currently under construction in the Crowborough area, and specifically in and around the Crowborough South West Ward.

Over the past 15 years we have built a community stadium to be proud of, one that hosts Senior Men's football as part of the National League System, playing at a respectable level and with a good reputation. We maintain the stadium pitch and buildings, plus the two surrounding pitches and Clubhouse on behalf of the CTC and Fields in Trust all at our own cost. However, we are not able to maximise the Community use for two reasons, one being the sub-letting clause, the other being the pitch itself and the maximum games it can take.

We want to be able to allow local leagues to use the facility to host their Cup Finals and Representative games, Schools to host their respective football games and create a proper stadium atmosphere for their pupils. These events would be hosted by the club and our passionate volunteers would give up their time.

The facility currently supports a sustainable male player pathway fit for the future, whilst also supporting the start of a female pathway. Just last year we started, in collaboration with the Sussex County FA, our Wildcats programme (6–10-year-olds), with just 20 girls, and now have over 70 girls participating, this represents significant growth in girls' football, and we aspire to field a Ladies team in the near future, however, our plans are being held back due to a lack of a suitable all-year, all-weather playing surface inside our stadium.

We are fortunate enough to be part of the FA Club Development Programme which provides professional advice and support to ensure we are a sustainable football club and fit for investment from the Football Foundation and other funding sources, at this time we are struggling to get that investment due to the limitations around subletting and that any investment is based on Community wide use, our current facilities do not allow this. These investments would provide Crowborough with an excellent facility and enable us to truly become the community club that we aspire to.

We anticipate that our growth at the Stadium would be in addition to using the facilities that we currently do around the town, such as Wolfe Recreation ground, a facility enjoyed by many of our younger teams. In fact, we see that the additional usage at the Community Stadium would enhance what we are currently able to provide and support our ambition for participation and improve growth, health and wellbeing.

Currently, we can only host 2-3 matches per week in the Stadium, Senior Men's, U23, U14 and U13 Boys, we have no additional capacity for Women, Girls or Disability football, should that continue to grow at the same speed as the last 12 months, we will very quickly miss an opportunity to provide football for all that want to be involved with the club and football in general.

We are seen as a progressive club by the FA and the Sussex County FA, but we are unable to support our local community as we would wish, so our ambition to achieve the 3 Accreditation award from the FA is at risk, as is any funding, because such an award is based on having the ability to facilitate the 3 player pathways, Male, Female and Disability. We are unable to provide a disability pathway and only a partial Female player pathway at this current time.*

In summary if the clause is removed, we will then be able to:

- 1. Create a club within the community, where the Community Stadium is the central hub for football in the area.
 - a. This will support government health and wellbeing requirements.**
- 2. Grow Girls and Women's Football participation to provide that female player pathway.
 - a. This will encourage more girls and young women into sport.**
- 3. Support opportunity for football for the disabled
 - a. This will provide disabled people opportunities to play sport in a safe environment and meet new friends, which can often be a challenge.**
- 4. Attract further investment from the FA, Sussex County FA and the Football Foundation.
 - a. Supporting Crowborough's own growth, ensuring that suitable facilities are in place, with no investment required from Crowborough Town Council.**

Thank you for taking the time to read this letter, we look forward to attending, if possible, the next Sports and Recreation Committee to discuss the matter with you further, and hopefully gain the Town Councils support.

*Yours sincerely,
Malcolm Boyes,
Chairman,
Crowborough Athletic Football Club.*



AGENDA ITEM NUMBER: 12.1
MEETING DATE: 27th June 2023
COUNCIL/COMMITTEE: S&R
TITLE: Football Foundation Funding
PURPOSE OF REPORT: To review funding offer
SUPPORTING DOCUMENTS: Appendix A – Pitch Assessment Goldsmiths
Appendix B – Pitch Assessment MOD
Appendix C – Offer Letter MOD
Appendix D – Offer Letter Goldsmiths
Appendix E – Terms and Conditions
OFFICER CONTACT: Operations Manager

OFFICER RECOMMENDATIONS:	
1	
2	

Background

The Council have a total of 16 football pitches that it maintains. One of which is maintained at a 'Silver' standard (Pitch 1 Goldsmiths). The rest are maintained at a 'Bronze' standard by the Council with Jarvis brook FC improving the pitch conditions themselves.

It has been identified that funding is available for improving the football pitches from the Football Foundation. Enquires have been initially made at Goldsmiths and MOD sites with the Football Foundation to assess if the funding would be provided to improve these sites.

Wolfe Recreation Ground has not yet been assessed due to it being out of football season and unable to provide the pitch assessment without the pitches being marked on the ground. If the committee agree to the funding in this report then later in the year funding can be applied for at Wolfe Recreation Ground as well.

Attached in Appendix A is the pitch assessment carried out on Goldsmiths Recreation Ground. This has rated the site as poor and in need of improvement to meet the good

standard the Football Foundation aim for. There are recommendations within the report on how we can improve the condition of the pitches.

Appendix B is the pitch assessment for MOD. This pitch has been rated as poor and in need of improvement to meet the good standard the Football Foundation aim for. The recommendation is the same as for the Goldsmiths football pitches.

To receive the funding the Council will need to agree to continue to carry out at least two pitch assessments a year on each pitch for the next 10 years. This does not cost the Council any money but does require staff time to carry out. It takes approximately 1 hour per pitch to carry out but this may shorten over time once the process is repeated regularly.

The Council must also have a local football club agree to use the pitches to ensure that they are for the benefit for grass roots football clubs. Rotherfield FC has signed an agreement that they will continue to use the grounds.

The Council must ensure that at least two members of staff have undergone the Level 1 Football Groundsman Training before year two of the funding is released. We already have two members trained to Level 3 standard and so unless these members of staff leave before our year two funding is released, we will not need to provide any other training to receive the funding. If a member of staff did leave, the Level 1 training currently costs £43.00.

The full terms and conditions can be found in Appendix E.

Appendix C and D are the offer letters from the Football Foundation for MOB and Goldsmiths sites. The funding they offer is over a 6-year basis. This funding is provided on the agreement that the Council will also part fund the improvements over this six year period. The funding is made up in the following way for MOD (x1 11v11 Pitch):

Year No.	Maintenance Cost (ex. Vat)	Football Foundation Funding	Council's Funding Requirement
Year 1	£2,666.00	£2,666.00	£0.00
Year 2	£2,666.00	£2,666.00	£0.00
Year 3	£2,666.00	£1,778.00	£888.00
Year 4	£2,666.00	£1,778.00	£888.00
Year 5	£2,666.00	£888.00	£1,778.00
Year 6	£2,666.00	£888.00	£1,778.00
Total	£16,000.00	£10,666.00	£5,334.00

The funding is made up in the following way for Goldsmiths (x 3 11v11 Pitches):

Year No.	Maintenance Cost (ex. Vat)	Football Foundation Funding	Council's Funding Requirement
Year 1	£8,000.00	£8,000.00	£0.00
Year 2	£8,000.00	£8,000.00	£0.00
Year 3	£8,000.00	£5,334.00	£2,666.00
Year 4	£8,000.00	£5,334.00	£2,666.00
Year 5	£8,000.00	£2,666.00	£5,334.00
Year 6	£8,000.00	£2,666.00	£5,334.00
Total	£48,000.00	£32,000.00	£16,000.00

Finance

The work the funding would cover would be in addition to any work or money we currently spend on the pitches. Therefore, the budgets for year 3 to 6 would need to be increased to allow for the Council's contributions to the works.

The EMR 315/902/9042 is for Goldsmiths Pitch Maintenance and currently has £4,184.00 in uncommitted funds.

Resolutions

For Councillors to decide if they wish to agree to the Football Foundations terms and conditions and accept the funding offered.



