

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 5<sup>th</sup> September 2023 at 7.30pm** when it is proposed to transact the following business:

Caroline Miles, Town Clerk  
30th August 2023

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MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

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**Questions from members of the public (15 minutes maximum)**

Please note that in view of the confidential nature of the discussion of some items on this agenda, the press and public may be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

**3. MINUTES**

3.1 Minutes of the meeting of 11<sup>th</sup> July and 3<sup>rd</sup> August 2023

**4. FINANCIAL MATTERS**

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

**5. FACILITIES CHARGING REVIEW**

5.1 To **note** the officer's report and **agree** further action

**6. JARVIS BROOK RECREATION GROUND**

6.1 To **note** the presentation in respect of the scrapstore extension and **agree** any action

6.2 To **note** the Our Parks report and **agree** further action.

**7. WOLFE RECREATION GROUND**

7.1 To **note** the report on the Wolfe Yard tenders and **agree** further action

7.2 To **note** the report on the water supply and **agree** further action

**8. ROSPA REPORT 2023**

8.1 To **note** the ROSPA report for 2023

**9. GOLDSMITHS CHANGING ROOMS**

9.1 To note the report on refurbishment of the changing rooms

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



**AGENDA ITEM NUMBER:** 4  
**MEETING DATE:** 5<sup>th</sup> September 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

<b>OFFICER RECOMMENDATIONS:</b>	
<b>1</b>	The Committee is RECOMMENDED to: (1) <b>Note</b> the Committee's current income and expenditure position. Appendix A. (2) <b>Note</b> 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.**

**You will see an additional column on this report showing committed expenditure. We now have the software in place for purchase orders to be allocated to cost codes when they are raised so that the Committee can clearly see what is remaining in the budget line.**

##### Grounds Maintenance (301)

**1051 Income Miscellaneous – This includes the first of the grant payments received from the Football Association. Expenditure for the football pitches will be shown under code 4280/301 which will exceed budget by the same amount**

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

Whitehill Centre (310)

**4335 Fire, Alarm & Security – You can see that this will exceed budget due to the committed expenditure column. This is for replacement fire detection devices which have been flagged for essential replacement**

Wolfe Recreation Ground (311)

**4012 Rates – Due to the building being listed under the Trust status, rates are not applicable on this building so this budget will not be spent**

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

**4335 Security, Fire & Alarms – This will exceed budget due to initial costs transferring to a new Smartcon alarm system**

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

**4963 Boating Lake – This will exceed budget due to some essential repairs required along with a new water pump**

Alderbrook Playing Fields (313)

No significant variances to report

Jarvis Brook Recreation Ground (314)

**4308 Play/Sports Areas – Resolution 10207 committed the budgeted amount of £3,000 to a new roundabout. Since this commitment, essential repairs have been needed to the trampoline and swing which will mean that the anticipated expenditure will exceed budget by around £1,200**

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

**4408 Chapel Green Water & Electric – a higher than anticipated electricity cost has been received which is currently being disputed**

**4.2 Earmarked Reserves**

This Committees EMR are attached as Appendix B.

RFO

## Detailed Income &amp; Expenditure by Budget Heading 28/08/2023

Month No: 5

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Sport &amp; Recreation</u></b>								
<b><u>301 Grounds Maintenance</u></b>								
1051 Income-Miscellaneous	372	10,666	500	(10,166)			2133.2%	
Grounds Maintenance :- Income	<b>372</b>	<b>10,666</b>	<b>500</b>	<b>(10,166)</b>			<b>2133.2%</b>	<b>0</b>
4009 H & S /PPE	1,605	3,082	3,000	(82)		(82)	102.7%	
4020 Telephone & Postage	3,234	1,363	3,000	1,637		1,637	45.4%	
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	4,239	6,000	1,761	239	1,522	74.6%	
4254 Fuel and Oils	10,730	4,409	12,000	7,591		7,591	36.7%	
4255 Equipment	6,769	3,021	7,000	3,979		3,979	43.2%	
4260 Equipment Maintenance	7,673	1,820	6,000	4,180		4,180	30.3%	
4270 Tree Works	342	3,775	8,000	4,225		4,225	47.2%	
4280 Football Pitches	5,789	3,774	5,000	1,226		1,226	75.5%	
4308 Play/Sports Areas	23,702	0	20,000	20,000	6,643	13,357	33.2%	
4309 Workshops/yard/chemical store	5,667	2,914	5,000	2,086		2,086	58.3%	
Grounds Maintenance :- Indirect Expenditure	<b>77,077</b>	<b>28,397</b>	<b>110,000</b>	<b>81,603</b>	<b>6,882</b>	<b>74,721</b>	<b>32.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(76,705)</b>	<b>(17,731)</b>	<b>(109,500)</b>	<b>(91,769)</b>				
<b><u>310 Whitehill Centre</u></b>								
1000 Income-Hire of Halls	6,925	2,181	6,500	4,319			33.6%	
Whitehill Centre :- Income	<b>6,925</b>	<b>2,181</b>	<b>6,500</b>	<b>4,319</b>			<b>33.6%</b>	<b>0</b>
4012 Rates	2,121	1,111	2,226	1,115		1,115	49.9%	
4250 Buildings Maintenance	1,453	1,251	15,000	13,749	122	13,627	9.2%	
4335 Security, Fire & Alarms	2,228	1,274	2,100	826	971	(145)	106.9%	
4800 Caretaking/ Cleaning	704	365	800	435	65	370	53.7%	
4805 Electricity	1,015	467	1,200	733		733	38.9%	
4806 Gas	3,424	787	2,500	1,713		1,713	31.5%	
4807 Water and Sewage	(5)	150	250	100		100	59.8%	
Whitehill Centre :- Indirect Expenditure	<b>10,939</b>	<b>5,404</b>	<b>24,076</b>	<b>18,672</b>	<b>1,158</b>	<b>17,514</b>	<b>27.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,014)</b>	<b>(3,222)</b>	<b>(17,576)</b>	<b>(14,354)</b>				
<b><u>311 Wolfe Recreation Ground</u></b>								
1002 Income-Recreation Grounds	480	50	460	410			10.9%	
1008 Income-Kiosk	313	0	417	417			0.0%	
1009 Income- Bowls	368	0	375	375			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 28/08/2023

Month No: 5

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1110 Income-Pavilion	25,078	1,000	3,000	2,000			33.3%	
1111 Income-Cottage	11,940	3,515	11,940	8,425			29.4%	
Wolfe Recreation Ground :- Income	<b>38,178</b>	<b>4,565</b>	<b>16,192</b>	<b>11,627</b>			<b>28.2%</b>	<b>0</b>
4012 Rates	3,593	0	4,192	4,192		4,192	0.0%	
4020 Telephone & Postage	694	336	684	348		348	49.2%	
4041 Grounds Maintenance	1,608	0	4,350	4,350		4,350	0.0%	
4303 Pavilion/bar/changing	15,722	5,532	2,000	(3,532)		(3,532)	276.6%	
4307 Cottage	5,230	1,933	5,000	3,067		3,067	38.7%	
4308 Play/Sports Areas	2,910	132	5,000	4,868	367	4,501	10.0%	
4335 Security, Fire & Alarms	551	791	850	59	640	(581)	168.3%	
4652 CCTV	250	104	250	146		146	41.7%	
4801 Refuse & Hygiene	4,186	1,521	5,200	3,679		3,679	29.2%	
4807 Water and Sewage	726	138	1,000	862		862	13.8%	
4912 Wolfe Toilet	265	668	1,000	332	30	302	69.8%	
Wolfe Recreation Ground :- Indirect Expenditure	<b>35,736</b>	<b>11,155</b>	<b>29,526</b>	<b>18,371</b>	<b>1,036</b>	<b>17,334</b>	<b>41.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,443</b>	<b>(6,590)</b>	<b>(13,334)</b>	<b>(6,744)</b>				
<u>312 Goldsmiths Recreation Ground</u>								
1002 Income-Recreation Grounds	4,975	7,232	5,000	(2,232)			144.6%	
1007 Income- Caravan Site	20,524	6,275	21,000	14,725			29.9%	
1008 Income-Kiosk	2,898	1,925	2,500	575			77.0%	
1016 Income-Petanque	202	0	205	205			0.0%	
1103 Income-insurance	5,710	0	0	0			0.0%	
Goldsmiths Recreation Ground :- Income	<b>34,309</b>	<b>15,431</b>	<b>28,705</b>	<b>13,274</b>			<b>53.8%</b>	<b>0</b>
4041 Grounds Maintenance	3,982	6,818	4,400	(2,418)	536	(2,954)	167.1%	
4308 Play/Sports Areas	8,381	411	10,000	9,589	2,082	7,507	24.9%	
4321 Petanque Club & Car Park	123	0	250	250		250	0.0%	
4323 Changing Rooms	17,697	3,348	25,000	21,652	5,042	16,610	33.6%	
4326 Toilet/Kiosk	8,062	7,029	10,000	2,971	1,293	1,678	83.2%	
4335 Security, Fire & Alarms	307	122	600	478		478	20.3%	
4807 Water and Sewage	350	(33)	500	533		533	(6.6%)	
4963 Boating Lake	1,000	566	500	(66)		(66)	113.2%	
Goldsmiths Recreation Ground :- Indirect Expenditure	<b>39,900</b>	<b>18,261</b>	<b>51,250</b>	<b>32,989</b>	<b>8,953</b>	<b>24,036</b>	<b>53.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,592)</b>	<b>(2,829)</b>	<b>(22,545)</b>	<b>(19,716)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 28/08/2023

Month No: 5

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>313 Alderbrook Playing Fields</u>								
1002 Income-Recreation Grounds	860	0	805	805			0.0%	
Alderbrook Playing Fields :- Income	<b>860</b>	<b>0</b>	<b>805</b>	<b>805</b>			<b>0.0%</b>	<b>0</b>
4041 Grounds Maintenance	202	64	525	461		461	12.2%	
Alderbrook Playing Fields :- Indirect Expenditure	<b>202</b>	<b>64</b>	<b>525</b>	<b>461</b>	<b>0</b>	<b>461</b>	<b>12.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>658</b>	<b>(64)</b>	<b>280</b>	<b>344</b>				
<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	203	263	61		61	77.0%	
4308 Play/Sports Areas	3,054	244	3,000	2,756	3,338	(582)	119.4%	
Jarvis Brook Recreation Ground :- Indirect Expenditure	<b>4,403</b>	<b>446</b>	<b>4,363</b>	<b>3,917</b>	<b>3,338</b>	<b>579</b>	<b>86.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,403)</b>	<b>(446)</b>	<b>(4,363)</b>	<b>(3,917)</b>				
<u>315 Limekiln Recreation Ground</u>								
1002 Income-Recreation Grounds	5,707	1,400	7,000	5,600			20.0%	
Limekiln Recreation Ground :- Income	<b>5,707</b>	<b>1,400</b>	<b>7,000</b>	<b>5,600</b>			<b>20.0%</b>	<b>0</b>
4041 Grounds Maintenance	757	376	1,750	1,374		1,374	21.5%	
Limekiln Recreation Ground :- Indirect Expenditure	<b>757</b>	<b>376</b>	<b>1,750</b>	<b>1,374</b>	<b>0</b>	<b>1,374</b>	<b>21.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,950</b>	<b>1,024</b>	<b>5,250</b>	<b>4,226</b>				
<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	<b>29,801</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(29,801)</b>	<b>0</b>	<b>(20,000)</b>	<b>(20,000)</b>				
<u>401 Silver Jubilee Recreation Gnd</u>								
4041 Grounds Maintenance	278	68	300	233		233	22.5%	
4308 Play/Sports Areas	513	65	2,000	1,935	194	1,741	12.9%	
Silver Jubilee Recreation Gnd :- Indirect Expenditure	<b>792</b>	<b>132</b>	<b>2,300</b>	<b>2,168</b>	<b>194</b>	<b>1,974</b>	<b>14.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(792)</b>	<b>(132)</b>	<b>(2,300)</b>	<b>(2,168)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 28/08/2023

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	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>402 Other Areas and Open Spaces</b>								
1002 Income-Recreation Grounds	1,134	888	260	(628)			341.5%	
1051 Income-Miscellaneous	1	134	0	(134)			0.0%	
Other Areas and Open Spaces :- Income	<b>1,135</b>	<b>1,022</b>	<b>260</b>	<b>(762)</b>			<b>393.1%</b>	<b>0</b>
4041 Grounds Maintenance	2,333	114	2,000	1,886		1,886	5.7%	
4408 Chapel Green Water & Electric	1,968	306	300	(6)		(6)	101.8%	
4476 M O D Park	0	0	500	500		500	0.0%	
4805 Electricity	(362)	81	1,200	1,119		1,119	6.8%	
Other Areas and Open Spaces :- Indirect Expenditure	<b>3,939</b>	<b>501</b>	<b>4,000</b>	<b>3,499</b>	<b>0</b>	<b>3,499</b>	<b>12.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,804)</b>	<b>521</b>	<b>(3,740)</b>	<b>(4,261)</b>				
<b>403 Adams Field</b>								
4041 Grounds Maintenance	108	101	250	149		149	40.2%	
4308 Play/Sports Areas	1,744	628	3,000	2,372	1,749	623	79.2%	
Adams Field :- Indirect Expenditure	<b>1,852</b>	<b>728</b>	<b>3,250</b>	<b>2,522</b>	<b>1,749</b>	<b>772</b>	<b>76.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,852)</b>	<b>(728)</b>	<b>(3,250)</b>	<b>(2,522)</b>				
<b>900 Restricted - Section 106</b>								
9059 S106-Southdown Warehouse proje	14,032	16,772	0	(16,772)		(16,772)	0.0%	16,772
9060 S106-Wolfe Play Equipment	0	0	0	0	11,400	(11,400)	0.0%	
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	<b>25,100</b>	<b>16,772</b>	<b>0</b>	<b>(16,772)</b>	<b>11,400</b>	<b>(28,172)</b>		<b>16,772</b>
<b>Net Expenditure</b>	<b>(25,100)</b>	<b>(16,772)</b>	<b>0</b>	<b>16,772</b>				
6001 plus Transfer from EMR	25,100	16,772						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>902 Earmarked S &amp; R</b>								
9026 Wolfe Pavilion	0	5,630	0	(5,630)	1,925	(7,555)	0.0%	5,630
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	1,000	0	(1,000)		(1,000)	0.0%	1,000
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%	

## Detailed Income &amp; Expenditure by Budget Heading 28/08/2023

Month No: 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9064 Buildings Maintenance	1,862	0	0	0		0	0.0%	
9068 Grounds Maintenance	0	0	0	0	1,928	(1,928)	0.0%	
9069 Petanque Club & Car Park	2,700	0	0	0		0	0.0%	
<b>Earmarked S &amp; R :- Indirect Expenditure</b>	<b>196,209</b>	<b>6,630</b>	<b>0</b>	<b>(6,630)</b>	<b>3,853</b>	<b>(10,483)</b>		<b>6,630</b>
<b>Net Expenditure</b>	<b>(196,209)</b>	<b>(6,630)</b>	<b>0</b>	<b>6,630</b>				
6001 plus Transfer from EMR	196,209	6,630						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>Sport &amp; Recreation :- Income</b>	<b>87,486</b>	<b>35,266</b>	<b>59,962</b>	<b>24,696</b>			<b>58.8%</b>	
Expenditure	426,708	88,866	251,040	162,174	38,564	123,609	50.8%	
<b>Net Income over Expenditure</b>	<b>(339,222)</b>	<b>(53,600)</b>	<b>(191,078)</b>	<b>(137,478)</b>				
plus Transfer from EMR	221,309	23,402						
<b>Movement to/(from) Gen Reserve</b>	<b>(117,913)</b>	<b>(30,198)</b>						
<b>Grand Totals:- Income</b>	<b>87,486</b>	<b>35,266</b>	<b>59,962</b>	<b>24,696</b>			<b>58.8%</b>	
Expenditure	426,708	88,866	251,040	162,174	38,564	123,609	50.8%	
<b>Net Income over Expenditure</b>	<b>(339,222)</b>	<b>(53,600)</b>	<b>(191,078)</b>	<b>(137,478)</b>				
plus Transfer from EMR	221,309	23,402						
<b>Movement to/(from) Gen Reserve</b>	<b>(117,913)</b>	<b>(30,198)</b>						

<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>28/08/2023</u>		
<b>315</b>		<b><u>Sports &amp; Recreation</u></b>						
9026	902	Wolfe Community Building	60,273		5,630	<b>54,643</b>	27,818	26,825
9042	902	Goldsmiths band banding/Pitch Maintenance (all p	9,184			<b>9,184</b>	5,000	4,184
9049	902	Capital Purchases	40,000		1,000	<b>39,000</b>	5,000	34,000
9052	902	Goldsmiths	2,533			<b>2,533</b>		2,533
9057	902	Fields in Trust land / MOD pitch	540			<b>540</b>		540
9064	902	Buildings Maintenance	2,138			<b>2,138</b>		2,138
9067	902	Workshop / Yard	9,000			<b>9,000</b>		9,000
9068	902	Grounds Maintenance	3,450			<b>3,450</b>		3,450
<b>315</b>		<b>S &amp; R Total</b>	<b>127,118</b>	<b>0</b>	<b>6,630</b>	<b>120,488</b>	<b>37,818</b>	<b>82,670</b>

Drying room and Chemical toilets / Design and QS / Compensation  
Two pitches to silver standard at £5000 per pitch - res 9659 + Tractor Hire res 9  
Tractor Hire  
Balance to go towards Wolfe Pavilion project



<b>AGENDA ITEM NUMBER:</b>	5.1
<b>MEETING DATE:</b>	5 <sup>th</sup> September 2023
<b>COUNCIL/COMMITTEE:</b>	Sports and Recreation
<b>TITLE:</b>	Charging Review
<b>PURPOSE OF REPORT:</b>	To consider charges for 2023/24
<b>SUPPORTING DOCUMENTS:</b>	
<b>OFFICER CONTACT:</b>	Town Clerk

<b>OFFICER RECOMMENDATIONS:</b>	
<b>1</b>	
<b>2</b>	

### Background

The Town Council is required annually to review its fees and charges for its' non-leased hall hire and sports facilities.