PITCHPOWER

Powered by
Football Foundation

FOOTBALL ASSESSMENT REPORT

GOLDSMITHS RECREATION GROUND

Sussex FA

Active Places Site ID

1011496

Report ID

10226



This report has been compiled for CROWBOROUGH TOWN COUNCIL and Sussex FA to provide information on the standard of the football pitches and outlines recommendations on how to improve the quality and maintenance of these pitches.

Inspection Window

1 APR 2023 / 30 JUN 2023

Inspection Reason

INTEREST IN A FOOTBALL FOUNDATION GRANT

Report Completion Date

16 MAY 2023

This report looks solely at the Football pitches for CROWBOROUGH TOWN COUNCIL to see how support can be offered in improving the standard of Football pitches and level of maintenance across the area. Please note these recommendations are based on the information obtained and/or provided and are for guidance purposes only. Any works undertaken are the responsibility of the club/organisation.

Site report:

GOLDSMITHS RECREATION GROUND





GOLDSMITHS RECREATION GROUND

Site ID: 1011496



Map Key	Pitch Name	PQS Score
1	PITCH 1	Basic - 57%
2	PITCH 2	Basic - 39%
3	PITCH 3	Basic - 41%

Date inspection submitted
10/05/23

Inspection submitted by
ctc-operations@crowboroughtowncouncil.gov.uk

Next available inspection window
1 Jul 2023 / 31 Oct 2023



Thank you for taking the time to submit a PitchPower assessment of your pitches. The pitch on this occasion has received a Performance Quality Standards grading of 'Basic', at this site, and 'Poor' at the MOD site.

Please revisit the ground details, equipment sections and maintenance details on each assessment you complete - this allows me to provide the most appropriate guidance to allow you to improve the performance and quality of the pitch.

It is best practice and a requirement of Football Foundation-funded sites to submit two PitchPower inspections per year, there are three inspection windows. The best timings for these 2 inspections would be, Feb/Early March (so advice could be tailored to end-of-season maintenance/renovation) and Sept/Early Oct (so advice can be given as to in-season maintenance).

Recommendations for a standard annual maintenance plan are provided within this report on the assumption that they are performed following best practice guidance.

An increase in maintenance activities is required for the pitch to improve.

Overall the maintenance schedule you have submitted is a good starting point, but there is significant operations which could be altered and introduced to improve the quality and performance of the pitches.

Hand repairs to worn areas should be made as soon as possible to avoid total loss of ground cover.

The height of cut should be raised inline with the guidance within this report to offer an increase in recovery rates and a higher overall wear tolerance.

The introduction of more frequent routine decompaction and aeration, along with turf grooming will transform these pitches by improving the soil structure and quality of surface coverage, minimising the thatch layer and promoting decomposition of any organic matter present.

Should surface water infiltration rates not improve I recommend engagement with a drainage consultant to explore the reasons why the drainage system is having difficulty in sufficiently draining the pitches.

The weeds are prominent and require attention, however, ensure you have plans to replace weed cover with grass cover if you opt for chemical treatment. Overseeding would be beneficial but avoid the threat of summer drought now by overseeding in the early Autumn.

Levels of use and any cancellations are to be monitored, and future assessment Performance Quality Standards grading of pitches will dictate and determine the future maintenance required.

The average recommended use for a well-maintained natural turf pitch is 4-6 hours per week. If usage is regularly exceeding this the wear will need to be mitigated by increased maintenance and input of resources to offset the extra hours of use, if not you may expect a significant deterioration of the surfaces particularly during winter months

Subject to eligibility and agreement of terms, Grass Pitch Maintenance Funding (GPMF) is available through the Football Foundation to support the club in carrying out enhanced operations recommended within this report - you will find links at the bottom of this report for more information, and



please also discuss with your CFA contact.

Please note that the GPMF funding does not cover contractor mowing and line marking.

Funding is available to support the club procuring equipment to carry out an enhanced level of maintenance in-house, I will be happy to provide further guidance on this and please also speak with your CFA about the funding and application process.

The recommendations within this report are intended to be introduced along with your current scheduled operations.

Please visit the Hive learning groundskeeping community, and follow the links within the report for further information on the maintenance practices detailed.

Note that the cost indicated within the report around the recommendations is an estimated breakdown of contractor costs, and does not take into account any maintenance works performed in-house.

I have provided links to the GMAs online winter pitches courses which would be useful to further enhance grounds knowledge.

Maintenance

Attention required in these areas:

[Overseeding \(In Season\) >](#)

[Goal mouth repairs \(In season\) >](#)

[Decompaction >](#)

[Slitting >](#)

[Surface Grooming >](#)

[Application of selective herbicide \(weed treatment\) >](#)

[Application of fertiliser >](#)

[Mowing >](#)

[Line marking >](#)

Equipment

Attention required in these areas:

No Equipment to show

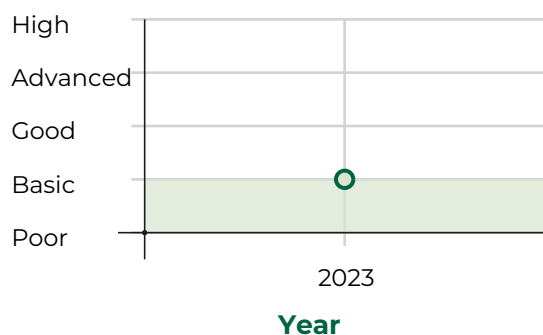


Pitch 1 Football - Adult Football

CURRENT PQS SCORE: Basic (Adjusted) - 57%

AREA				PQS GRADE
Grass height	25	20	20	0
Grass coverage	67%	76%	78%	3
Weed coverage	1%	1%	1%	4
Surface debris	Above standard	Above standard	Above standard	4
Topsoil depth	140mm	100mm	100mm	0
Thatch depth	0mm	10mm	0mm	4
Root depth	100mm	100mm	60mm	3
Drainage Following Rainfall	Slow drainage			2
Goal posts	Compliant			1
Line markings	Above standard			2
Surface evenness	Standard			2

Overall pitch PQS tracked over time



General Pitch Comments

The pitch has been graded at 'Basic' - Damage to key areas, grass height and reports of slow drainage are preventing this pitch from receiving a higher PQS grading on this occasion.

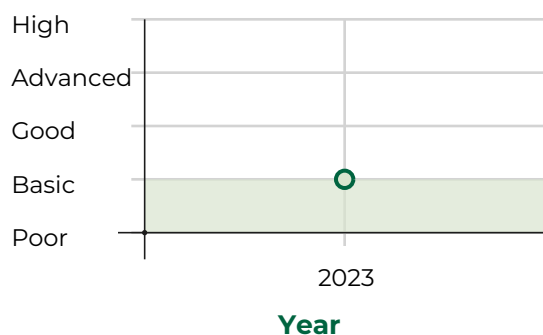


Pitch 2 Football - Junior Football 11v11

CURRENT PQS SCORE: Basic - 39%

AREA				PQS GRADE
Grass height	25	30	20	4
Grass coverage	64%	53%	46%	1
Weed coverage	11%	36%	31%	0
Surface debris	Standard	Standard	Standard	2
Topsoil depth	80mm	80mm	100mm	0
Thatch depth	10mm	10mm	10mm	2
Root depth	100mm	100mm	100mm	3
Drainage Following Rainfall	Slow drainage			2
Goal posts	Compliant			1
Line markings	Below standard			0
Surface evenness	Standard			2

Overall pitch PQS tracked over time



General Pitch Comments

The pitch has been graded at 'Basic' - grass cover, weeds and reports of standing water are preventing this pitch from receiving a higher PQS grading on this occasion.