Please find below charges for 2023/4.

### **FOOTBALL PITCHES**

Members resolved on the 15<sup>th</sup> November 2022 to increase the hire charges at Wolfe Recreation Ground from £480.00 pa to £35.00 per week from April 2024.

<b>PITCH</b>	<b>STATUS</b>	<b>SIZE</b>	<b>HIRE CHARGE PER SESSION 2023/24</b>
<b>GOLDSMITHS</b>			
Pitch 1	SILVER	11 X 11	£55.00
Pitch 2	BRONZE	11 X 11	£35.00
Pitch 3	BRONZE	9 X 9	£35.00
<b>MOD Pitch 1</b>	BRONZE	11 X 11	£35.00
<b>ONE DAY SPORTING EVENT</b>			
Goldsmiths pitch 2			£90.00

### **GOLDSMITHS CHANGING ROOMS**

<b>GOLDSMITHS CHANGING ROOMS</b>	<b>ANNUAL HIRE 2023/4</b>	<b>HIRE PER SESSION 2023/4</b>
Changing Room 1	£1000	
Changing Room 2		£15.00

### **GOLDSMITHS HARD COURT AREAS.**

<b>GOLDSMITHS HARD SPORTS SURFACES</b>	<b>HIRE PER HOUR 2023/4</b>
Hard sports surface 1	£15.00
Hard sports surface 2	£15.00

### **ERIDGE FIELD**

<b>ERIDGE FIELD</b>	<b>HIRE PER HOUR 2023/4</b>
Half day event 8.00am – 1.00pm	£75.00
Full day event 1.00pm – 6.00pm	£150.00

### **WHITEHILL CENTRE**

<b>WHITEHILL CENTRE</b>	<b>22/23</b>	<b>23/4</b>
Regular user	£15.00	£17.50
One off booking	£20.00	£25.00

**The committee is asked to review the fees and charges for 2024/5.**

Members may wish to consider the following options:

Option 1 - Not to increase charges for the financial year 2024/25.

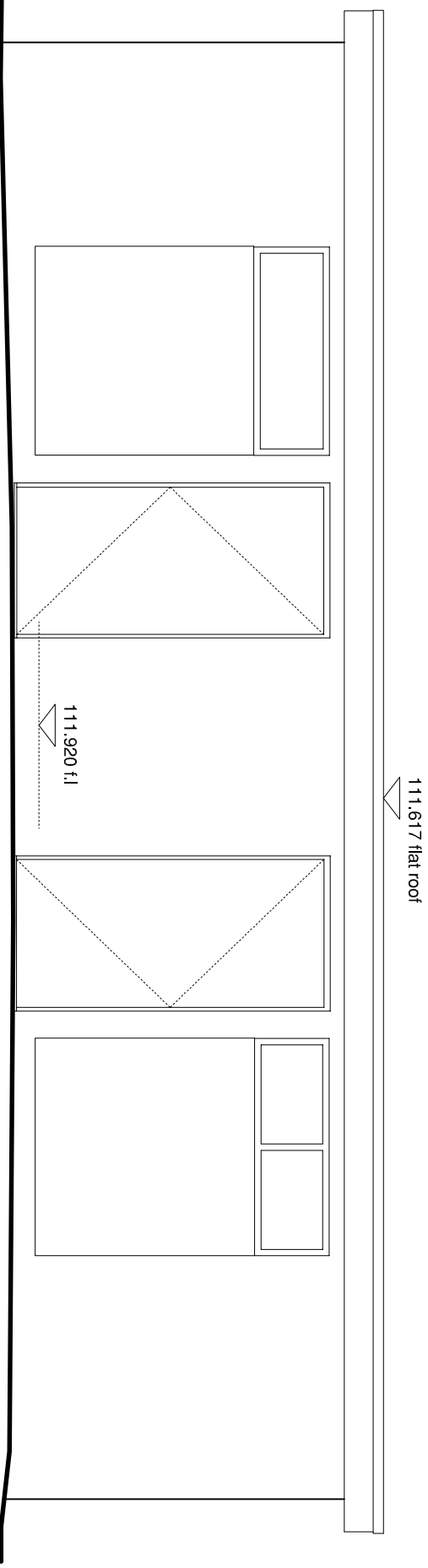
Option 2 - To increase the charges by the rate of inflation ( which was 6.8% in July 2023 )

Option 3 - To increase the charges by a specified percentage.

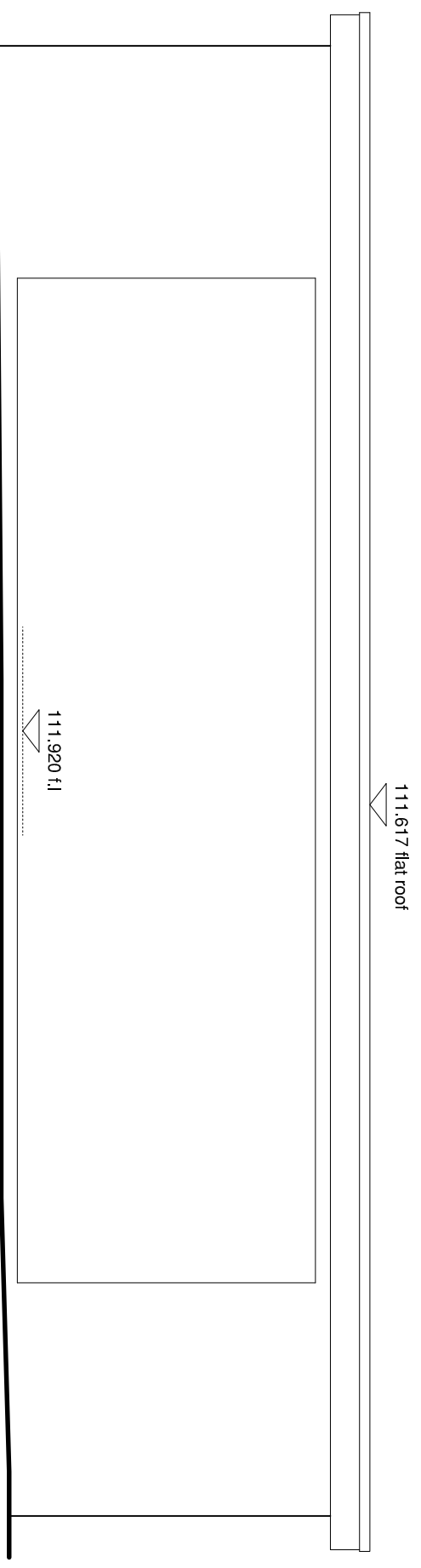
Option 4 – to increase the charges by a specified amount.

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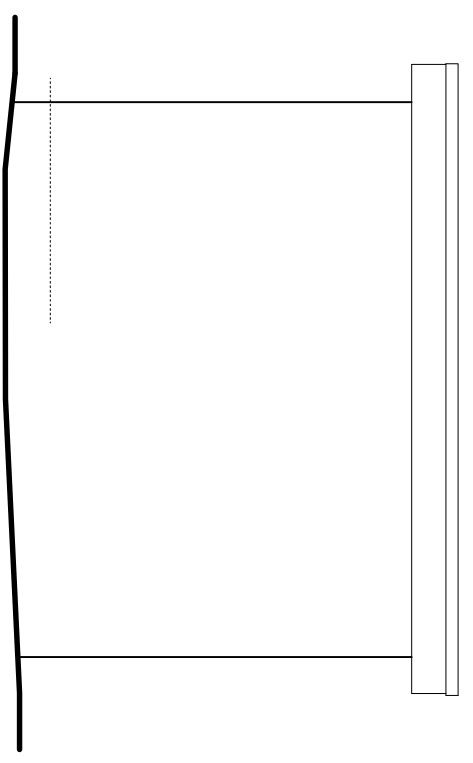
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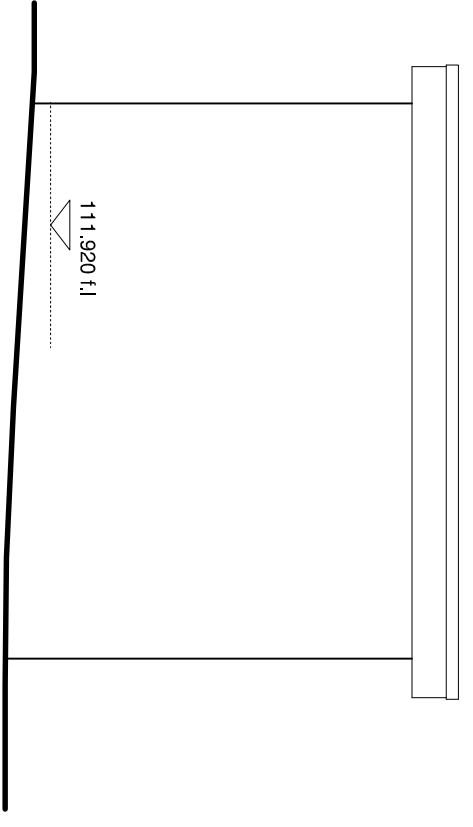
Front Elevation South East



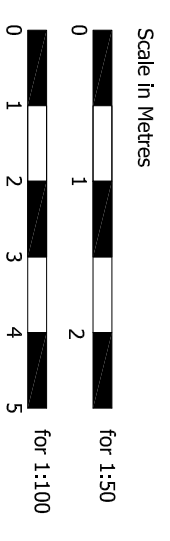
Rear Elevation North West



Right Side Elevation North East



Left side Elevation South West



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E-mail: n.furner@nicolafurnerarchitects.co.uk

Client: SAVA			
Project Name:	Artytime, Jarvis Brook		
Drawing Title:	EXISTING ELEVATIONS & SECTION		
Project No:	245	Drawing No:	03
Drawing Status:	PLANNING	Date:	05 02 2023
Scale:	1:50 @ A3	Drawn:	NEF
Reviewed:			

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Rev: Date: Description: By: Rvw:

Building  
A

Community  
Hall

Social  
Club

Artytime

Right side Section North East

Artytime

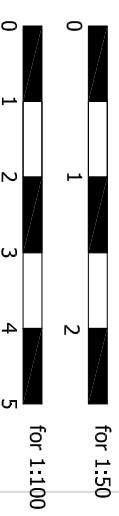
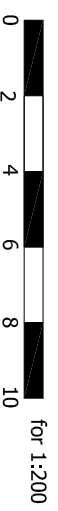
Left side Section South West

Community  
Hall

1:1,200 11

NICOLA FURNER  
ARCHITECTS

Scale in Metres



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Project Name:  
Artytime, Jarvis Brook

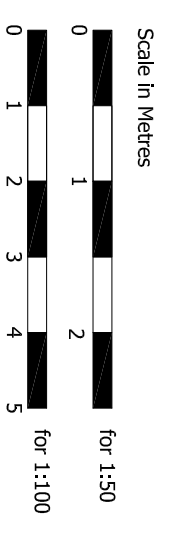
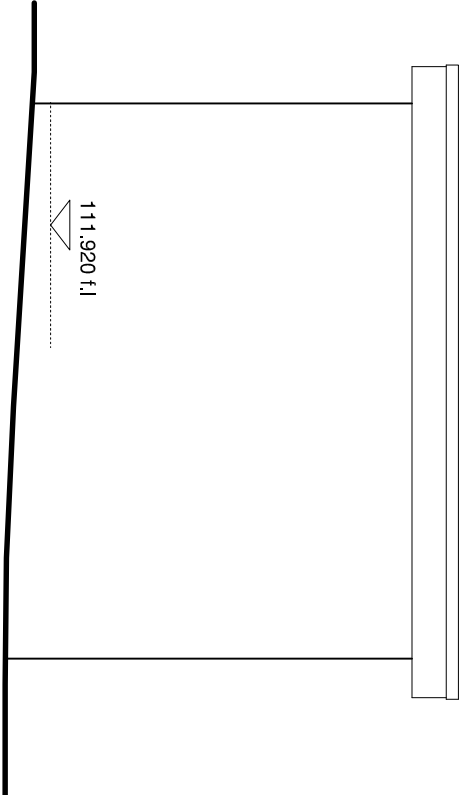
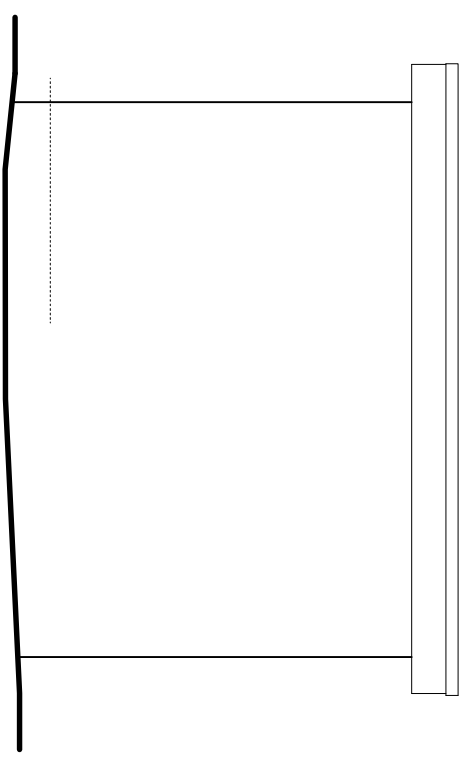
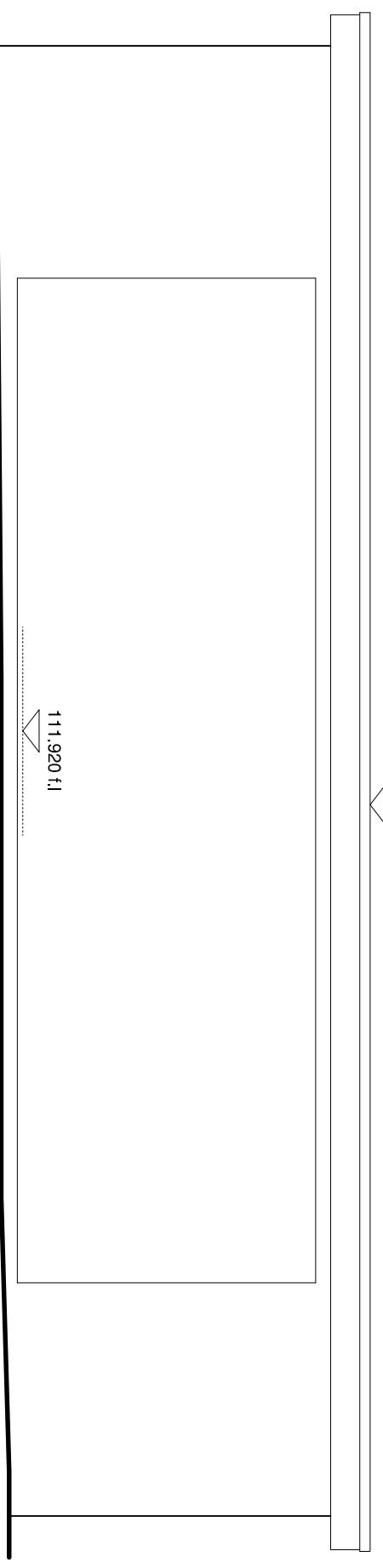
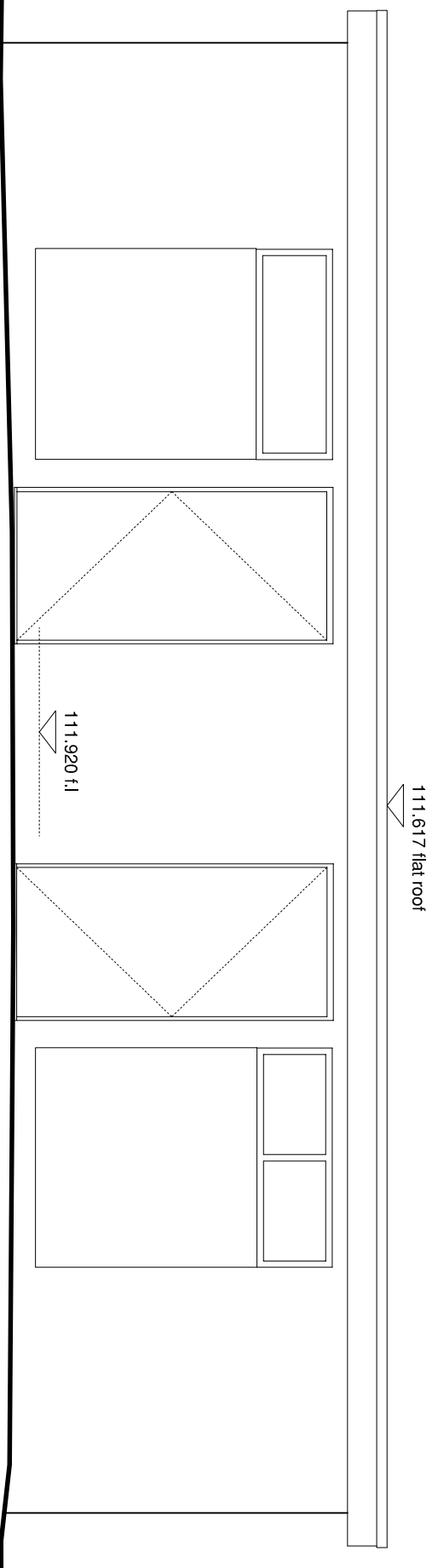
Drawing Title:  
EXISTING Street sections