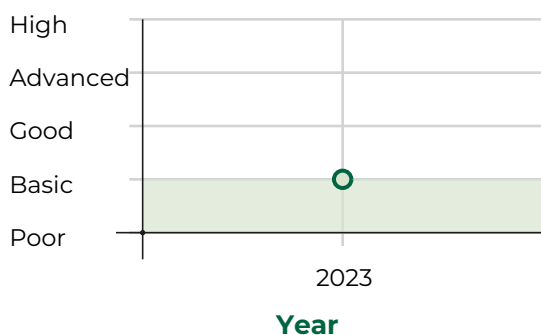
Pitch 3 Football - Adult Football

CURRENT PQS SCORE: Basic - 41%

AREA				PQS GRADE
Grass height	35	30	20	4
Grass coverage	41%	64%	53%	1
Weed coverage	43%	31%	8%	0
Surface debris	Standard	Standard	Standard	2
Topsoil depth	120mm	80mm	110mm	1
Thatch depth	10mm	10mm	10mm	2
Root depth	110mm	90mm	120mm	3
Drainage Following Rainfall	Standing water			0
Goal posts	Compliant			1
Line markings	Above standard			2
Surface evenness	Standard			2

Grass coverage cap: You received a score of Basic therefore your overall PQS has been capped at Basic

Overall pitch PQS tracked over time



General Pitch Comments

The pitch has been graded at 'Basic' - grass cover, weeds and reports of standing water are preventing this pitch from receiving a higher PQS grading on this occasion.



MAINTENANCE

These recommendations are in priority order

OVERSEEDING (IN SEASON)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£4200

To optimise grass coverage, over-seed annually with a sport-specific Perennial Ryegrass mix of at least 3 cultivars. This should be done using a specialist machine, such as a disc or dimple seeder, in at least three directions to ensure even distribution. The amount of seed needed will depend on the level of wear and tear. Good seed and soil contact is key to successful germination. Timing is crucial, as seed struggles to germinate in hot, dry weather without irrigation or in cold temperatures. Consider over-seeding in both spring and autumn to mitigate drought threats, usage levels and weather conditions must be taken into account when carrying out in-season applications. Work with a reputable sports seed supplier to identify the best seed mix for your needs and keep a bag or two stored for necessary repairs throughout the season. For a full-size pitch, seed in three directions at a rate of 35 grams per square meter (approximately 10-12 x 20kg bags of Perennial Ryegrass seed). If budgets are limited, over-seeding in spring and autumn can be done at half rate (6 bags per operation).

[LEARN MORE ABOUT OVERSEEDING \(IN SEASON\) >](#)



GOAL MOUTH REPAIRS (IN SEASON)

Frequency:

Monthly

Recommended for:

Whole Ground

Est Cost:

£720

Be proactive with repairs throughout the playing season, goal mouths that begin to show wear should be repaired at the earliest opportunity to minimize any lasting damage. Repairs performed in good time prevent waterlogging, hollowing, compaction, and loss of cover that could occur. Lightly top dressing is essential to restore good surface levels before seeding, if possible, keep covered with germination sheeting or scaffold netting until establishment, and ensure sufficient moisture to allow the seed to germinate and establish. Covering will assist in conserving water and warmth in the ground, which will accelerate establishment. Use a fork to create deep holes and work the top dressing into the profile. Ensure the materials used are quality and fit for purpose. Cultivate and work to reduce isolated compaction of the area, creating a fine tilth suitable for seeding. The key message here is little and often to prevent total loss of ground cover. A couple of handfuls of seed into a goalmouth and other high-wear areas before games will allow for the surface cover to be sustained and grass to regenerate as the existing grass cover will act as protection for the juvenile grass. A turf doctor tool or standard re-turfing might be required in the worst cases, but the general message here is to be proactive with small repairs to avoid severe damage to areas.

[LEARN MORE ABOUT GOAL MOUTH REPAIRS
\(IN SEASON\) >](#)



DECOMPACTION

Frequency:

2 x per year

Recommended for:

Whole Ground

Est Cost:

£3000

Quality of pitches can be greatly impacted by soil compaction, leading to low grass cover, waterlogging and impeding root development. Decompaction and aeration are crucial for better penetration of water and air into the root zone, improving soil structure and rooting capacity. Regular decompaction and aeration programs can accelerate the breakdown of organic matter in the surface profile, improving surface quality and performance. Twice-yearly decompaction on pitches will promote grass cover, rooting and increase natural drainage potential, improving resilience and wear tolerance. A solid tine decompaction machine creates fissures throughout the soil profile, allowing more air pore spaces for roots to develop and improve infiltration rates. Ensure decompaction is carried out in suitable conditions and follow best practices for depth, speed, direction and heave. Deep decompaction should be performed in autumn and spring, intermittent aeration programs are beneficial for keeping columns or channels open. Sand brushed into high-wear areas following this operation can increase drainage potential. Linear decompaction and recycling top dressing are also options to explore if your soil texture is suitable. Decompaction operations are essential for improving the quality and performance of a pitch and should be conducted at least once annually, ideally twice.

[LEARN MORE ABOUT DECOMPACTION >](#)



SLITTING

Frequency:

Monthly

Recommended for:

Whole Ground

Deep slitting, or spiking in combination with decompaction works can greatly improve soil structure, infiltration rates, and plant health. Slitting keeps the top of the soil profile open and allows access to deeper tine holes or drainage channels created through decompaction operations. This promotes root growth and gas exchange, as well as nutrient uptake between decompaction operations. It is important to avoid slitting when the ground conditions are unsuitable, such as when it is too wet or too dry, or during frost or frozen ground. Slitting is not recommended in spring unless you have a predominantly sandy soil profile, as the ground can crack during the dry summer on clay soils. A drum slitter or spiker is a useful tool for performing this operation, and it should be carried out in a similar direction each time, varying the depth of the operation. These units can be mounted to a tractor 3-point linkage. They should form part of routine maintenance operations along with cutting and marking. Ideally, slitting should take place to a depth of between 150-300mm, depending on soil conditions. It can be particularly useful in the autumn when trying to improve soil drainage prior to the wetter winter months.

[LEARN MORE ABOUT SLITTING >](#)



SURFACE GROOMING

Frequency:

Monthly

Recommended for:

Whole Ground

A combination turf grooming tool is a versatile attachment for tractor-mounting that can perform up to four pitch maintenance tasks at once. It is useful for year-round pitch grooming and maintenance, with brush and rake attachments being particularly helpful during the growing season and surface slitter and grooming roller being useful during autumn and winter. Using this tool allows for multiple beneficial operations to be performed in a single pass. Regular use of this tool greatly improves pitch quality, manages organic matter, and helps with drainage issues. A chain harrow can also be used for cleanliness and thatch reduction. Brushing the surface in dry, windy conditions can alleviate worm casts, prevent weed growth, and disperse dew. This lightweight tool can keep the surface open and reduce conditions for weeds and diseases. It also aids in reinstatement after play and helps maintain soil structure and drainage during the winter months.

[LEARN MORE ABOUT SURFACE GROOMING >](#)



APPLICATION OF SELECTIVE HERBICIDE (WEED TREATMENT)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£1050

If weeds affect play or the ability to sustain a desirable level of grass cover then treatment should be considered. As part of an Integrated Pest Management (IPM) approach, decide upon and set threshold levels where chemical control of weeds is deemed necessary. This treatment must be performed in combination with good routine cultural practices to help suppress weeds and operations to promote and sustain grass cover, reducing opportunities for invasive plants to become present in the pitch. Selective herbicides should only be applied by a fully qualified professional with the appropriate equipment and documentation. The application should not take place any sooner than 4-6 weeks before or after seeding, this timeframe will depend on the specific product. Weeds and invasive annual grasses will tend to die back in the late autumn, resulting in a loss of overall ground cover, and increasing the risk of postponed games - it highlights the importance of sustaining a suitable level of desirable grass cover throughout the year, this is achieved through routine maintenance operations performed following best practise guidance as recommended within this report. Cultural practices are not curative, however, when optimized they render a pitch less susceptible to weed infestation. Chemical control is acceptable when other methods cannot alleviate the problem.

[LEARN MORE ABOUT APPLICATION OF SELECTIVE HERBICIDE \(WEED TREATMENT\) >](#)



APPLICATION OF FERTILISER

Frequency:

2 x per year

Recommended for:

Whole Ground

Est Cost:

£3900

To improve the root depth and density, promote recovery, and increase wear tolerance a fertiliser programme should be introduced, soil analysis performed by a reliable materials provider can determine the appropriate fertilisers to apply, use the most appropriate fertilisers for your site to minimise wastage or excess application. Controlled-release fertiliser provides a continuous release of nutrients over an extended period, some can last for 5-6 months, making them ideal for two applications annually. A typical fertiliser for spring/summer contains higher nitrogen and medium potassium content, while an autumn/winter contains lower nitrogen and higher potassium content. Refer to the product label for the application rate and ensure that the suggested rate is applied. A single application of granular slow or controlled-release fertiliser during the growing season should be considered the minimum to maintain turf health, ideally two. To even out any troughs in nutrient availability, a conventional granular or liquid application can be applied, monitor growth rate, turf colour, and weather to decide if this is necessary. Controlled or slow-release granular fertilisers provide the best outcomes in grassroots football, especially when funds are limited, these fertilisers provide a slow drip feed of nutrients, avoiding excessive growth that can be difficult to manage.

[LEARN MORE ABOUT APPLICATION OF FERTILISER >](#)



MOWING

Frequency:

Fortnightly

Recommended for:

Whole Ground

Proper cutting practices are key to maintaining a healthy grass plant and optimizing the quality and performance of a pitch. The right height for cutting is crucial, as it allows the plant to absorb more energy and develop a stronger root system. During growth periods, a height of 30-35mm is recommended, while autumn and winter months call for a higher cut of 35-45mm due to slower growth. The frequency of cutting should be adjusted based on the grass growth rate, with a weekly cut during peak growth and a fortnightly cut during slower periods. However, during drought or heatwaves, it's best to avoid cutting, or raise the cutting height to reduce stress on the plant. Cutting should be done in favourable conditions, avoiding overly warm or wet days. To further enhance the cut and reduce disease risk, dew brushing and cold-season brushing are suggested. To ensure turf health and cleanliness, it's important not to remove more than a third of the grass leaf during any one operation, and to service and sharpen cutting equipment regularly.

[LEARN MORE ABOUT MOWING >](#)



LINE MARKING

Frequency:

Fortnightly

Recommended for:

Whole Ground

Lines should be clearly marked to the appropriate dimensions using a suitable line marker and line marking paint - note that nothing should be added to the paint to prevent the growth of the grass plant or 'burn' the lines in.

Strings should be used to straighten lines when possible during any overmarking.

On larger multi-pitch sites, the use of automated GPS line markers to initially mark pitches out and periodically re-straighten pitch lines could be considered.

Mark at a suitable frequency so lines remain clear and visible for play, this is likely to be more frequent during periods of strong grass growth.

[LEARN MORE ABOUT LINE MARKING >](#)

ESTIMATED BUDGET TO CARRY OUT RECOMMENDATIONS

£12870

Please note, the costs provided above are indicative and may vary dependent on quantities and frequency. This estimated budget should be used to help plan and prioritise work, but is not linked to the amount of grant funding you may receive. Following the recommended works should help you achieve the **GOOD** pitch standard, or if already at that level, sustain it.



TRAINING

As well as undertaking the maintenance activities as described above, we would also recommend attending the following training courses to further develop your skills and understanding of grass pitch maintenance.

[Click here for information on training courses.](#)

[VISIT TRAINING COURSES >](#)

Recommended Training

Peter Cunnington

Online Modules Level 1 - Football

[Read More >](#)

Online Modules Level 2

[Read More >](#)

Online Modules Level 3

[Read More >](#)



WANT TO APPLY FOR FUNDING?

FOOTBALL FOUNDATION FUNDING APPLICATION PORTAL

You could be eligible for a grant to help you carry out the recommendations in this report. Click 'Apply here' and you could be on your way to securing a grant and being a part of our mission to transform this country's grassroots game.

Report ID: **10226**

To apply for funding visit

APPLY.FOOTBALLFOUNDATION.ORG.UK

Training Courses



Further information on any training courses you're recommended to complete can be found on the Grounds Management Association website.

[Visit the GMA >](#)

The Groundskeeping Community



Join the Football Foundation Groundskeeping Community to connect with groundskeepers across different levels of the game. You'll be able to ask questions and share best practice.

[Visit the Groundskeeping Community >](#)

Find out more about the Football Foundation's plan to transform the country's grass pitches

Visit our website, which has lots of information about other resources and funding opportunities we're offering organisations involved in the grassroots game.

[FOOTBALLFOUNDATION.ORG.UK >](http://FOOTBALLFOUNDATION.ORG.UK)



PITCHPOWER

Powered by
Football Foundation

FOOTBALL ASSESSMENT REPORT

M.O.D

Sussex FA

Active Places Site ID

1040139

Report ID

10201



This report has been compiled for CROWBOROUGH TOWN COUNCIL and Sussex FA to provide information on the standard of the football pitches and outlines recommendations on how to improve the quality and maintenance of these pitches.

Inspection Window

1 APR 2023 / 30 JUN 2023

Inspection Reason

INTEREST IN A FOOTBALL FOUNDATION GRANT

Report Completion Date

16 MAY 2023

This report looks solely at the Football pitches for CROWBOROUGH TOWN COUNCIL to see how support can be offered in improving the standard of Football pitches and level of maintenance across the area. Please note these recommendations are based on the information obtained and/or provided and are for guidance purposes only. Any works undertaken are the responsibility of the club/organisation.

Site report:

M.O.D





M.O.D

Site ID: 1040139



Map Key	Pitch Name	PQS Score
1	PITCH 1	■ Poor - 34%

Date inspection submitted
10/05/23

Inspection submitted by
ctc-operations@crowboroughtowncouncil.gov.uk

Next available inspection window
1 Jul 2023 / 31 Oct 2023





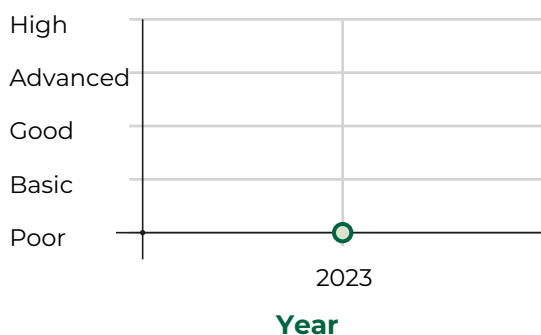
Pitch 1 Football - Adult Football

CURRENT PQS SCORE: Poor - 34%

AREA				PQS GRADE
Grass height	30	20	30	4
Grass coverage	43%	39%	13%	0
Weed coverage	51%	32%	75%	0
Surface debris	Standard	Standard	Standard	2
Topsoil depth	140mm	200mm	70mm	2
Thatch depth	5mm	5mm	0mm	4
Root depth	90mm	100mm	80mm	2
Drainage Following Rainfall	Standing water			0
Goal posts	Compliant			1
Line markings	Below standard			0
Surface evenness	Below standard			0

Grass coverage cap: You received a score of Poor therefore your overall PQS has been capped at Poor

Overall pitch PQS tracked over time



General Pitch Comments

The pitch has received a PQS grading of 'Poor' - low grass coverage, weeds, and reports of standing water are preventing this pitch from receiving a higher grading - please see the GOLDSMITHS RECREATION GROUND report for detailed recommendations on improving the pitch.



TRAINING

As well as undertaking the maintenance activities as described above, we would also recommend attending the following training courses to further develop your skills and understanding of grass pitch maintenance.