Project No: 245 Drawing No: 02 Revision:

Drawing Status: PLANNING Date: 05 02 2023 Scale: 1:100@A3 Drawn: NEF Reviewed:

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Rev:	Date:	Description:	By:	Rev:



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Project Name:  
Artytime, Jarvis Brook

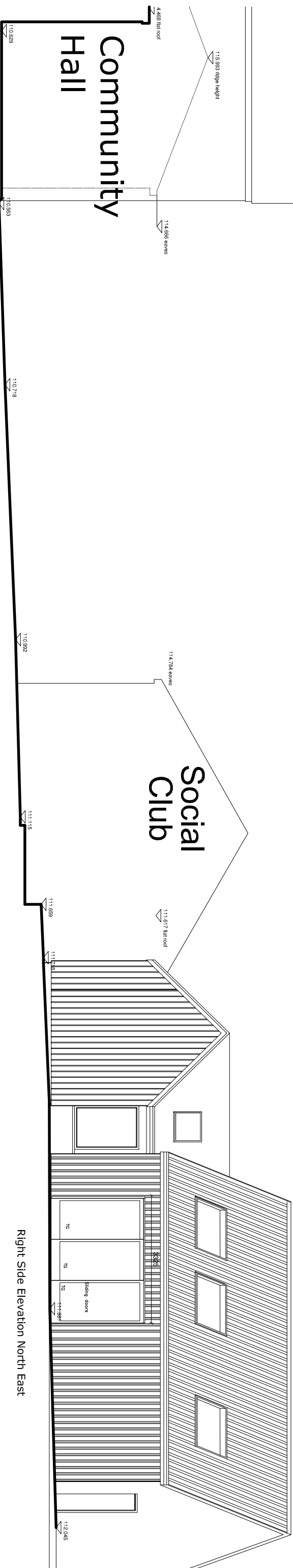
Drawing Title:  
EXISTING ELEVATIONS & SECTION

Project No:	Drawing No:	Revision:
245	03	

Drawing Status:	Date:	Scale:	Drawn:	Reviewed:
PLANNING	05 02 2023	1:50@A3	NEF	



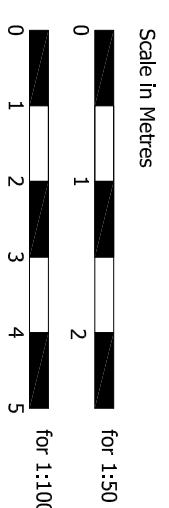
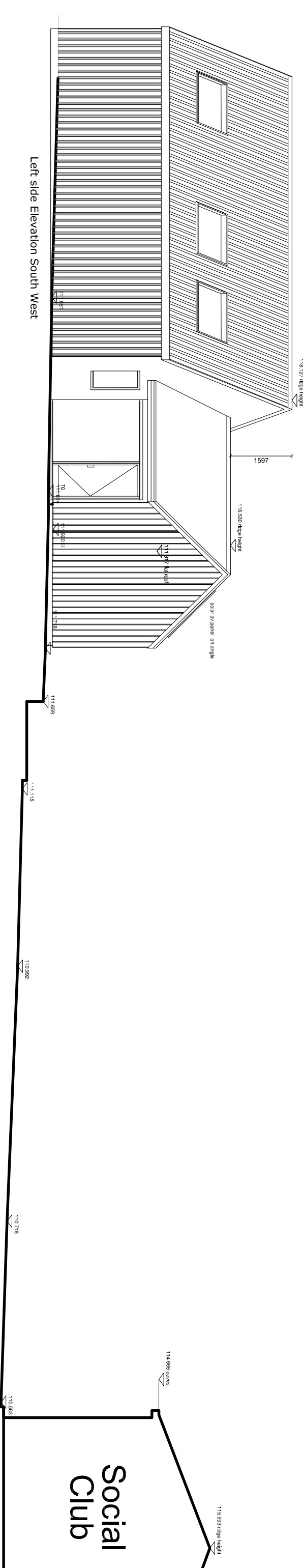
# Building A



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Rev: **Artymtime** By: **RWW**

## Artymtime



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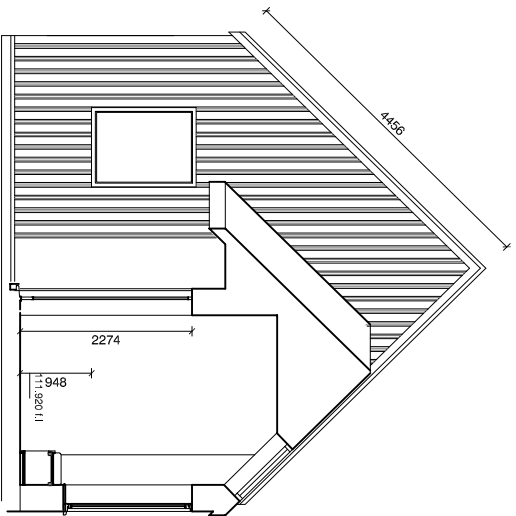
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Drawing Title: **PROPOSED ELEVATIONS Street sections**

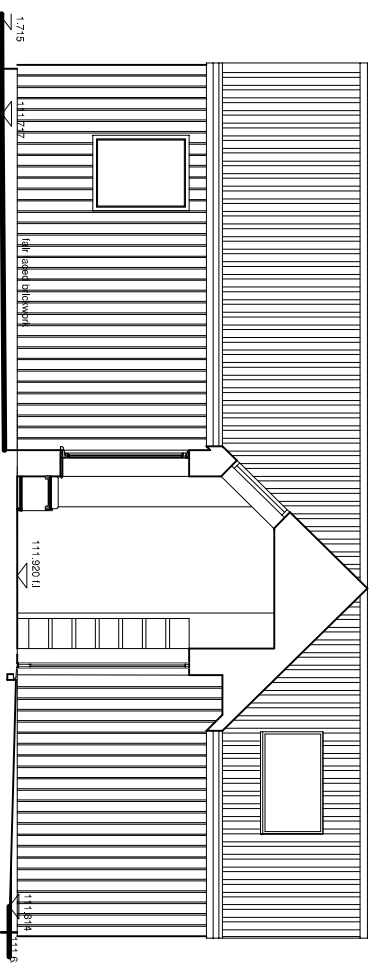
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Drawing Status:	PLANNING	Date:	05 02 2023	Scale:	1:100@A3 NEF
Drawn:		Reviewed:			

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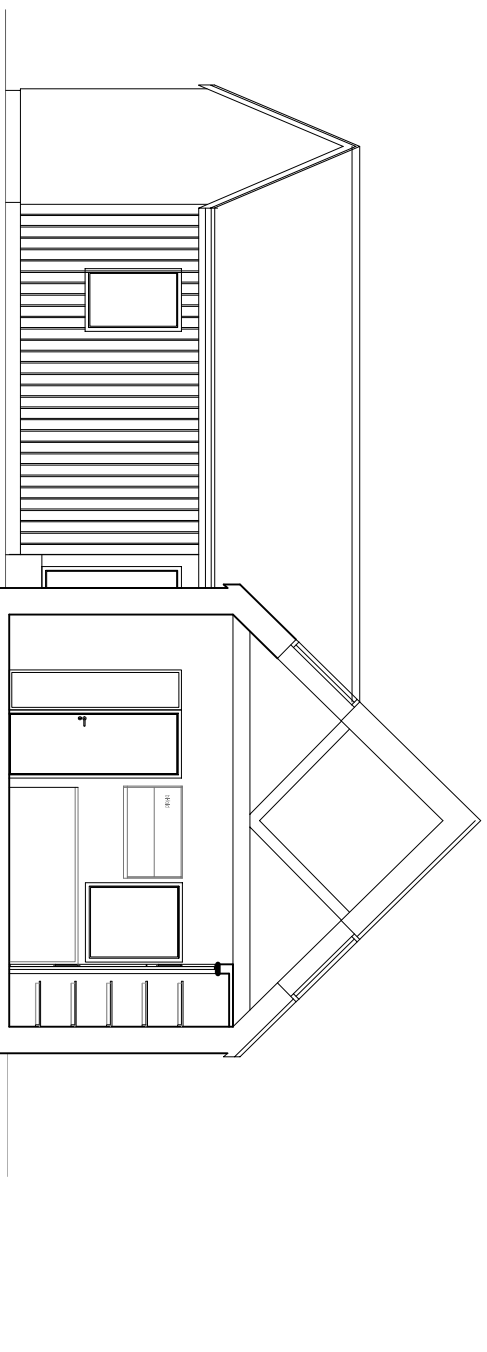
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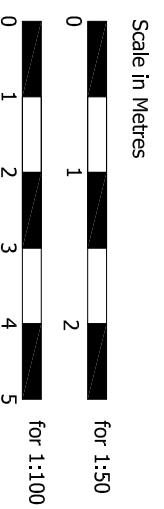
Middle section South East



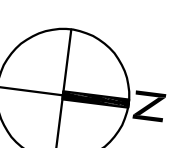
Rear Elevation / Section North West A-A



Rear Elevation Section North West B-B



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Project Name:

Artytime, Jarvis Brook

Drawing Title:

PROPOSED Section

Project No:

245

Drawing No:

104

Drawing Status:

PLANNING

Date:

05 02 2023

Scale:

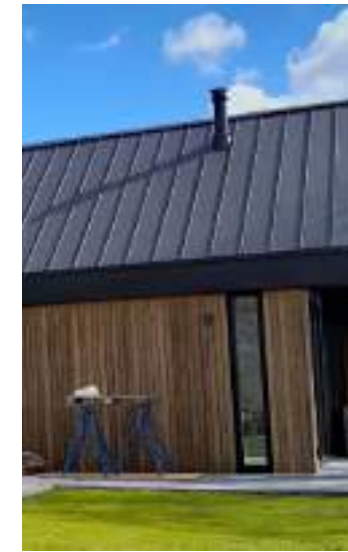
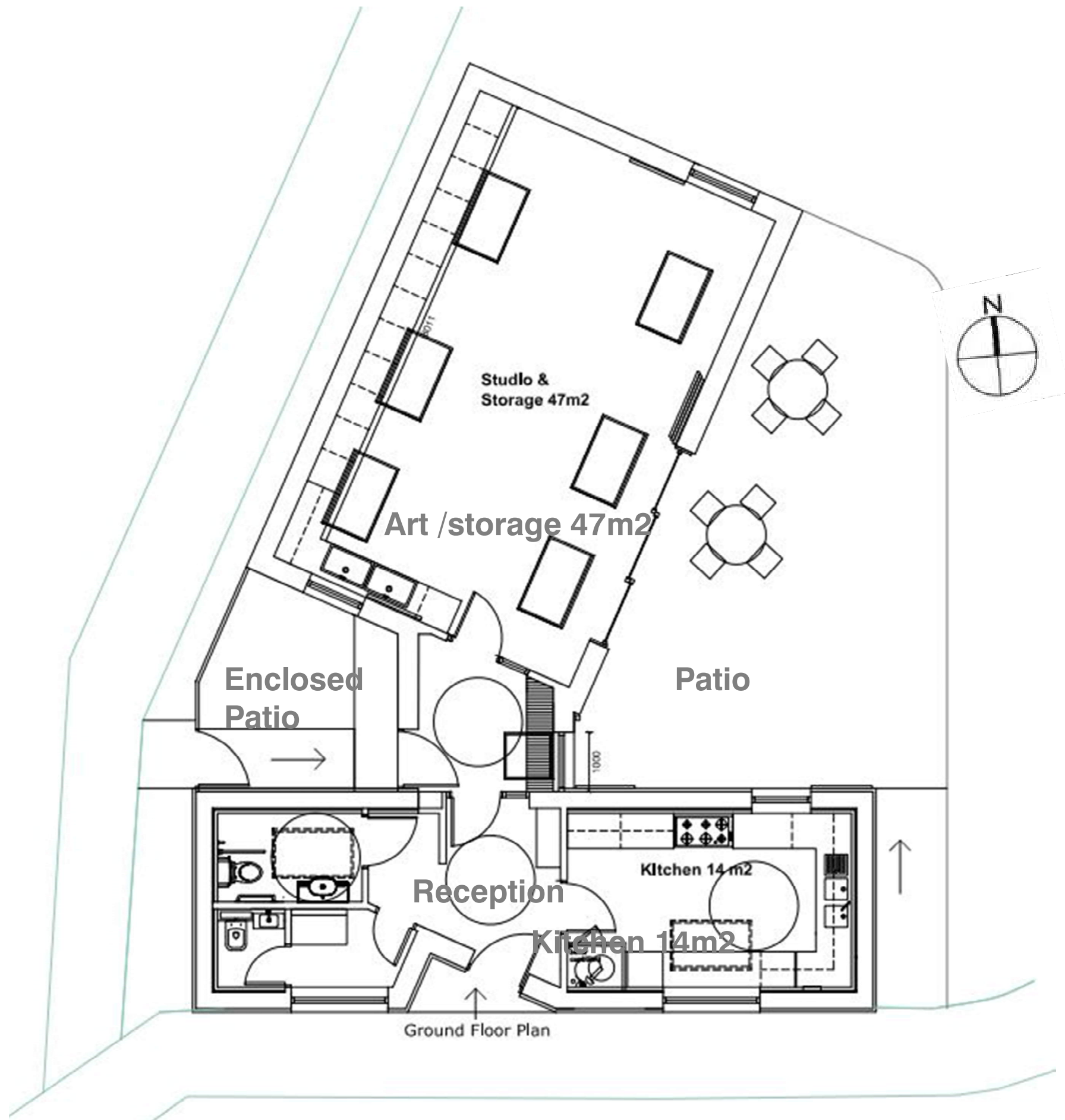
1:100@A3

Drawn:

NEF

Reviewed:

C



**Materials:**  
 Existing Brick  
 Treated timber  
 Black metal cladding  
 Aluminium Windows



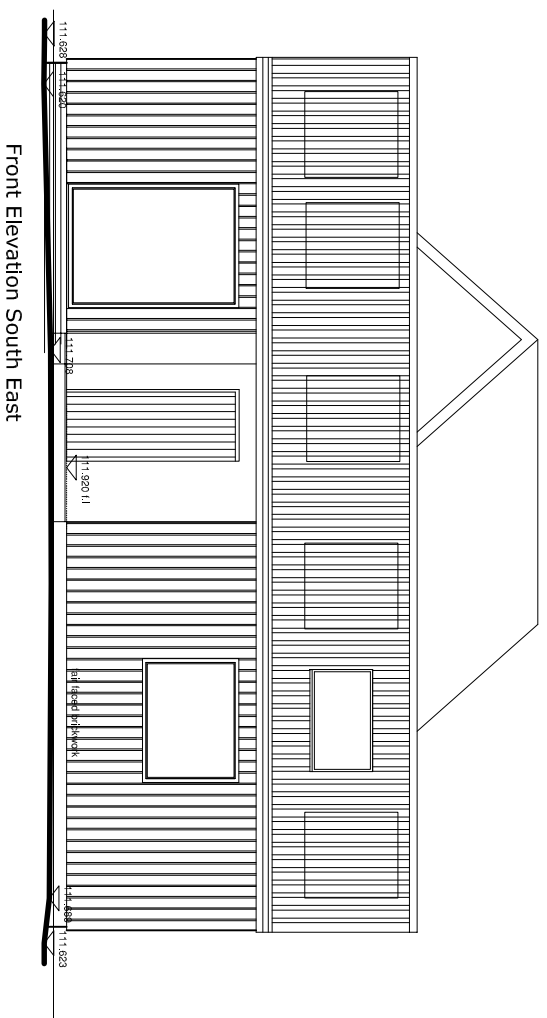
## JARVIS BROOK ARTYTIME PROPOSAL

August 2023



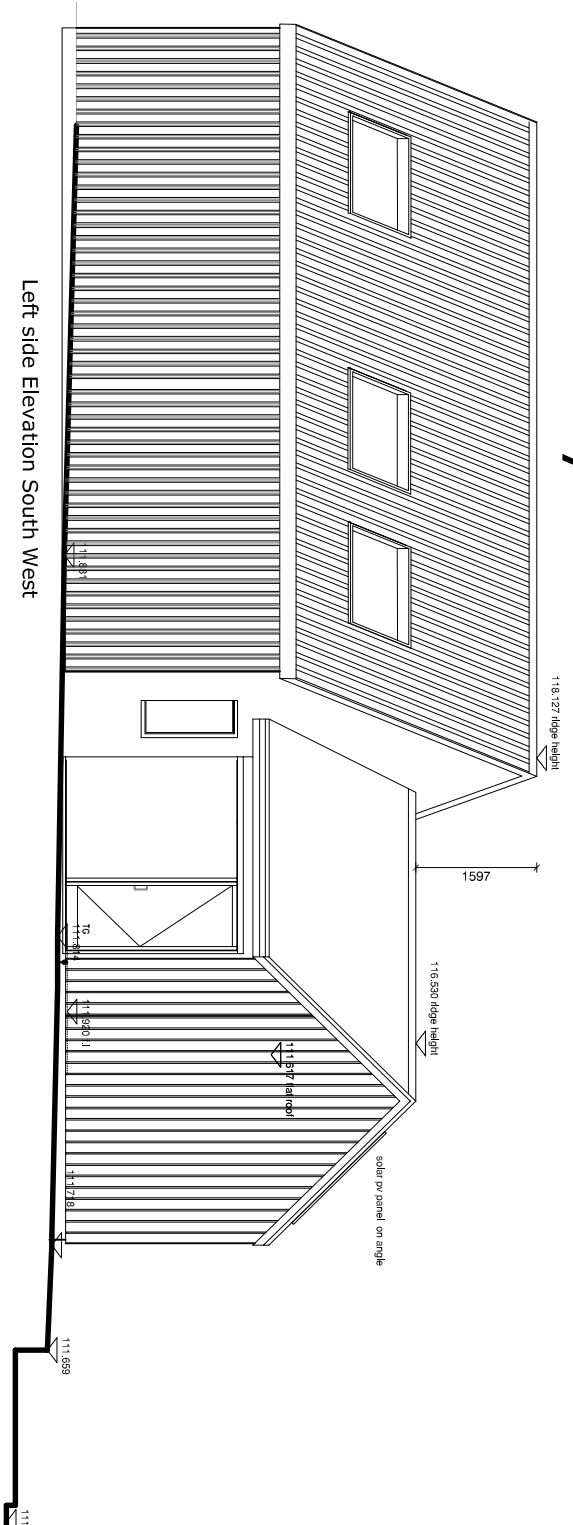
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Rev: Date: Description: By: Rvw:

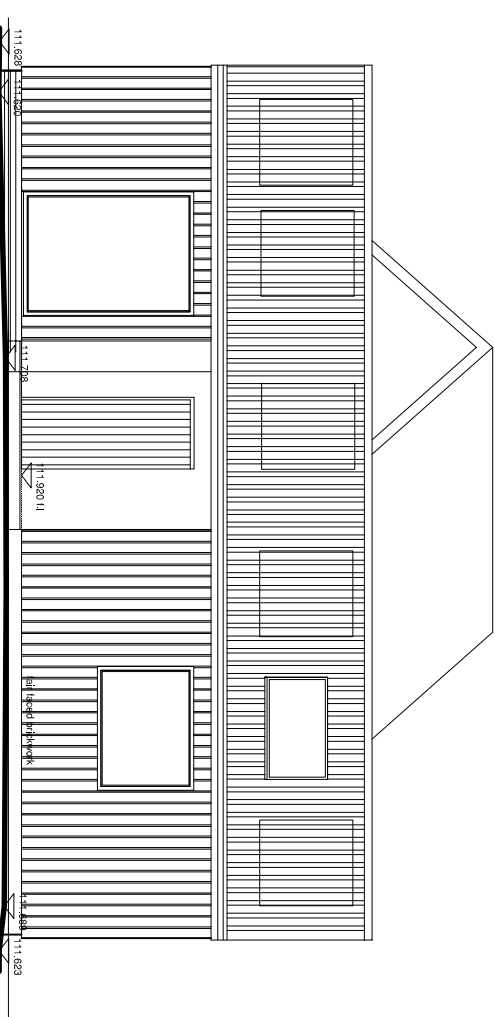


Front Elevation South East

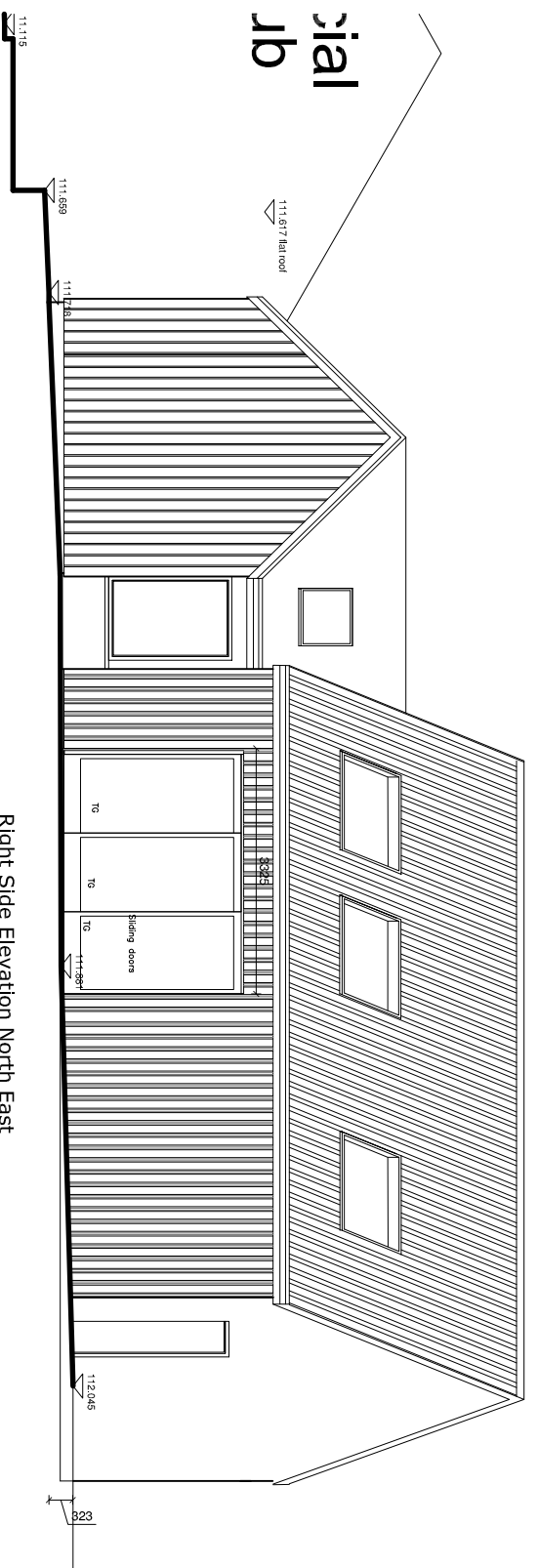
# Artytime



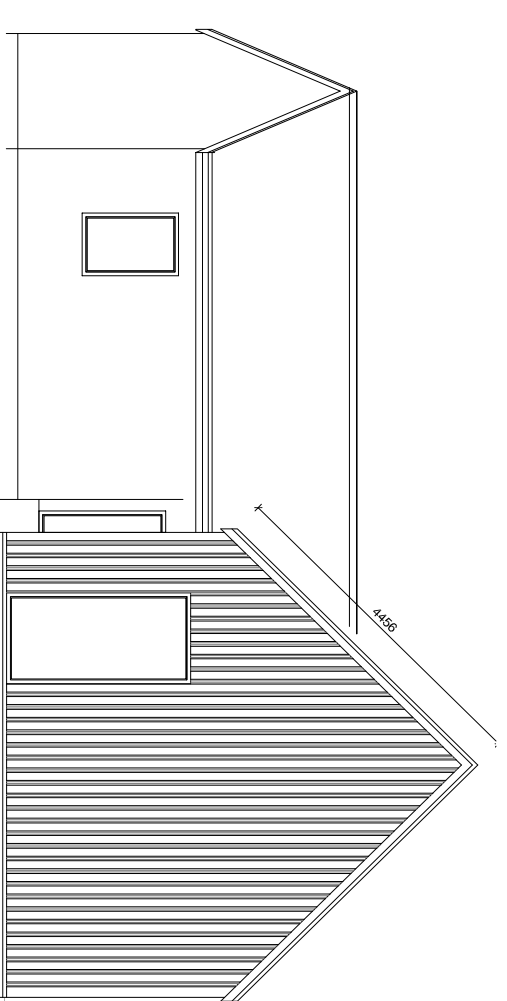
Left side Elevation South West



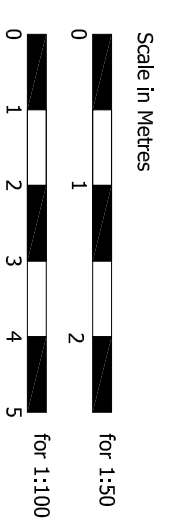
Front Elevation South East



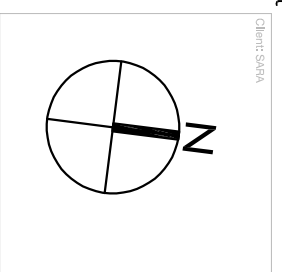
Right Side Elevation North East



Rear Elevation North West



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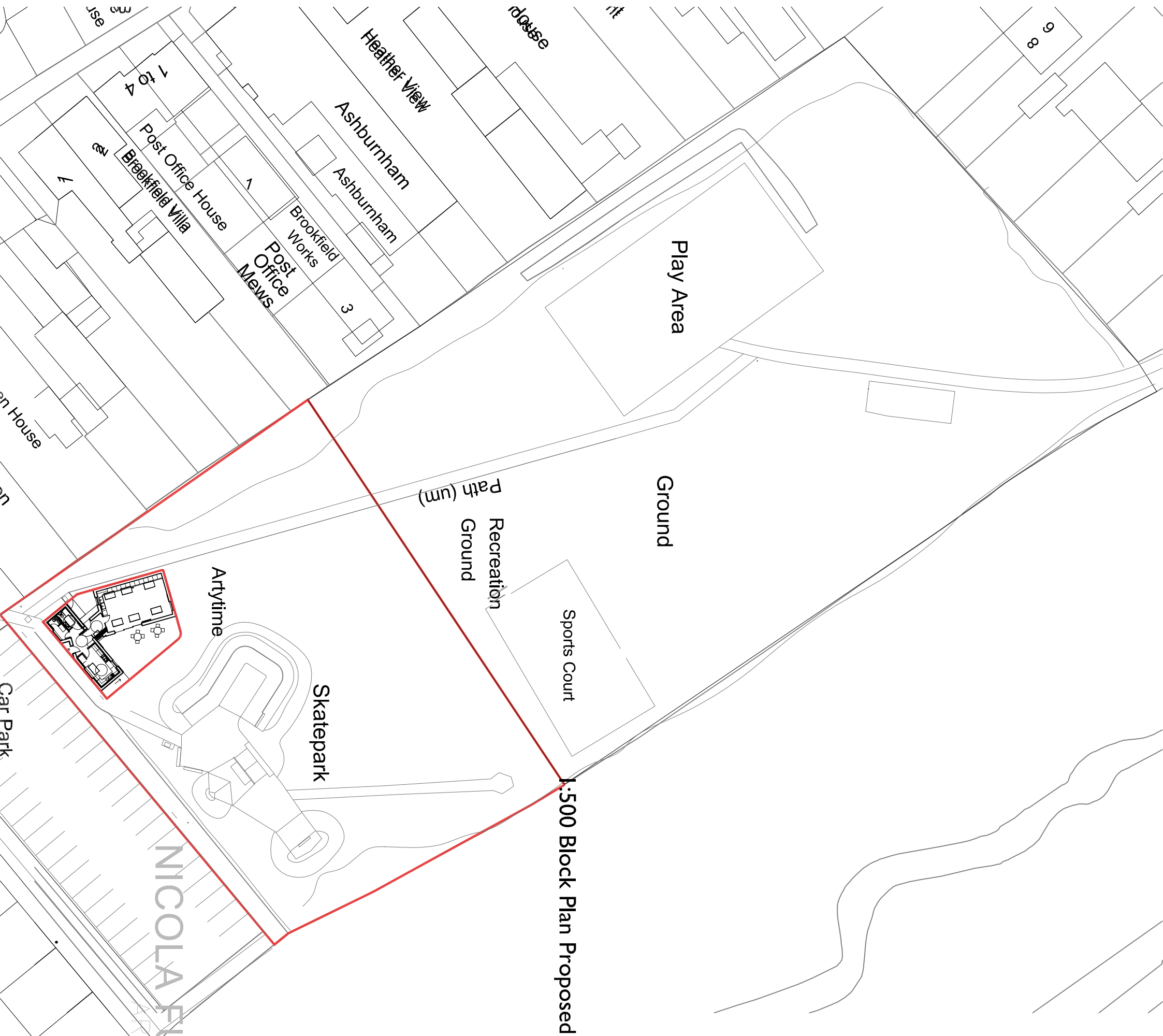
Client: SMA  
 5 Manor Terrace Potters Lane East Sussex U.K. BN1 1JR  
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 E-mail: n.furner@nicolafurnerarchitects.co.uk

Project Name:  
**Artytime, Jarvis Brook**

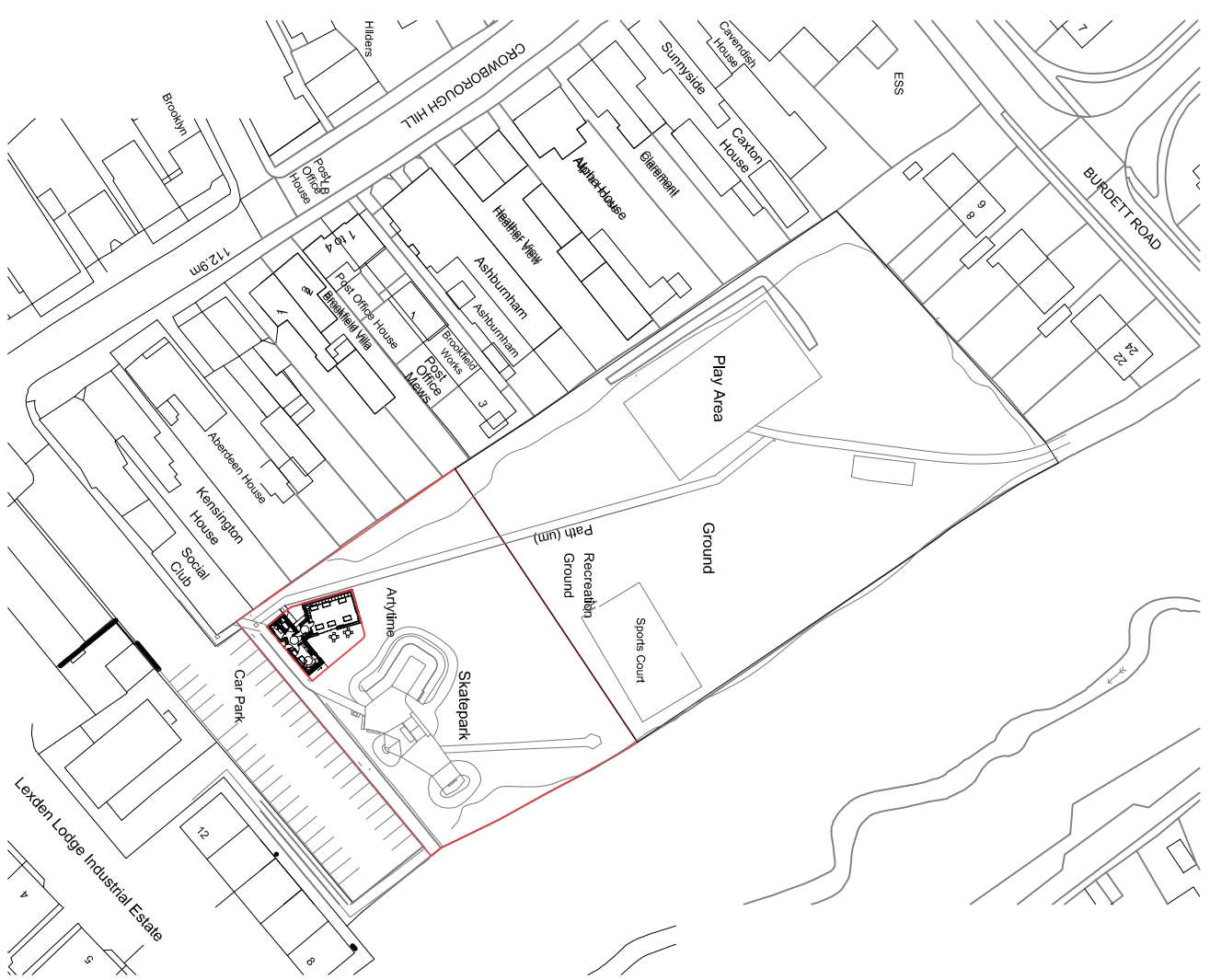
Drawing Title:  
**PROPOSED Section & Elevations**

Project No:	245	Drawing No:	102	Revision:	C
Drawing Status:	PLANNING	Date:	05 02 2023	Scale:	1:100@A3 NEF
		Drawn:		Reviewed:	



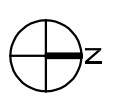
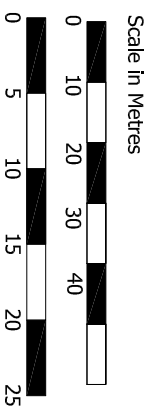