[Click here for information on training courses.](#)

[VISIT TRAINING COURSES >](#)

Recommended Training

No training courses found.



WANT TO APPLY FOR FUNDING?

FOOTBALL FOUNDATION FUNDING APPLICATION PORTAL

You could be eligible for a grant to help you carry out the recommendations in this report. Click 'Apply here' and you could be on your way to securing a grant and being a part of our mission to transform this country's grassroots game.

Report ID: **10201**

To apply for funding visit

APPLY.FOOTBALLFOUNDATION.ORG.UK

Training Courses



Further information on any training courses you're recommended to complete can be found on the Grounds Management Association website.

[Visit the GMA >](#)

The Groundskeeping Community



Join the Football Foundation Groundskeeping Community to connect with groundskeepers across different levels of the game. You'll be able to ask questions and share best practice.

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Find out more about the Football Foundation's plan to transform the country's grass pitches

Visit our website, which has lots of information about other resources and funding opportunities we're offering organisations involved in the grassroots game.

[FOOTBALLFOUNDATION.ORG.UK >](http://FOOTBALLFOUNDATION.ORG.UK)



OFFER LETTER

Peter Cunnington
Crowborough Town Council
The Town Hall
Crowborough
East Sussex
TN6 1DA

13th June 2023

Ref: G-216908

Dear Peter,

Crowborough Town Council : GRASS PITCH MAINTENANCE FUND- M.O.D Site

I am delighted to inform you that your application to the Football Foundation for a grant has been successful. We have agreed to award you a six year revenue grant of **66.66%** of a total project cost of **£16,000** subject to a maximum payment of **£10,666** to Crowborough Town Council for the **M.O.D. site**. This funding is to be used towards the enhanced grass pitch maintenance works, as set out within your PitchPower Assessment Report for this site.

For the purposes of this offer letter, this is known as the "Project". The details, aims, objectives and targets of the Project are as set out in your Application.

Terms and Conditions

The grant is to be used specifically for the delivery of the Project and is subject to our Grass Pitch Maintenance Fund Terms and Conditions which you'll be able to review through your online account.

These T&Cs set out your formal agreement with the Foundation, including what you must do to accept the grant offer, what you must do to claim, when and how the grant will be paid and other key information. Please take the time to read these carefully.

Your grant is also subject to the following specific condition(s):

- That the Organisation provides the Foundation with Monitoring information in respect of the condition of each of the grass pitches at your site for the period of claw-back. Pitch assessment data must be submitted at least twice per year using the PitchPower tool <https://footballfoundation.org.uk/pitchpower> within the following window (1) 1st November – 31st March (essential) and within at least one of these windows; (2) 1st April – 30th June or (3) 1st July – 31st October. Whenever pitch assessment data is submitted, it is important that there is at least one month

between the readings. On receipt of the data, the Pitch Advisory Service will provide a Grass Pitch Assessment Report (GPAR) from which the recommendations identified are to be undertaken in order to improve and maintain the grass pitches at your site to at least the Pitch Quality Standard (PQS) of 'Good'. Visit the GMA website for information on the Pitch Grading Framework and to see what 'Good' means.

3. Pre Second Claim

That a minimum of two representatives from the Organisation complete a Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) and provides evidence of completion to the Foundation, before Year 2 grants are released.

Further information on the Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) can be found at <https://www.thegma.org.uk/learning/training>

The payment schedule for your grant is as follows:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Cost	£2,666	£2,666	£2,666	£2,666	£2,666	£2,666	£16,000
Foundation Grant	£2,666	£2,666	£1,778	£1,778	£888	£888	£10,666
Applicant contribution	£0.00	£0.00	£888	£888	£1,778	£1,778	£5,334

What happens next?

First of all, you need to formally accept your grant offer! You can do this easily via your Football Foundation Account. Once you have accepted your grant, and discharged any preclaim conditions that may exist, you will need to complete our online claim form and provide confirmation of your bank account details. Once this has been checked and approved by our Grant Assessment Team, your first year's payment will be paid to you and you'll then be able to start your project.

If you have any questions about this stage and what happens next, please contact enquiries@footballfoundation.org.uk.

What happens then?

The money should be used to complete the maintenance works recommended, in accordance with the PitchPower Assessment Report provided by the Regional Pitch Advisor. At two specified periods during the playing season, you will be asked to provide a PitchPower inspection of the grass pitches funded through the Grass Pitch Maintenance Fund.

This process will be repeated throughout the six years of the award.

Publicity

We imagine you are keen to shout about your funding success. We absolutely encourage this – in fact we have made it easy for you by providing a press release template you can adapt and send to your local media, and a graphic you can post on your social media channels.

You will be promoted to download the press release template and social media graphic on screen, once you have accepted the grant offer in your Football Foundation Account. (Just please ensure you don't do any proactive publicity until you have accepted the grant!)

If you have any questions regarding publicity, you can contact our Communications Team on 0345 345 4555 or at events@footballfoundation.org.uk.

Congratulations on securing this funding and a big thanks to you and your colleagues for everything you do to help us support a strong grassroots game.

With best wishes,

A handwritten signature in black ink, appearing to read 'Dean Potter', written in a cursive style.

Dean Potter

Director of Grant Management



OFFER LETTER

Peter Cunnington
Crowborough Town Council
The Town Hall
Crowborough
East Sussex
TN6 1DA

12th June 2023

Ref: G-216364

Dear Peter,

**Crowborough Town Council : GRASS PITCH MAINTENANCE FUND
Goldsmiths Recreation Ground TN6 2TN**

I am delighted to inform you that your application to the Football Foundation for a grant has been successful. We have agreed to award you a six year revenue grant of **66.67%** of a total project cost of **£48,000** subject to a maximum payment of **£32,000** to Crowborough Town Council, for the Goldsmiths Recreation Ground site at TN6 2TN. This funding is to be used towards the enhanced grass pitch maintenance works, as set out within your PitchPower Assessment Report.

For the purposes of this offer letter, this is known as the "Project". The details, aims, objectives and targets of the Project are as set out in your Application.

Terms and Conditions

The grant is to be used specifically for the delivery of the Project and is subject to our Grass Pitch Maintenance Fund Terms and Conditions which you'll be able to review through your online account.

These T&Cs set out your formal agreement with the Foundation, including what you must do to accept the grant offer, what you must do to claim, when and how the grant will be paid and other key information. Please take the time to read these carefully.

Your grant is also subject to the following specific condition(s):

- That the Organisation provides the Foundation with Monitoring information in respect of the condition of each of the grass pitches at your site for the period of claw-back. Pitch assessment data must be submitted at least twice per year using the PitchPower tool <https://footballfoundation.org.uk/pitchpower> within the following window (1) 1st November – 31st March (essential) and within at least one of these windows; (2) 1st April – 30th June or (3) 1st July – 31st October. Whenever

pitch assessment data is submitted, it is important that there is at least one month between the readings. On receipt of the data, the Pitch Advisory Service will provide a Grass Pitch Assessment Report (GPAR) from which the recommendations identified are to be undertaken in order to improve and maintain the grass pitches at your site to at least the Pitch Quality Standard (PQS) of 'Good'. Visit the GMA website for information on the Pitch Grading Framework and to see what 'Good' means.

3. Pre Second Claim

That a minimum of two representatives from the Organisation complete a Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) and provides evidence of completion to the Foundation, before Year 2 grants are released.

Further information on the Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) can be found at <https://www.thegma.org.uk/learning/training>

The payment schedule for your grant is as follows:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Cost	£8,000	£8,000	£8,000	£8,000	£8,000	£8,000	£48,000
Foundation Grant	£8,000	£8,000	£5,334	£5,334	£2,666	£2,666	£32,000
Applicant contribution	£0.00	£0.00	£2,666	£2,666	£5,334	£5,334	£16,000

What happens next?