1:500 Block Plan Proposed



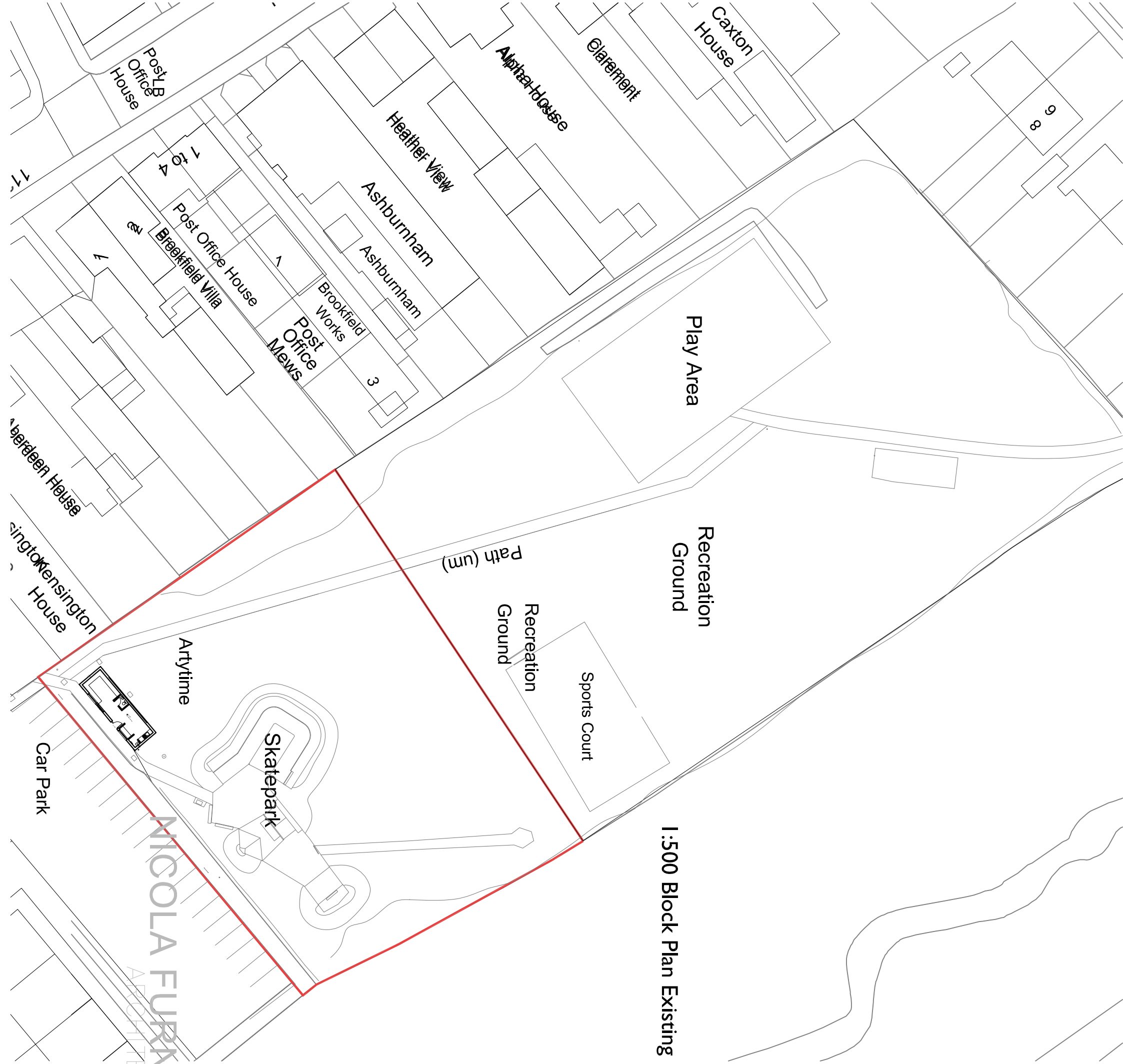
1:1250 Site Location Plan

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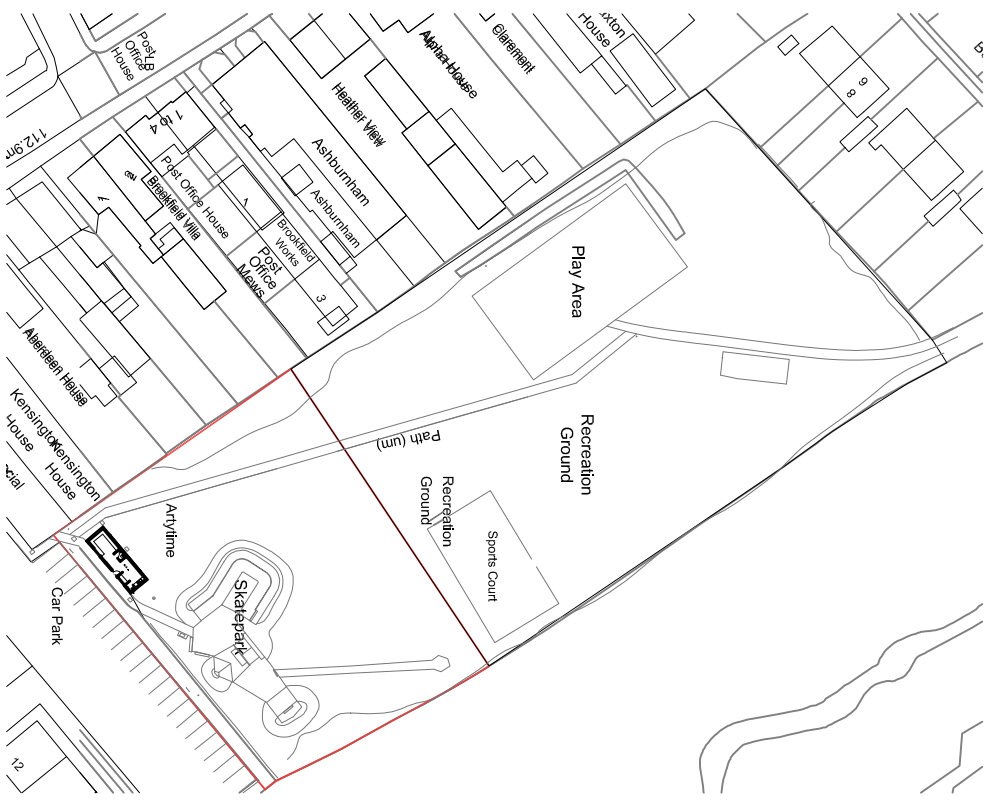


5 Manor Terrace, Pottery Lane, East Sussex, U.K. BN17 1JR Tel: 01273 470 230 Website: www.nicolafurnerarchitects.co.uk E-mail: n.furner@nicolafurnerarchitects.co.uk			
Project Name: Artytime Jarvis Brook Crowborough			
Drawing Title: Proposed Block & Site Location Plan			
Drawing No: 245	Revision No: 002	Scale: AS-NOTED	Reference: C
Drawing Status: PLANNING	Date: 10-01-2023	Scale: AS-NOTED	Reference: NIEF

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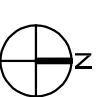
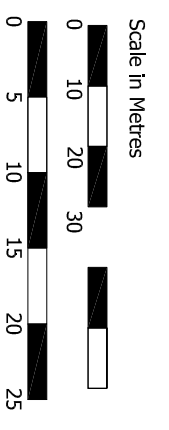


1:500 Block Plan Existing



1:1250 Site Location Plan

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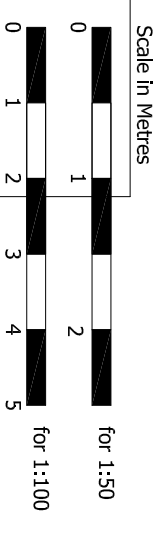
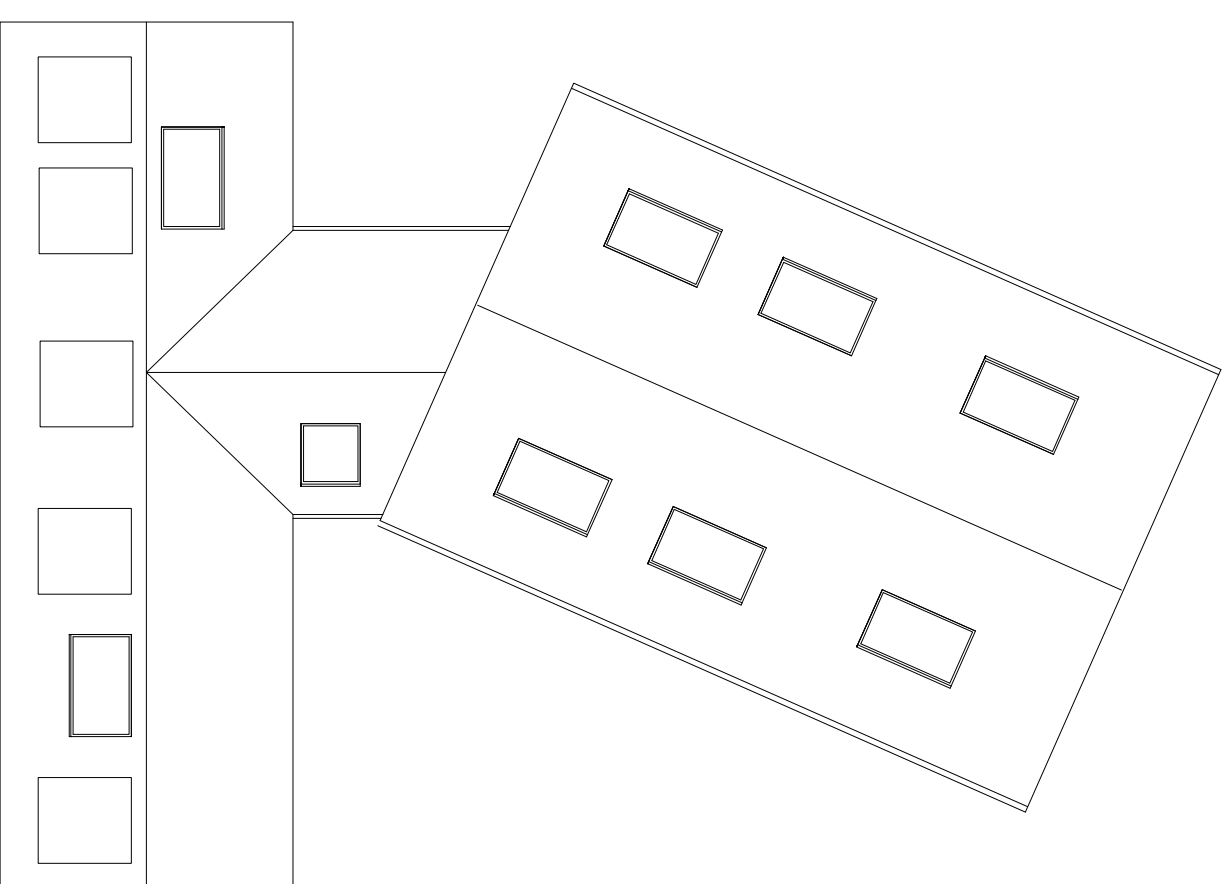
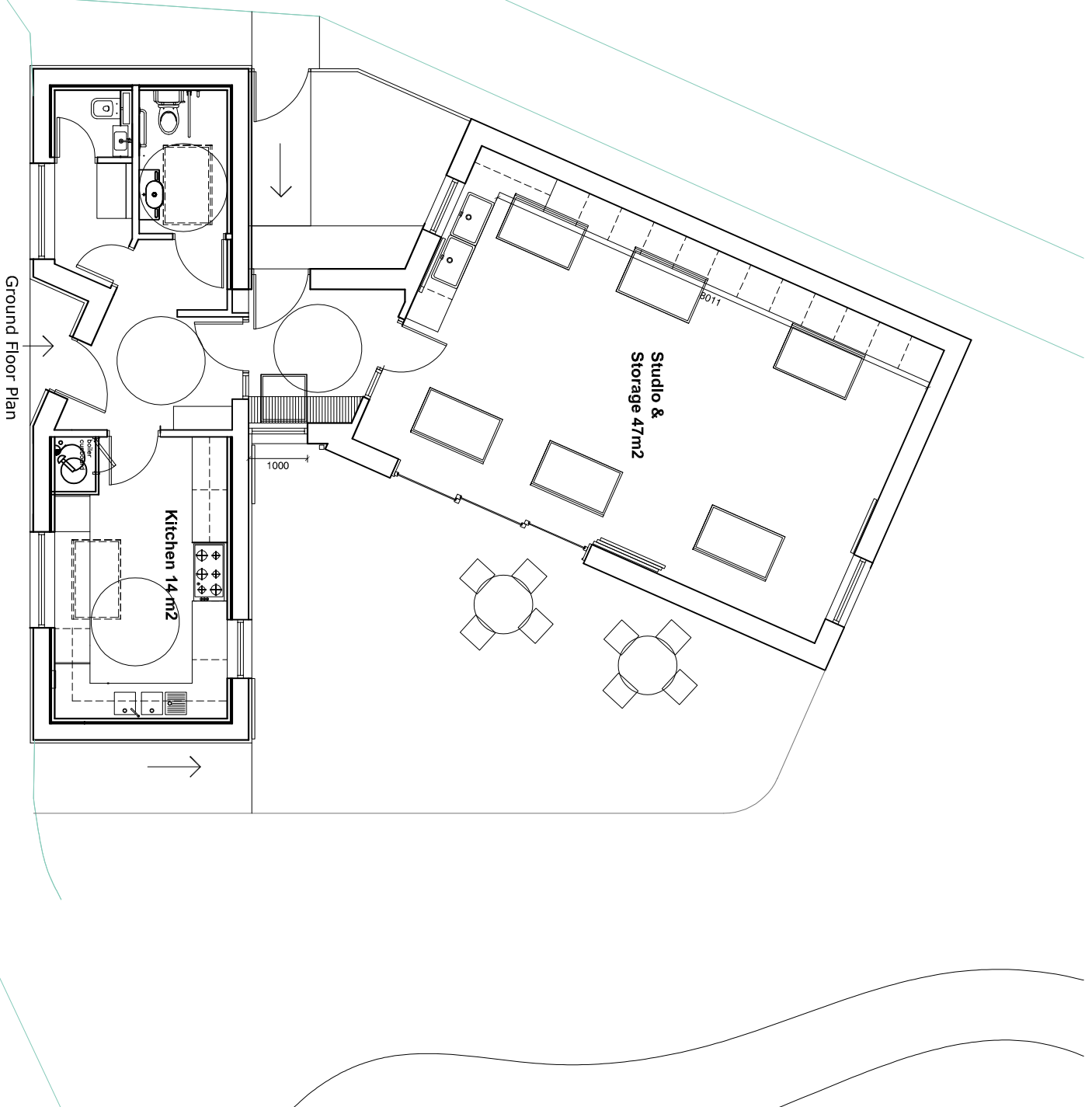


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E-mail: n.furner@nicolafurnerarchitects.co.uk

Project Name:	Artytime Jarvis Brook Cowborough		
Drawing Title:	Existing BLOCK & SITE LOCATION PLAN		
Drawing No:	245	Drawing No:	001
Drawing Status:	PLANNING	Date:	10-01-2023
		Scale:	AS-NOTED NEF
		Drawn:	
		Reviewed:	

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Rev: Date: Description: By: Rvw:



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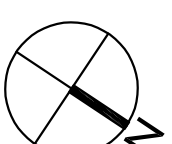
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 E-mail: n.turner@nicolafurnerarchitects.co.uk

Project Name:  
**Artytime, Jarvis Brook**

Drawing Title:  
**PROPOSED PLANS V2**

Project No: 245 Drawing No: 101 Rev/Issue: C

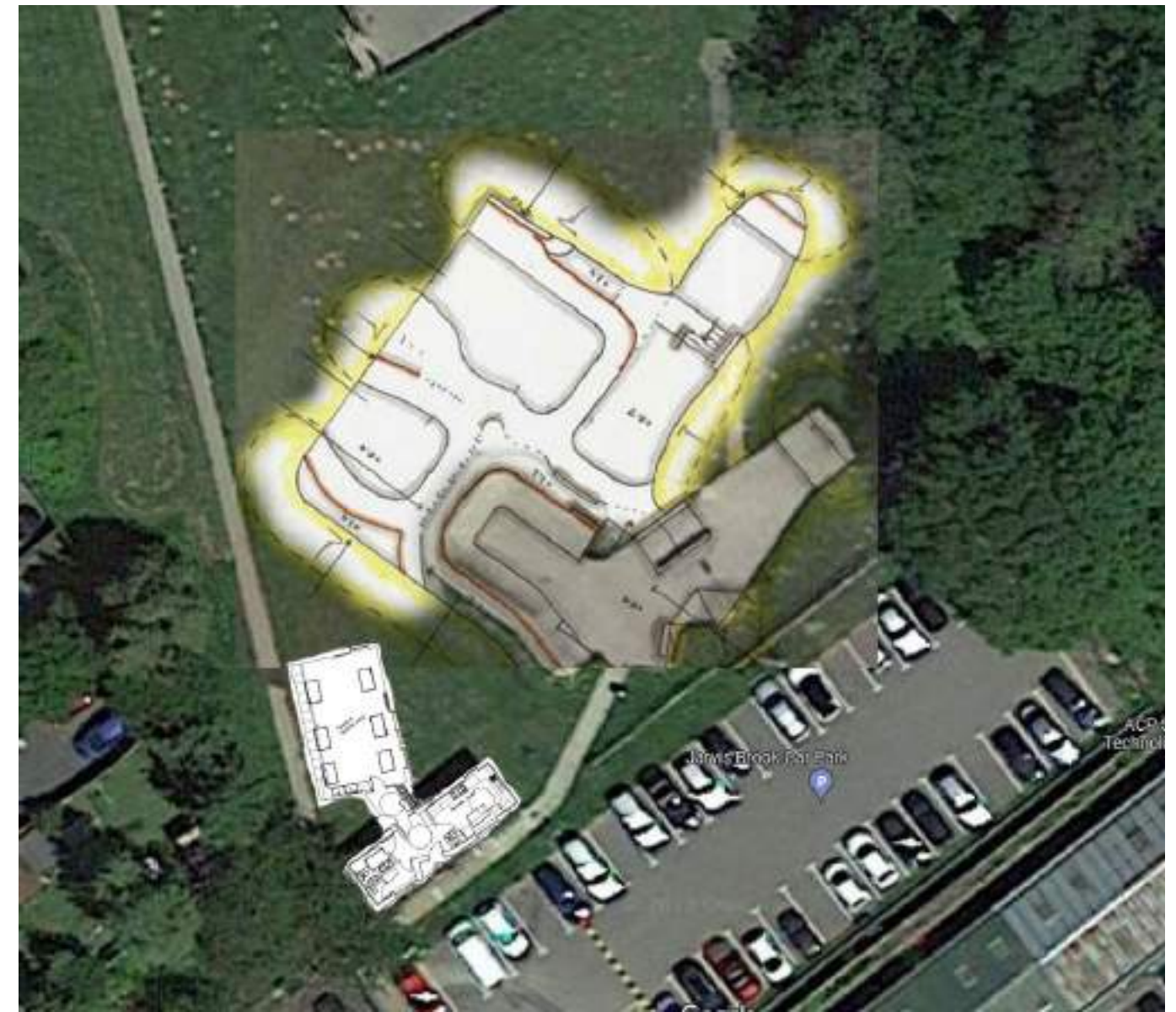
Drawing Status: PLANNING Date: 05 02 2023 Scale: 1:100@A3 Drawn: NEF Reviewed:







Proposed Artytime extension



Proposed Artytime & Skateboard Park extension







<b>AGENDA ITEM NUMBER:</b>	6.2
<b>MEETING DATE:</b>	5 <sup>th</sup> September 2023
<b>COUNCIL/COMMITTEE:</b>	Sports and Recreation
<b>TITLE:</b>	Our Parks
<b>PURPOSE OF REPORT:</b>	To note the update on the Our Parks initiative taking place on Jarvis Brook Recreation Ground
<b>SUPPORTING DOCUMENTS:</b>	
<b>OFFICER CONTACT:</b>	Town Clerk

<b>OFFICER RECOMMENDATIONS:</b>	
<b>1</b>	
<b>2</b>	

In January 2023 the committee was appraised of a WDC initiative, in partnership with CTC, to deliver a programme of physical activity, led by qualified coaches, to local residents free of charge. It was suggested that the programme would be held on Jarvis Brook Recreation Ground and would last for 30 weeks as this was the minimum required time to embed behaviour change. Please find the minutes and the resolution below.