First of all, you need to formally accept your grant offer! You can do this easily via your Football Foundation Account. Once you have accepted your grant, and discharged any preclaim conditions that may exist, you will need to complete our online claim form and provide confirmation of your bank account details. Once this has been checked and approved by our Grant Assessment Team, your first year's payment will be paid to you and you'll then be able to start your project.

If you have any questions about this stage and what happens next, please contact enquiries@footballfoundation.org.uk.

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The money should be used to complete the maintenance works recommended, in accordance with the PitchPower Assessment Report provided by the Regional Pitch Advisor. At two specified periods during the playing season, you will be asked to provide a PitchPower inspection of the grass pitches funded through the Grass Pitch Maintenance Fund.

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Congratulations on securing this funding and a big thanks to you and your colleagues for everything you do to help us support a strong grassroots game.

With best wishes,

A handwritten signature in black ink, appearing to read 'Dean Potter', written in a cursive style.

Dean Potter

Director of Grant Management



GENERAL TERMS AND CONDITIONS OF GRANT AID FOR GRASS PITCH MAINTENANCE FUND

1. Definitions

1.1 For the purposes of this Grant Agreement (as defined below) the following expressions mean:

“Application”	means the application submitted by or for the Organisation for a grant in respect of the Project and shall include all written and oral representations made by the Organisation to the Foundation regarding the Organisation, the Project and the Facilities;
“Basic Maintenance”	means the maintenance operations regularly undertaken by the Organisation or Site Owner, prior to the award of the Grant.
“Enhanced Maintenance”	means the additional maintenance operations prescribed by the Grounds Management Association Regional Pitch Advisor designed to improve and retain the quality of the grass pitch;
“Grounds Management Association (GMA) Performance Quality Standard (PQS)”	means the Performance Quality Standard, as adopted by The FA, which defines the quality rating of a grass pitch;
“Football Season”	means the period between 1 st July in any given calendar year, and 30 th June of the subsequent calendar year;
“Foundation”	means the Football Foundation (registered company number 3876305; registered charity number 1079309) whose registered office is at 10 Eastbourne Terrace, London, England, W2 6LG and references to the Foundation shall include the Foundation, its staff and any other person representing the Foundation;
“Grant”	means the sum referred to in the Grant Offer Letter awarded to assist in financing the Project;
“Grant Agreement”	means the agreement entered into between the Organisation and the Football Foundation in the form of a Grant Offer Letter, which incorporates these terms and conditions;
“Grant Application Manager”	means the Football Foundation Account accessible via www.footballfoundation.org.uk , using the bespoke log-in credentials for each representative of the Organisation;
“Grant Offer Letter”	means the grant offer letter sent to the Organisation confirming the Grant and enclosing these terms and conditions;



“PitchPower Assessment Report”	means the report produced by the Grounds Management Association Regional Pitch Advisor through PitchPower.
“Pitchpower”	means the digital tool in which organisations will provide progress reports throughout the Project;
“Grounds Management Association)”	means the organisation (or successor organisation appointed by the Football Foundation) completing the PitchPower Assessment Reports, providing recommendations to organisations on the maintenance of grass pitches;
“Monitoring Information”	means the quantitative and qualitative information collected via PitchPower, including photographs that must be submitted to the Foundation from time to time, upon which an assessment of the condition of the grass pitches can be determined. The nature of the information required is at the sole discretion of the Foundation and will be included within PitchPower.
“Organisation”	means the organisation or organisations to which the Grant is made;
“Payment Schedule”	means the schedule of payments that is reflected in Annex A of the Grant Offer Letter;
“Project”	means the project or projects described in the Grant Offer Letter;
“Regional Pitch Advisor (RPA)”	means the Advisor employed by the Grounds Management Association;
“Site”	means the site referred to within the Grant Offer Letter at which the grass pitches to be improved via enhanced maintenance are located.



2. Acceptance

- 2.1 No agreement comes into existence between the Foundation and the Organisation, and accordingly the Foundation is not bound to make payment of the Grant, unless and until the Form of Acceptance has been signed and received by the Foundation via the Grant Application Manager and the specific requirements set out in the Grant Offer Letter have been fulfilled to the Foundation's satisfaction.
- 2.2 The Organisation has **one (1) month** from the date of the Grant Offer Letter to accept the terms of this Grant Agreement. After this, the offer will lapse unless reasons are given for the delay which are accepted by the Foundation. If this offer lapses, the Application will be regarded as having been withdrawn.
- 2.3 The Organisation will not be subject to any legal liability in relation to the Grant until the first claim for drawdown of the Grant is made by it.

3. Specific requirements

- 3.1 The award of this Grant is reliant upon the Organisation fulfilling, to the Foundation's satisfaction, the requirements set out in the Grant Offer Letter and these terms and conditions.

4. Monitoring

- 4.1 It is an express requirement of the Grant Agreement that the Organisation must provide the Foundation with Monitoring Information in respect of the condition of each of the grass pitches at the Site and not just the grass pitches that are to be improved via Enhanced Maintenance.
- 4.2 Monitoring Information in respect of each pitch must be submitted via PitchPower, or by other means as prescribed by the Foundation.
- 4.3 Monitoring Information must be submitted a minimum of two times per annual Football Season, once within window (a) below and once in one of the other windows:
 - (a) 1st November – 31 March
 - (b) 1st April – 30th June
 - (c) 1st July – 31st October

At least two calendar months must have elapsed between the next submission of monitoring information.

- 4.4 Monitoring Information must be submitted for a minimum of ten (10) years following the date of the Grant Offer Letter.
- 4.5 In addition to the requirement for Monitoring Information, the Foundation may further monitor the Project to identify best practice and to understand key problems. At such a request by the Foundation, the Organisation shall supply such further information as the Foundation may reasonably require.



- 4.6 The Organisation should be prepared to receive site visits and to give their full co-operation to any monitoring officer or partner appointed by the Foundation, both during the Project and after completion of the Project. Such monitoring requirement will be at the discretion of the Foundation.

5. Further Terms and Conditions

- 5.1 The Grant shall be used solely towards financing the provision of Enhanced Maintenance of the grass pitches at the Site as recommended by the GMA RPA, as set out in the PitchPower Assessment Report and approved Application, and in accordance with the terms of this Grant Agreement. Under no circumstances may the Grant be used for any other purpose.
- 5.2 The Organisation must use best endeavours to ensure that the Basic Maintenance and Enhanced Maintenance is undertaken throughout the period of the grant.
- 5.3 The Organisation shall comply with all statutory requirements and other laws and regulations relating to the Project, including without limitation all relevant health, safety and employment laws, any Local Authority planning or Environment Agency requirements, laws or regulations, and laws and regulations relating to the protection of children and vulnerable adults.
- 5.4 The Organisation shall maintain full and proper accounts and records regarding the Project. Any representative authorised by the Foundation shall be given access, whenever the Foundation so requests, to such accounts and records.
- 5.5 No one shall be denied access to use the Project or the associated facilities on grounds of race, creed, colour, sex, occupation, sexual orientation, religion or political persuasion.
- 5.6 The Organisation shall not charge fees or subscriptions for use of the Facilities or participation in the Project that as a result of the level of such fees prevent or unduly restrict the participation of the general public.