***JARVIS BROOK RECREATION GROUND***

*To note the report from WDC on the 'Our Parks' project and agree further action.*

*The report was noted. Members welcomed the initiative as it would appeal to all ages. It was agreed that it would be a good use of Jarvis Brook Recreation Ground as Wolfe Recreation Ground is used for cricket and football on a regular basis.*

**10014 RESOLVED** to allow Wealden District Council to use Jarvis Brook Recreation Ground free of charge for 30 weeks of the 'Our Parks' programme.

The Clerk has now received confirmation that the programme will be commencing week beginning 11<sup>th</sup> September and will last for 50 weeks as opposed to 30. There will be two sessions per week on Jarvis Brook Recreation Ground. The classes will be held on the grassy areas of the recreation ground moving to the MUGA area in case of boggy, wet ground.

As the length of the initiative has changed from 30 to 50 weeks members are asked to resolve to allow Wealden District Council to use Jarvis Brook Recreation Ground free of charge for the 50 weeks of the 'Our Parks' programme.



**AGENDA ITEM NUMBER:** 7.1  
**MEETING DATE:** 5<sup>th</sup> September 2023  
**COUNCIL/COMMITTEE:** Sports and Recreation  
**TITLE:** Tractor Shed tender report  
**PURPOSE OF REPORT:** To review the post tender interview outcome  
**SUPPORTING DOCUMENTS:** Appendix A – Onespace Original Tender  
Appendix B – Drakemoor Original Tender  
Appendix C – Evaluation  
Appendix D – Onespace Revised Costing  
Appendix E – Drakemoor Revised Costing  
**OFFICER CONTACT:** Operations Manager

<b>OFFICER RECOMMENDATIONS:</b>	
<b>1</b>	
<b>2</b>	

## **Background**

On the 11<sup>th</sup> July 2023 the committee were presented with the two tenders received for the tractor shed refurbishment works, both of which were far higher in cost than anticipated.

The following minutes in relation to the tenders is as follows:

*Members discussed the tractor shed refurbishment. The tender process had produced quotes that far exceeded the expected £40,000 figure. It was noted that that there was only £9000 in the EMR for the project. Funds to be earmarked would occur only if there were sufficient underspends at the end of the financial year. The clerk to investigate with the RFO a means to clearly identify the committed expenditure in the income and expenditure reports.*

*It was agreed that the refurbishment must take place as the current facilities are below standard. Members agreed that the Clerk and the Operations Manager hold post tender meetings with both tender applicants to ascertain the cost saving options available and findings to be reported back at an Extraordinary Sports and Recreation meeting.*

*It was noted that neither contractor has stated or made allowance for chlorination, L8 testing (tap temperatures), fire alarm testing, demonstrations to clients and O&Ms. Any meeting with the contractor should include discussions regarding this.*

*It was agreed that the Operations Manager and the Clerk attend post tender meetings and that an extraordinary meeting is convened to consider the outcome.*

*It was agreed that Full Council should be approached to release funds of up to £100,000 from the General reserves for the project.*

## **Interviews**

Following on from this meeting post tender interviews were arranged on the 16<sup>th</sup> August 2023 with both companies.

The contractors were not asked to provide services on the following points raised in the minutes

*L8 testing (tap temperatures), fire alarm testing.*

L8 temperature testing is being conducted by council staff on all council buildings on a monthly basis. This will continue at the new staff room and the contractor will only be required to conduct the commissioning temp check. The fire alarm testing will form part of the commissioning of the fire alarm system by the installer as a legal requirement. Weekly alarm testing is carried out in house.

The contractors were asked to provide cost saving options to reduce the price.

### **One Space suggested the following:**

- Window removal from quote/ replaced by mechanical extractor in kitchen.
- Removal of built in cupboards in staff room
- Alternative radiators but retaining timer and thermostat options
- Different brand of white goods in toilets and shower
- Reduce kitchen cupboards by 50%, remove oven/ dishwasher
- Reduce specification for flooring removing insulation and chipboard.

Reducing the overall cost for the tender too (Appendix D):

**£128,584.84 + Vat**

### **Drakemoor suggested the following:**

- 1 no. window removal from quote.
- Removal of built in cupboards in staff room
- Reduce kitchen cupboards by 50%, remove oven/ dishwasher
- Move dividing wall from staff room to tractor store by 2m reducing overall floor space.
- Remove cost of lockers
- Reduce number of instant water boilers.

Reducing the overall cost for the tender too:

**£98,147.50 + Vat**

Both contractors will provide a handover to staff, an O&M manual, commissioning of all system, chlorination of all pipework, snagging and sign off including building control liaison.

**The original tenders submitted are provided in Appendix A & B**

**The original evaluations are provided in Appendix C**

**A full breakdown of the alterations and revised costings are provided in Appendix D & E.**

## **Finance**

Committee have an EMR 315/9067/902 with £9,000.00 remaining. This is for the tractor shed project. It is suggested that these funds are retained for the costs of Building control fees, a contingency fund for variations and the cost of any furniture or equipment needed to fit out the staff areas. Any remaining funds at the end of the project can be noted to be returned to the general reserve at the end of the financial year.

Cost code 301/4039 and 301/4177 have a combined £35,000.00 of unspent funds. At this time there are no committed expenditures on these codes and it is likely they would have been recommended to be earmarked at the end of the financial year. Therefore, due to these funds being available in this financial year it is recommended that the committee use these funds towards the project.

Any remaining funds will need to be requested from Full Council's general reserve.

## **Recommendation**

- 1) Committee to resolve to accept one of the received tenders subject to full council's approval of releasing funds.
- 2) Committee to resolve that 301/4039 and 301/4177 are vired to go towards the Tractor shed refurbishment.
- 3) Committee to resolve to request Full Council's approval for the remaining funds to be provided from the general reserve.
- 4) Committee to resolve that the £9,000.00 in EMR 315/9067/902 is used by the Operations Manager as a contingency for the project, fees, and for furnishing the staff room, once the project is complete any remaining funds will be returned to the general reserve.



# ONESPACE

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





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,

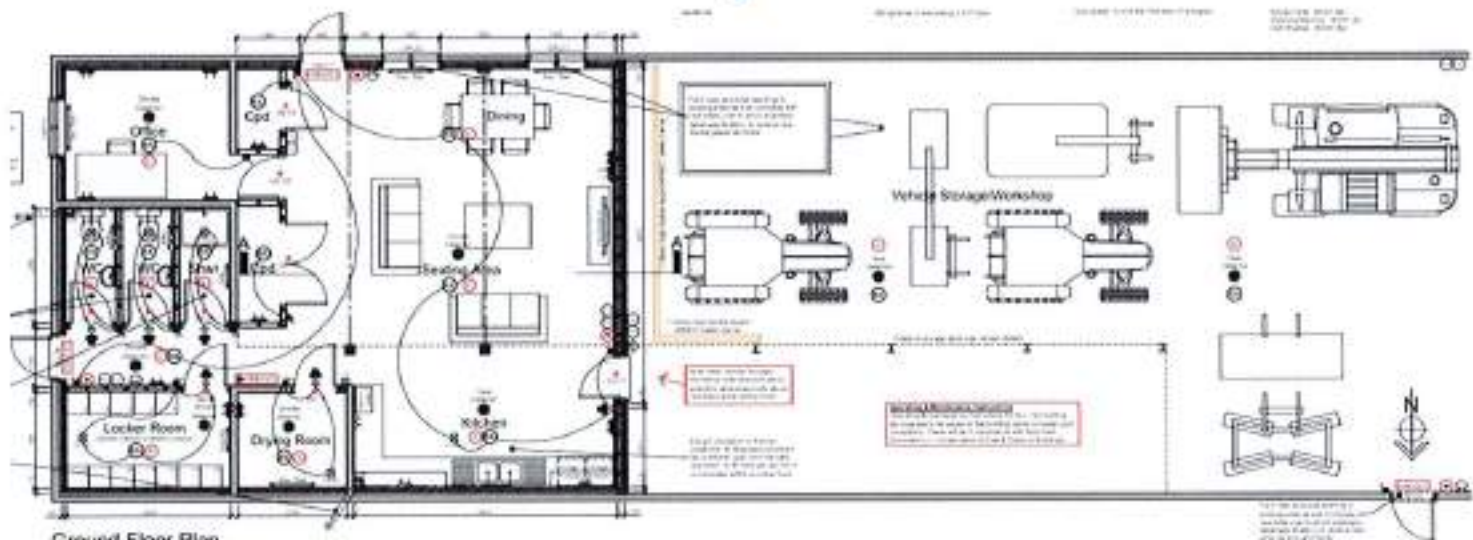
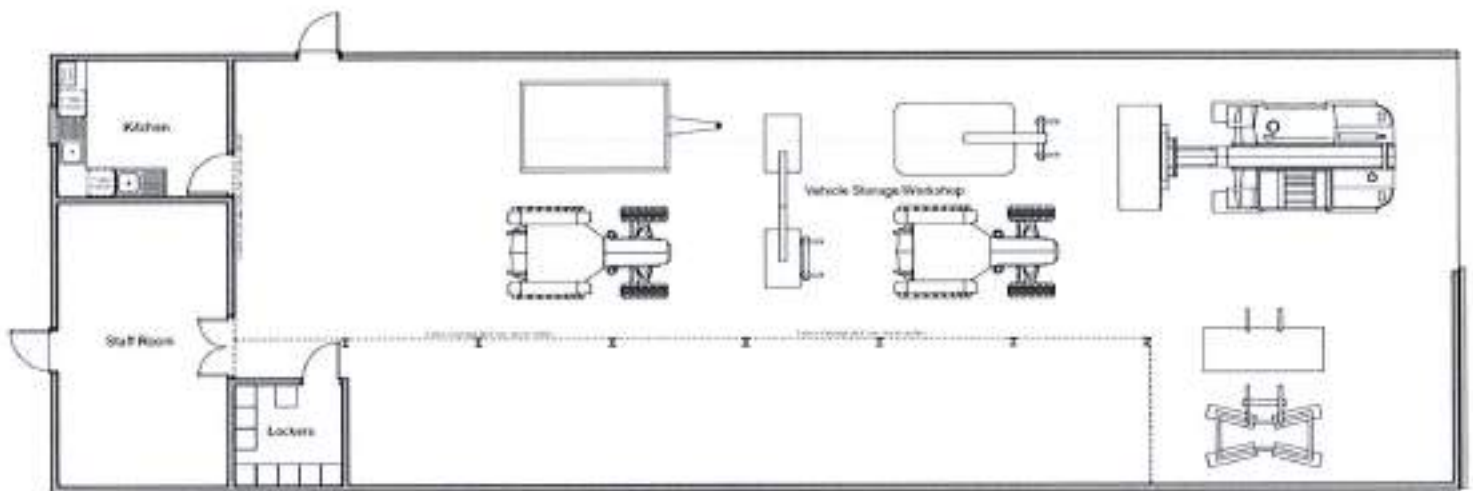
Jono Openshaw  
Sales Manager

# 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 sheboard flooring, on 100 gauge polythene vapour control layer, on 50mm CELOTEK GA4050 rigid polyurethane insulation board, on 100 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 <sup>2</sup> K.	95	m <sup>2</sup>	£87.42	£8,304.90
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 <sup>2</sup>	£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 CELOTEK GA4100 rigid polyurethane insulation boards.	78	m <sup>2</sup>	£55.06	£4,294.68
5	New 75mm high 100mm Class B engineering brick pitch walls	40	m	£33.42	£1,336.70
6	New external wall construction is to consist of 12.5mm Glasroc F Multiboard, on 18mm WBP plywood sheathing, on 2x100mm 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 CELOTEK GA4050 rigid polyurethane board (or equal approved) between vertical studs leaving a 50mm air emittance cavity to room side of insulation. Studwork is to be fully lined internally with CELOTEK P4200 (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 <sup>2</sup>	£161.12	£2,781.91
7	All studwork walls finished thus are to be clad both sides with 12.5mm GYPROC "Flexline" board & fully insulated between studs with 25mm thick ISOWOOD Acoustic Partition Roll (E200). Use moisture resistant Boardwork to be used in wet rooms.	18.26	m <sup>2</sup>	£104.00	£1,898.96
8	All studwork walls finished thus are to be clad both sides with 12.5mm GYPROC "Flexline" board & fully insulated between studs with 25mm thick ISOWOOD Acoustic Partition Roll (E200).	7.8	m <sup>2</sup>	£88.65	£691.27
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 <sup>2</sup>	£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 fully sealed units, capable of achieving a min. U - Value of 1.4 W/m <sup>2</sup> 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. Silicone mastic pointing is to be applied around perimeter of all frames, both externally, AND internally.	2	No	£712.36	£1,424.72
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	£4,267.32
15	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 ISOWOOD 1000 insulation quilt leaving min. 50mm unobstructed air space above insulation.	16	m <sup>2</sup>	£14.41	£230.56
16	New ceiling/roof construction over Seating Area is to consist of 18mm WBP plywood decking, on 150mm thick CELOTEK 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 <sup>2</sup> K.	34	m <sup>2</sup>	£251.66	£8,556.44
17	Supply and fit new Howdens Primed Buffalo Contemporary MDF Architrave 110mm x D14.5mm x L4.2m	1	Item	£120.43	£120.43
18	Supply and fit new Howdens Primed Buffalo Contemporary MDF Skirting 120mm x D14.5mm x L4.2m	92	m	£10.93	£1,005.56
19	Supply and fit Howdens Rapid Luxury Vinyl Feather Grey Oak Vinyl flooring	90	m <sup>2</sup>	£80.42	£7,237.80
20	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 <sup>2</sup>	£801.12	£20,028.00
21	Supply and fit 1200mm x 800mm low profile shower tray with glass sliding door. 8 ltrw 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