6. Suspension or repayment of the Grant

- 6.1 Without prejudice to the Foundation's other rights and remedies in relation to the Grant identified in the Grant Offer Letter, The Foundation reserves the right to terminate the Grant Agreement and require the full amount of Grant released to the Organisation, or such lesser sum as the Foundation may require, to be repayable to the Foundation on demand, and any future payments of the Grant will be stopped and shall cease to be payable, where, in the reasonable opinion of the Foundation:
- 6.1.1 the Organisation ceases to operate for any reason, becomes insolvent, is placed into receivership or liquidation, or enters into any arrangement or composition for the benefit of its creditors;
- 6.1.2 in the reasonable opinion of the Foundation the Organisation fails to use the Grant, or any part of it, for the purpose for which it was made, or fails to complete or it appears reasonably likely that it will fail to complete the Project;
- 6.1.3 in the reasonable opinion of the Foundation, any of the assurances given or the information contained within the Application or other documents submitted by



the Organisation to the Foundation were fraudulent, materially incorrect or misleading;

- 6.1.4 the Organisation fails to comply with any of the terms and conditions of the Grant as set out in this document or Grant Offer Letter;
- 6.1.5 the Organisation fails to claim for the first payment of the Grant within one month of the date of the Grant Offer Letter or fails to claim any further payments of the Grant by the relevant deadline as set out in the Payment Schedule;
- 6.1.6 the final total Project expenditure is less than the estimated expenditure. In such circumstances the amount to be repaid to the Foundation or the amount the Grant is reduced would be at the discretion of the Foundation but would not exceed the under-spend (i.e. the difference between the estimated and actual Project expenditure).
- 6.1.7 the Organisation fails to provide proof of expenditure when requested by the Foundation to evidence the Grant has been used for the purpose for which it was made;
- 6.1.8 the Organisation fails to provide the Monitoring Information as required by the Foundation and detailed within 4.1 – 4.4.

7. Payment of the Grant

- 7.1 The Grant will be paid annually in instalments in accordance with the Payment Schedule, on receipt of an appropriately completed claim form via the Grant Application Manager, at the beginning of each year of the Project or as specifically agreed by the Foundation.
- 7.2 A claim for Grant drawdown must be submitted at the beginning of each year of the Project, within which the Organisation will be required to provide evidence of expenditure for the previous year. Should the expenditure evidenced not total the anticipated cost of Enhanced Maintenance for that year, the Grant payment will be reduced by the same amount the following year.
- 7.2 The Organisation acknowledges that the Grant can only be assured to the extent that the Foundation has available funds.
- 7.3 If the first payment of the Grant is not requested by the Organisation within **one (1) month** of the date of the Grant Offer Letter, the Grant will automatically lapse without the Foundation providing any additional warning or other form of notification to the Organisation. Thereafter, the Foundation will not be liable for making any future Grant payments and the Grant Agreement shall terminate immediately.
- 7.4 Payments of Grant will be paid directly into a designated bank account with the name of the Organisation by Bankers Automated Clearing Services (BACS).
- 7.5 The Foundation reserves the right to request proof of Project expenditure or delivery before releasing any further payment of the Grant. If the Organisation does not provide the requested information any payments will be suspended.



- 7.6 No Grant will be paid until the Foundation is satisfied (acting reasonably) that any payment will be spent in relation to proper expenditure as set out in the Grant Offer Letter.
- 7.7 The Organisation must promptly repay the Foundation any Grant incorrectly paid to it as a result of any administrative error.
- 7.8 The Foundation will not increase the Grant amount if the total expenditure for the Project exceeds the estimated amount stated in the Grant Offer Letter.
- 7.9 If the total sum of funds awarded for the Project from other funding bodies, is greater than the total Project cost, the Organisation is required to notify the Foundation so that the level of the Foundation Grant can be reviewed at the discretion of the Foundation.

8. Assignment

- 8.1 The Foundation shall be permitted on prior written notice to the Organisation to assign or otherwise transfer the benefit and the burden of this Grant Agreement to any successor body of the Foundation.
- 8.2 The Organisation cannot assign or otherwise transfer the benefit or burden of this Grant Agreement without the prior written consent of the Foundation.

9. Exclusion of Liability/Indemnity

- 9.1 The Foundation, its employees, agents, officers or sub-contractors will not at any time be liable to any person for anything in connection with the development, planning, construction, operation, management and/or administration of the Project. In particular but without limitation, it shall not be liable to the Applicant for any loss or damage arising directly or indirectly as a result of the compliance by the Applicant with the terms and conditions of this Grant.
- 9.2 The Applicant will indemnify and hold harmless the Foundation, its employees, agents, officers or sub-contractors with respect to all claims of, and liability to, third persons for injury, death, loss or damage of any type arising out of or in connection with the Project and any activities carried out thereon except where such injury, death, loss or damage have resulted from the negligent act or omission of the Foundation. In this latter connection, the Applicant shall provide prompt notice to the Foundation of any such claim, and the Foundation shall have the sole right to control the defence of any such claim.
- 9.3 The Foundation has no liability for losses or costs arising from failure to make any payment on any agreed date.

10. Law and Jurisdiction

- 10.1 The construction, validity and performance of the Grant Agreement shall be governed in all respect by English law and be subject to the non-exclusive jurisdiction of the English Courts. The parties undertake to each other to use their best endeavours wherever possible to resolve any dispute, which may arise under the Grant Agreement amicably.

11. Rights of Third Parties



- 11.1 A person who is not party to this Grant Agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Grant Agreement.

12. General

- 12.1 The Parties agree that this Grant Agreement constitutes the entire agreement between the parties and supersede all proposals or prior agreements and undertakings, whether oral or written and all other communications between the Parties relating to the subject matter of this Grant Agreement.
- 12.2 Nothing in this Grant Agreement shall be deemed to constitute a partnership, joint venture, relationship of agency or any employment relationship between the parties.
- 12.3 This Grant Agreement may only be modified by written agreement duly signed by both parties.
- 12.4 If at any time one or more provisions of this Grant Agreement become invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.
- 12.5 Any notices to be served under this Grant Agreement shall be in writing and served at the addresses set out in this Grant Agreement.
- 12.6 This Grant Agreement may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.
- 12.7 This Grant Agreement shall be governed by English law. The parties undertake to each other to use their best endeavours wherever possible to resolve any dispute, which may arise under the Grant Agreement amicably.
- 12.8 If the parties fail to resolve a dispute amicably, the parties agree to enter into mediation in good faith to settle such a dispute and will do so in accordance with the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure. Unless otherwise agreed between the parties within 14 days of notice of the dispute, the mediator will be nominated by CEDR. To initiate the mediation a party must give notice in writing (ADR notice) to the other party to the dispute, referring the dispute to mediation. A copy of the referral should be sent to CEDR.
- 12.9 Unless otherwise agreed, the mediation will start not later than 28 days after the date of the ADR notice. The commencement of a mediation will not prevent the parties commencing or continuing court proceedings (in accordance with clause 12.8).
- 12.10 Subject to clauses 12.7 to 12.9 above, each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this Agreement or its subject matter or formation.

13. Privacy and Data Protection Statement – Your rights to privacy

- 13.1 On 25 May 2018, new law came into effect in the UK which updates your rights to privacy and changes the rules about how we can use your personal information.



- 13.2 The Foundation values our relationship with you and therefore takes your rights to privacy seriously. We have therefore updated our privacy statement to explain what personal information we collect about you, how we use and look after it, and your rights. We want to share this with you so that you are clear about our obligations and your rights, and in case you have any questions for us. The privacy statement can be found on our website.
- 13.3 The privacy statement contains important information about your rights to privacy, so we encourage you to take the time to read it.

March 2021



AGENDA ITEM NUMBER: 13.1
MEETING DATE: 27th June 2023
COUNCIL/COMMITTEE: S&R
TITLE: Rock Trail
PURPOSE OF REPORT: To update on rock trail
SUPPORTING DOCUMENTS:
OFFICER CONTACT: Operations Manager

OFFICER RECOMMENDATIONS:	
1	
2	

It was resolved in July 2022

The report was noted. Members were disappointed that a large quantity of the lavender plants had been stolen from the site but agreed that the original idea to have a small maze surrounding the structure was a good one. Members discussed planting options and agreed to plant laurel shrubs as a replacement for the bedding plants. Moving forward and mindful of taxpayer funds, should this option not work the committee would have no option but to grass the area.