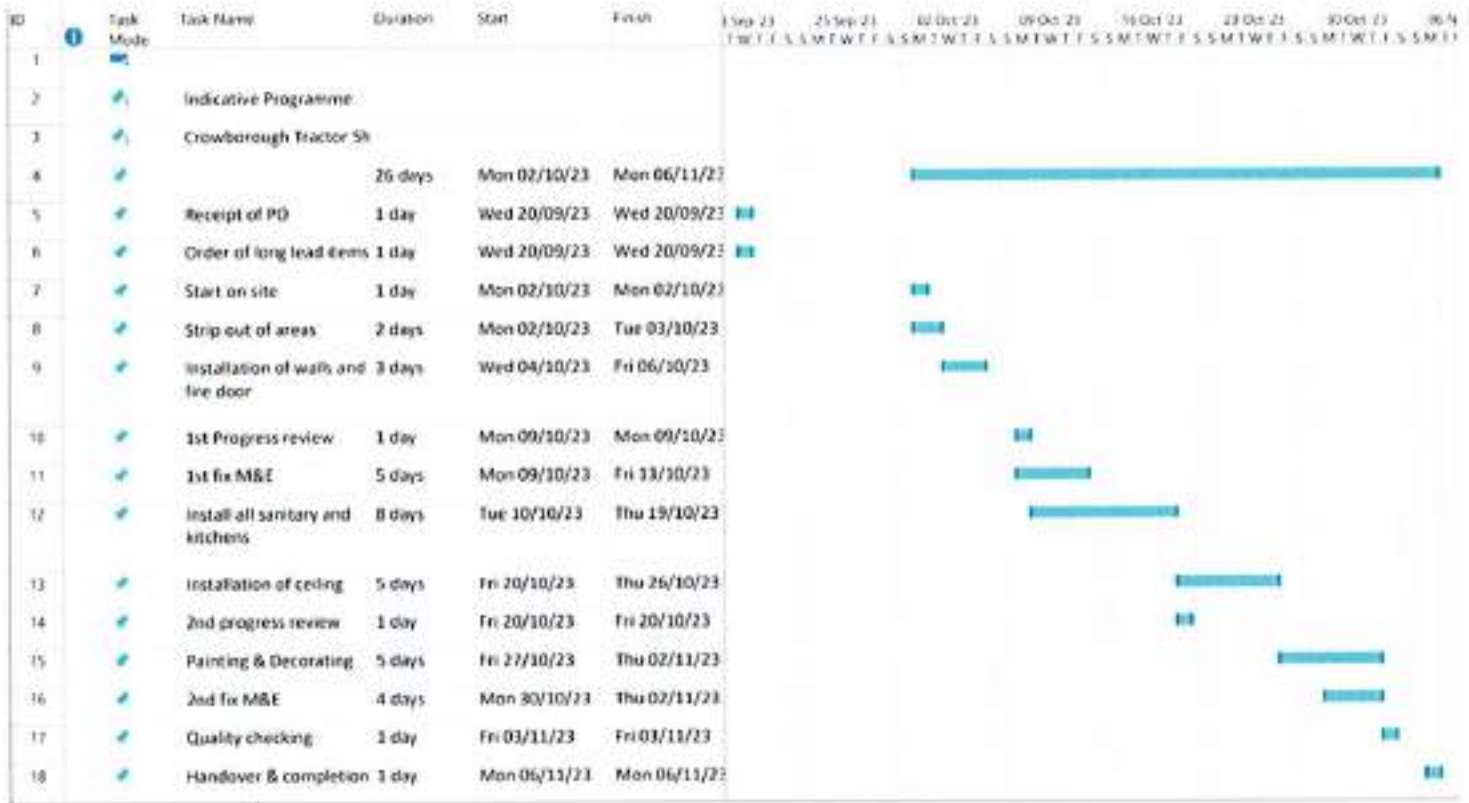
	<p><b>Supply and fit:</b> Hot Water Boiler Zip Econolife H5505 5 Litre 2.2kW Instant on Wall Boring Water Heater White</p>				
31	Under Counter Hot Water Supply Ariston under sink 2kw water heater 35br	1	Item	£4,535.93	£4,535.93
	<p>Radiator Ecostrad iQ Ceramic WiFi Controlled Electric Radiator iQ.C.15 Ecostrad iQ Ceramic WiFi Controlled Electric Radiator iQ.C.30</p>				
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
	<p><b>Supply and fit kitchen:</b> 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 Bare units to span full length of kitchen wall, along with wall units to cover half including the sink area.</p>				
39		1	Item	£9,359.76	£9,359.76
	<p><b>Mechanical extraction system:</b> 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 &amp; 10mm gap under door. To Shower Room provide min. 15 litres/second extract fan wired to light switch. Ensure min. 15 minute over-run &amp; 10mm gap under door.</p>				
41		1	Item	£3,661.81	£3,661.81
43	Fire Stopping to all service penetrations.	1	Item	£2,500.00	£2,500.00
	<p><b>Decorations</b></p>				
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	<p><b>Decorations</b></p>				
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	<p><b>Decorations</b></p>				
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					
				<b>Total Net</b>	<b>£143,130.01</b>

## 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 PE 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.

CARE . INTEGRITY . RESPECT

# Indicative Programme



## Indicative Key milestones:

Aim inside 6 week turnaround:

- Start on site - Monday 2<sup>nd</sup> October 2023
- 1<sup>st</sup> Project review - Monday 9<sup>th</sup> October 2023
- 2<sup>nd</sup> Project review - Friday 20<sup>th</sup> October 2023
- Completion & Handover - Monday 6<sup>th</sup> 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 20<sup>th</sup> 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 - 20<sup>th</sup> September 2023
- Start 6 week programme - 2<sup>nd</sup> October 2023
- Completion and handover - Monday 6<sup>th</sup> 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

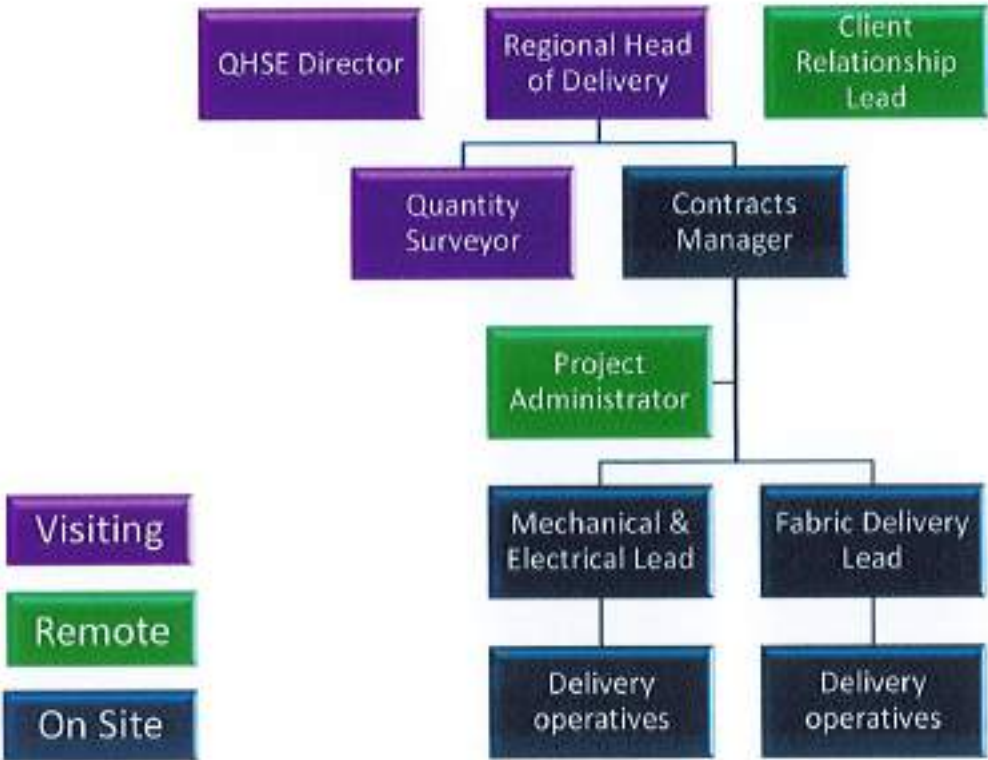
## Third Party Interface

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



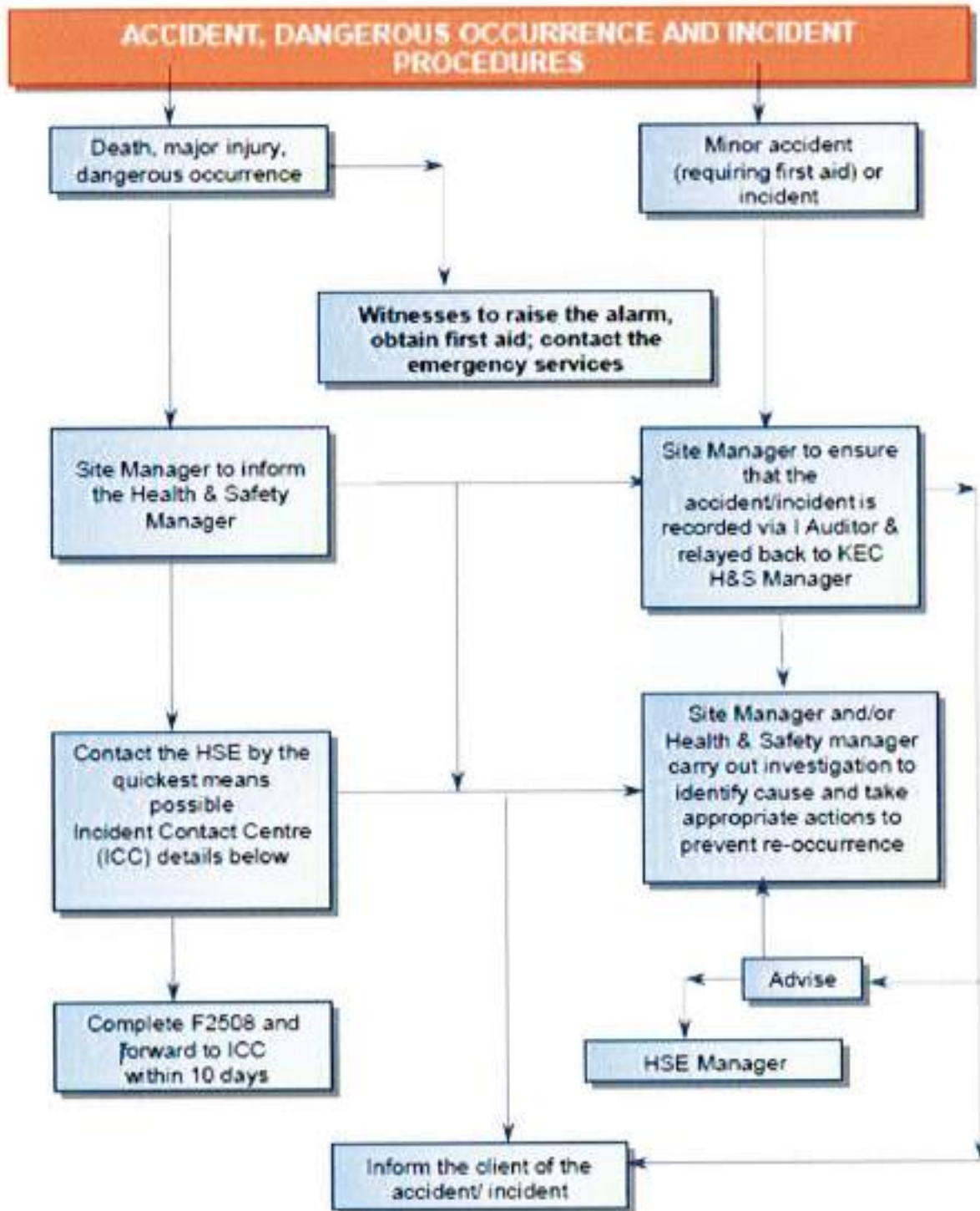
# Proposed Team

- 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.



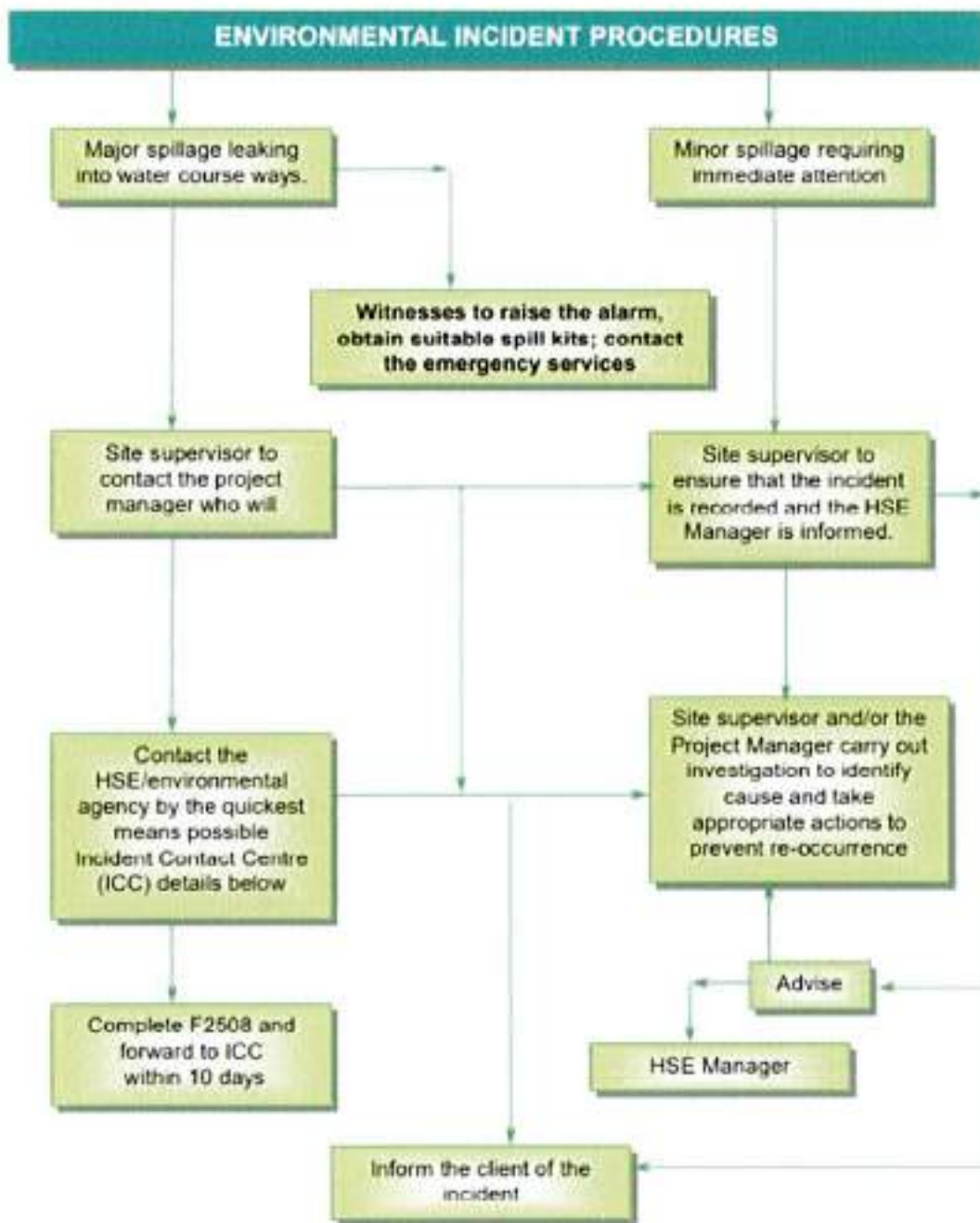
- Our QHSE division will attend site where required and liaise with the site team, undertake site audits of our activities and those of our specialist sub-contractors. He will have the authority to halt operations if he is in anyway unhappy with the method or manner in which work is being undertaken. 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





<b>How to contact the HSE Incident Contact Centre (ICC):</b> tel (local rate) 03453009923 internet www.nidour.gov.uk Or via the HSE website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>		<b>How to contact the Environment Agency:</b> tel (local rate) 01752 304147 internet <a href="http://www.Plymouth.gov.uk">www.Plymouth.gov.uk</a> Or via the Environment Agency website <a href="http://www.gov.uk/government/organisations/environment-agency">www.gov.uk/government/organisations/environment-agency</a>	
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# 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.
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- 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
<b>Number of Accidents</b>	0	2	9	20	18	12
<b>Number of Fatalities</b>	0	0	0	0	0	0
<b>Lost time days</b>	0	0	0	9	13	0
<b>RIDDOR Reportable</b>	0	1	0	1	1	0
<b>Number of Near Misses</b>	1	4	1	6	7	7
<b>HSE Visits</b>	0	0	0	0	0	0
<b>HSE Prohibition Notices</b>	0	0	0	0	0	0
<b>HSE Prosecutions</b>	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](mailto:michael.akerstrom-tully@bt.com)
- Centrica. Oxford. Craig Lambert, 07715608676 [craig.lambert@eu.jll.com](mailto: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**

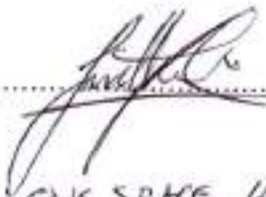
**CERTIFICATE AS TO CANVASSING OF MEMBERS, EMPLOYEES AND ADVISERS**

**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 OPENSHTAN

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 1 of 2)



**BASIL FRY & COMPANY**  
THE REMOVERS BROKER

Sixan House, Sixan Centre,  
Leatherhead, Surrey KT22 8AH  
Tel: 01372 385985  
Email: broking@basilry.co.uk

4<sup>th</sup> July 2022

To Whom It May Concern,

**RE:** Hillin Holdings Ltd, Johnsons1871 Holdings Ltd, Johnsons 1871 Ltd, Johnsons Specialist Services Ltd

**Our Reference:** 59128439

We can confirm that we act as insurance brokers on behalf of the above insured, and that the following cover is in place:

### Employers' Liability

<b>Insurer:</b>	Aviva Insurance Limited
<b>Policy number:</b>	100718299BDN679
<b>Cover period:</b>	29 <sup>th</sup> June 2022 to 28 <sup>th</sup> June 2023
<b>Indemnity limit:</b>	£10,000,000

### Public / Products Liability

<b>Insurer:</b>	Aviva Insurance Limited
<b>Policy number:</b>	100718299BDN679
<b>Cover period:</b>	29 <sup>th</sup> June 2022 to 28 <sup>th</sup> June 2023
<b>Indemnity limit:</b>	£10,000,000

### Professional Indemnity (Project Management, Design of Removals & Storage Contacts, PAT Testing)

<b>Insurer:</b>	Royal and Sun Alliance
<b>Policy number:</b>	RKK889525
<b>Cover period:</b>	29 <sup>th</sup> June 2022 to 28 <sup>th</sup> June 2023
<b>Indemnity limit:</b>	£5,000,000

### Customers' Goods

<b>Insurer:</b>	Lorham Group Ltd On behalf of Chaucer Insurance Company DAC UK Branch
<b>Policy number:</b>	115080 DB
<b>Cover period:</b>	29 <sup>th</sup> June 2022 to 28 <sup>th</sup> June 2023
<b>Transit limit (s):</b>	£500,000 Domestic / £1,000,000 Commercial

Basil Fry & Company Limited is a company registered in England and Wales, registered number 01552789, with its registered office at Sixan House, Sixan Centre, Leatherhead, Surrey, KT22 8AH. It is authorised and regulated by the Financial Conduct Authority (FCA) as a broker of insurance. FCA reference number: 190191. Registered office: Sixan House, Sixan Centre, Leatherhead, Surrey, KT22 8AH. Tel: 01372 385985. Email: broking@basilry.co.uk





## Insurance Certificate (Page 2 of 2)

### Directors & Officers (Management Liability)

**Insurer:** Zurich  
**Policy number:** PC105625  
**Cover period:** 29<sup>th</sup> June 2022 to 28<sup>th</sup> June 2023

### Combined Business Travel / Personal Accident / Sickness

**Insurer:** Royal and Sun Alliance  
**Policy number:** RKK889541  
**Cover period:** 29<sup>th</sup> June 2022 to 28<sup>th</sup> June 2023

### Contractors (All Risks)

**Insurer:** Allianz  
**Policy number:** CS29001704  
**Cover period:** 28<sup>th</sup> June 2022 to 29<sup>th</sup> 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](mailto: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, 1871 Old Road, London, E16 1JH

Health and Safety Policy

Part 1

### Introduction and safety policy statement

Johnson 1871 (The Company) recognises its responsibility to provide the safest 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 work, so far as is reasonably practicable.