9838 RESOLVED to approve the purchase of laurel shrubs with funds being taken from account 4041/402.

Initially 100 laurel plants were purchased from a local supplier at a cost of £600. This was to use up the remaining funds within cost code 4041/402 at the end of the financial year. These were planted during spring and since planting none have been stolen and they are surviving.

This initial 100 plants were not enough to fill the rock trail and so further laurel plants are still needed to finish off the planting. This is due to be done this Autumn when planting conditions allow. The additional plants will be purchased from cost code 4041/402 as per the original resolution.



AGENDA ITEM NUMBER: 14.1
MEETING DATE: 11th July 2023
COUNCIL/COMMITTEE: Sport and Recreation
TITLE: Memorial bench application
PURPOSE OF REPORT: To provide members with an application for consideration
SUPPORTING DOCUMENTS: Appendix A – Application form
Appendix B – Map of benches on Chapel and Canada Green
Appendix C – Donated Memorial Items Policy
OFFICER CONTACT: Deputy Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Members are asked to consider the request for a memorial bench on Chapel Green.



MEMORIAL BENCH APPLICATION FORM

Thank you for your interest in placing a memorial bench in Crowborough.

To apply for a memorial bench, please complete the application form below.

NAME:
Crowborough and District Veterans and Supporters Association (CDVSA) Secretary Teresa Paterson
EMAIL ADDRESS:
secretarycdvsa@gmail.com
TELEPHONE NUMBER:
REDACTED
ADDRESS:
REDACTED
MEMORIAL BENCH TO BE DEDICATED TO:
<p>CDVSA would like to be considered to re- place the bench near the house known as 'Cranford' and dedicate the renewal to Neville Stone BEM who sadly passed away this year. Neville was awarded the British Empire Medal and was a member of the Royal British Legion, Crowborough Branch, and a member of Crowborough Veterans Association for many years. We are also aware of a historic incident that happened on 17th January 1939 information below where a RAF pilot died after crashing into the house known as Cranford on Chapel Green.</p> <p>Wording on the plaque to be agreed by Crowborough Veterans association Committee once our application was accepted.</p>
PREFERRED LOCATION
INFORMATION FOR THE COMMITTEE:
<p><i>Please use this space to tell the committee why you would like to place a memorial bench in the town.</i></p> <p>Chapel Green</p>

CHAPEL GREEN AIR CRASH 1939

On the morning of Tuesday, 17th January, 1939 Crowborough was enveloped in dense, swirling cloud and at Chapel Green the damp, chill mist rolled over the greenward and an impenetrable grey blanket shrouded the soft moist grass.

At an R.A.F. Station at Kenley, Surrey two armed bi-planes took to the air at about 10.23 a.m. en route for the South Coast, for practice firing over the sea. Their flight path was to take them over Crowborough. The flying time was some 15 minutes until the planes reached the slopes of Crowborough and they flew on for a few seconds through low broken cloud which became so dense that all vision was lost. A man working on a hayrick in Eridge Road reported that he actually saw a machine flying low which just cleared the rick by climbing hard but, alas, the hill slope rose steeper still and the pilot of the ill fated machine found himself but a few feet above the ground as he passed over Chapel Green.

A moment later and the bi-plane crashed into the house known as "Cranford" and burst into flames. Killed were the pilot and Miss Ella Coomber, a maid-companion of Mrs. Smyly, the occupier of the house which belonged to Revd. Basil E. Eldridge, a former Vicar of Crowborough. Mrs. Smyly was injured and taken to Crowborough Hospital. The dwelling house was completely destroyed and many local people witnessed the tragic event of that morning and assisted in relief work, including Mr. F.A. Peetless, gardener at the Priest's Cottage and a chauffeur to Lt. Col. Sefton D. Brancker of "The Croft".

Of those first on the scene were Mr. B.B. Oliver, a local Coal Merchant, his son Mr. B.W. Oliver and Messrs. A. Colbran and A. Peetless, Mr. Oliver's employees. Others who assisted were Mr. Bert Martins of Martin's Greengrocers and

Mr. A.W. Wyoter, a Milkman. Two local fire engines under Chief Officer E.J. Robinson attended quickly and eventually brought the inferno under control. A large crowd gathered, many of whom also assisted and great credit reflected upon the local police under Inspector G. Mockford.

An inquest was held in the Council Chamber at Starfield, Beacon Road by the Coroner for East Sussex, Dr. E.F. Hoare with a jury of 7 including Captain N.H. Rankin as foreman.

Unusually, a jurymen Mr. Cyril Thatcher of the Links Hotel rose from his seat during the proceedings and asked if he might give evidence which was allowed. Mr. Thatcher then described the sounds of low flying aircraft when riding horseback in Buckhurst Park. Mr. H.F. Webb, the local undertaker was sworn in to take Mr. Thatcher's place.

The late Dr. Eric Fowler gave the necessary medical evidence. The Royal Air Force was represented by Flt. Lt. Ayling and Mr. F.J. Brunskill, a local solicitor acted for Mrs. Smyly.

Mr. Benjamin William Oliver of Zealand Cottage, Huntingdon Road spoke these words at the inquest: "Suddenly I heard the roar of the machine coming from an easterly direction and flying very low. As it approached I looked up and just saw the dull outline of the plane through the fog. It must have been very low to be visible

through that amount of fog. After it passed over me it must have turned slightly to have got where it eventually crashed."

The house named "Lavender Cottage" was subsequently rebuilt in the same style and we are grateful to the present owner, Mr. Paul Lynch for his kindness in allowing access to the detailed accounts of that tragic event in 1939.

Acting Pilot Officer Donald

James Carr, the dead pilot, was an East Grinstead man.

Mr. Carr was 23 years of age and well known in East Grinstead which he visited shortly before his death.

At one time he was an enthusiastic member of the Boy Scout movement and was a very good boxer, swimmer and all-round athlete, having been educated at East Grinstead County School.



We feel that this would be a fitting tribute to both Neville Stone BEM and to RAF pilot who lost his life and Miss Ella Coomber .

If we were unsuccessful for the bench placement on Chapel Green, then can we please be considered for a Memorial Bench for Neville Stone BEM on Canada Green.

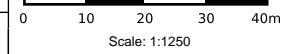
We look forward to your decision and taking the time to consider our request. Please do not hesitate to ask for any more information.

Benches on Chapel and Canada Green

Crowborough

Author: A. Master Profile

Date: 03/07/2023



DONATED MEMORIAL ITEMS POLICY

1. Introduction

- 1.1 Crowborough Town Council supports the principle of allowing donated memorial items, for example benches or picnic tables, at certain locations within its open spaces and recreation grounds.
- 1.2 This policy aims to set out a clear, measurable and sympathetic approach to the management of donated memorial items. Guidance on memorials for graves/remembrance areas is covered within the council's Cemetery Regulations.

2. Guidelines

- 2.1 Only memorial items approved by the council will be acceptable.
- 2.2 Applications for a memorial item must be made in writing by the next of kin or executor.
- 2.3 The applicant will pay for all materials and installation costs. A maintenance fee may be charged.
- 2.4 All donated memorial items will become the property of the council.
- 2.5 The council will order, supply, install and maintain the donated memorial item. The council accepts no liability for damage/vandalism to a memorial.
- 2.6 The council will order, supply and install memorial plaques; inscriptions shall be approved by the council prior to order.
- 2.7 Donated memorial items shall be for a period of 10 years from the date of installation. Within this time the council retains the right to remove the memorial item if it becomes unsafe or considered unacceptable. After 10 years, the memorial may be removed and the plot made available for another item.
- 2.8 In order to contain the number of donated memorial items at Chapel Green and Canada Green, new memorial items will only be permitted where an existing item can be replaced.
- 2.9 Requests for the installation of a memorial item at other Town Council open space sites will be considered by the relevant committee. The location of a memorial item is at the final discretion of the council.