We recognise common and 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 is also empowered to provide or improve our health and safety policies and procedures.

This General Policy Statement is supplemented by the arrangements and procedures which are set out in the Johnson 1871 (The Company) safety 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, 1871 Old Road, London, E16 1JH

Health and Safety Policy

Part 2

### Introduction of Policy Statement

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

Qualify our 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 KPI's/metrics.
- 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 in the use of 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, 1871 Old Road, London, E16 1JH

Health and Safety Policy

Part 3

### Health and safety Policy Statement

Management structure

Policy, Arrangements and responsibilities

- Section 1: [Risk Policy](#)
- Section 2: [Hazardous Materials](#)
- Section 3: [Accident, Reporting and Investigation](#)
- Section 4: [Work Equipment](#)
- Section 5: [Lifting Operations](#)
- Section 6: [Manual Handling](#)
- Section 7: [Control of Substances Hazardous to Health \(COSHH\)](#)
- Section 8: [Control of Noise](#)
- Section 9: [Control of Vibration](#)
- Section 10: [Control of Lifting Operations](#)
- Section 11: [Control of Work](#)
- Section 12: [Control of Work](#)
- Section 13: [Control of Work](#)
- Section 14: [Control of Work](#)
- Section 15: [Control of Work](#)

# 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 end reporting documentation should be available upon request







# 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](mailto:jopenshaw@onespaceinteriors.com)  
07586 638 492

Anthony McCulley - Operations Manager  
[amcculley@onespaceinteriors.com](mailto:amcculley@onespaceinteriors.com)  
07436 244 321

15<sup>th</sup> 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.

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## 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](http://www.crowboroughtowncouncil.gov.uk)

Email: [ctc-operations@crowboroughtowncouncil.gov.uk](mailto: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 16<sup>th</sup> 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 11<sup>th</sup> 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 19<sup>th</sup> September 2023. In this event tenders must still remain valid until the 19<sup>th</sup> 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 20<sup>th</sup> 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

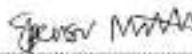
#### CERTIFICATE AS TO CANVASSING OF MEMBERS, EMPLOYEES AND ADVISERS

**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 £
	<b>Kitchen</b>				
	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	19.76	39.52
	Worktops to finish in grey concrete effect laminate.	7	m	116.38	814.66
	Grey concrete effect backplash.	1	item	413.84	413.84
	<b>Shower/ WC</b>				
	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
<b>Kitchen</b>					
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
<b>Shower/ WC</b>					
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
<b>Kitchen</b>					
Kitchen – Howdens – Contractor responsible for checking measurements to ensure correct fit.					
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	Wall: 600	2	nr	170.74	341.48
	Wall: Full height corner	1	nr	328.11	328.11
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	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
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	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
<b>Shower/ WC</b>					
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 £
	Zip EconoBoil HS305 5 Litre 2.2kW Instant on Wall Boiling Water Heater White	2	nr	1,835.91	3,671.82
	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
	<b>Electrical</b>				
	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
	<b>Electrical</b>				
	Fuse board	1	item		inc
	Supply and install new 3 phase fuse board.				
	<b>Safety</b>				
	Barriers - Seton Protection Barrier Open - Straight Barrier 1100mm x 2400mm	3	nr	295.41	886.24
	<b>Building Works</b>				
	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
	<b>Labour</b>				
	Labour costs	1	item		inc
	<b>Sub Total (ex VAT)</b>				96,437.23
	<b>Preliminaries</b>				10,062.00
	<b>OH&amp;P</b>	6%			6,389.95
	<b>Total (ex VAT)</b>				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.

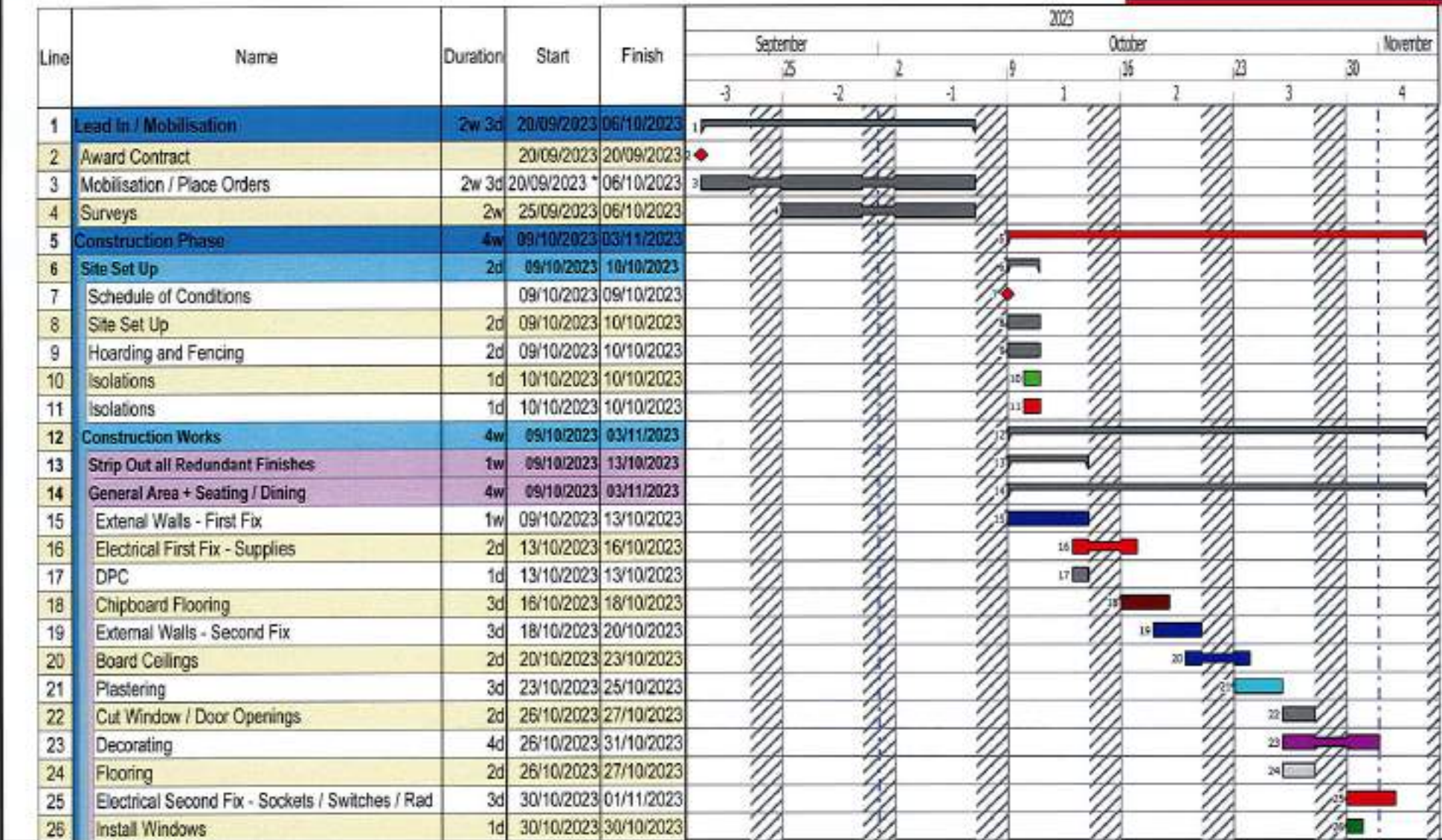
## PROGRAMME

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 Aste Powerproject















# WOLFE TRACTOR SHED TENDER PROGRAMME

drakemoor

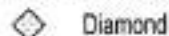
08/06/23



**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.

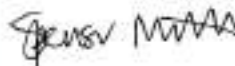
Adherence to the Health, Safety, Welfare Policy & Manual will ensure that:

- 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: 8<sup>th</sup> 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	In progress	Completed	Completed	In progress	Completed	In progress	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 Austen	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	In progress	Completed	Completed	In progress	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 Howewoods, 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

<b>INSURER :</b>	Accelerant Insurance Europe SA/NV issued through Eaton Gate MGU Limited		
<b>POLICY NO :</b>	C229493R		
<b>PERIOD OF INSURANCE :</b>	7th December 2022	to :	8th December 2023
<b>LIMIT OF INDEMNITY :</b>	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

<b>INSURER :</b>	Accelerant Insurance Europe SA/NV issued through Eaton Gate MGU Limited		
<b>POLICY NO :</b>	C229493R		
<b>PERIOD OF COVER :</b>	7th December 2022	to :	8th December 2023
<b>LIMIT OF INDEMNITY :</b>	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



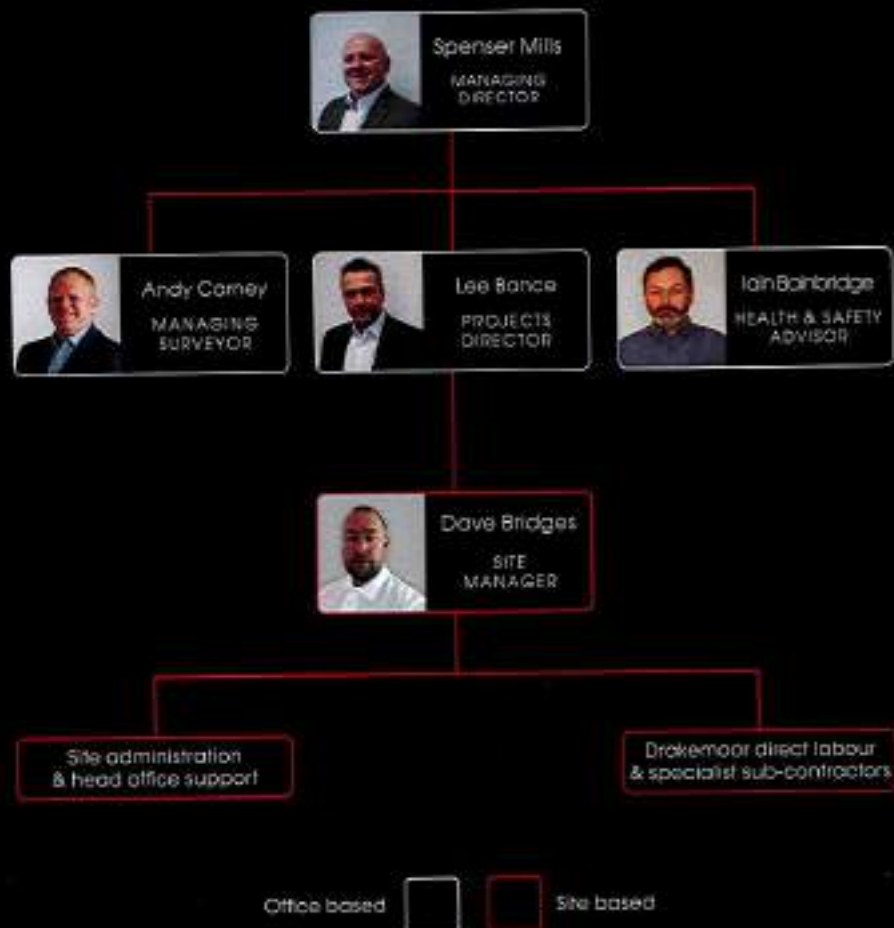
Iain is our consultant Health and Safety Manager, he assesses the hazards and risks of projects and then advises on how to minimise/eradicate any possible dangers. In addition, he will ensure that the business is legally compliant with all health and safety legislation.

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 works 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 organization.

(Works totaling circa £80K and complete within 7 weeks)

Ref: Paul Rowlands, 07956 307728

### 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.

07542 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 Syme, 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 a/b/c 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-KANBY (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 compliant 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
- CGH 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	<b>Brian Edwards</b> 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's 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 wettest. Gary 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 Mud walked through Hospital Corridor	<b>Brian Edwards</b> Head of Capital Projects Medway NHS Foundation Trust Windmill Road Gillingham, Kent ME7 2NY Tel: 0750099622 Email: <a href="mailto:brian.edwards@nhs.uk">brian.edwards@nhs.uk</a>	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 - report to Sunley & Essex Health Care Trust	<b>Brian Edwards</b> Head of Capital Projects Medway NHS Foundation Trust Windmill Road Gillingham, Kent ME7 2NY Tel: 0750099622 Email: <a href="mailto:brian.edwards@nhs.uk">brian.edwards@nhs.uk</a>	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.

**Tender Evaluation**

Project Title	<b>Wolfe Tractor Shed</b>
Tenders Received	<b>ONESPACE</b>
	<b>Drakemoor</b>

**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	align="center">15%	Capability of company to carry out the specified works	5%
	Materials manufactured in house or readily available.			5%	
		Health and Safety	align="center">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	align="center">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	align="center">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	align="center">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
<b>Totals</b>	<b>80%</b>	<b>59.6</b>			<b>59.6</b>	

## 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
<b>Totals</b>	<b>80%</b>	<b>58.2</b>			<b>58.2</b>	



0800 012 9121

<https://onespaceinteriors.com/>

Date 23 August 2023

Client Ref: Tender for the renovation of the Tractor Shed, Wolfe Recreation Ground, Crowborough, East Sussex.  
FAO:- Crowborough Town Council

We thank you for your enquiry and have the pleasure in providing the following quotation for the completion of works as outlined with the associated enquiry documents.

**We quote the remediation sum of: £128,584.84 NET plus VAT****Scope: Tender for the renovation of the Tractor Shed, Wolfe Recreation Ground, Crowborough, East Sussex.****Clarifications**

The quotation provided assumes works to take place in usual working hours. No allowance has been made for OOH or weekend working.

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/un-restricted 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 specified will be chargeable. Written instruction will be required prior to additional works.

Please refer to attached quotation for scheduled items.

We have assumed use of existing onsite welfare facilities.

An allowance has been made for the removal of waste material.

**Information Required:**

Asbestos R&amp;D Register.

We trust we have interpreted your requirements correctly however, should you have any queries or require any further information, then please don't hesitate to contact us.

Kindest Regards,

*Carl Lloyd*

Senior Estimator

OneSpace Interiors

Phone: 07425789108 Email: [clloyd@onespaceinteriors.com](mailto:clloyd@onespaceinteriors.com)

Address: 11 Brunel Court, Northwich, Cheshire CW9 7LP



<b>Project Name</b>	<b>Wolfe Tractor Shed Replacement</b>
<b>Client</b>	<b>Crowborough Council</b>
<b>Revision</b>	<b>A - VE Options</b>

<b>Received Date</b>	
<b>Return Date</b>	<b>23/08/2023</b>
<b>Estimator</b>	<b>Carl Lloyd</b>

Item	Schedule of Works	Quantity	Unit	Rate	Total	Notes
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	Clean and prepare floor. One preparation is complete apply Tremco ES100 One Coat Universal DPM is a two part, epoxy based damp proof membrane. It has been developed specifically for suppressing residual moisture in concrete and sand/cement subfloors and provides a guaranteed surface damp proof membrane with a single coat liquid application.	95	m2	£55.46	£5,268.41	Apply damp proof course straight to concrete. Excludes any insulation, vapor control and chipboard. Does not account for any U-value calculations.
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 laps).	92	m2	£5.20	£478.00	
4	Existing blockwork external walls are to be fully lined internally with 12.5mm GYPROC Wallboard, on 500 gauge polythene vapour control layer, with all joints taped and sealed, on 100x50mm C16 treated SW studwork at max. 400mm C/C. Between timber studwork cut and tightly fit 100mm CELOTEX GA4100 rigid polyurethane insulation boards.	70	m2	£55.06	£3,854.13	
5	New 75mm high 100mm Class B engineering brick plinth walls.	40	m	£31.42	£1,256.73	
6	New external wall construction is to consist of 12.5mm Glasroc F MultiBoard, on 18mm WBP plywood sheathing, on 25x50mm C16 treated SW vertical counter battens at max. 400mm C/C, on TYVEK breather membrane, on 12mm WBP sheathing plywood, on 150x50mm C16 treated SW studwork at max. 400mm C/C. New studwork is to be built up off of new 75mm high 100mm Class B engineering brick plinth walls. Cut & fit 100mm CELOTEX GA4100 rigid polyurethane board (or equal approved) between vertical studs leaving a 50mm low emissivity cavity to room side of insulation. Studwork is to be fully lined internally with CELOTEX PL4000 (50 + 12.5mm). Joints between boards must be tightly butted, taped, and jointed using appropriate tape and jointing material to create a vapour control layer (VCL).	17.26	m2	£161.12	£2,780.93	
7	All studwork walls hatched thus are to be clad both sides with 12.5mm GYPROC "FireLine" board & fully insulated between studs with 25mm thick ISOWOOL Acoustic Partition Roll (L200). Use moisture resistant boards are to be used in wet rooms.			£-	£-	Omitted cupboard works
8	All studwork walls hatched thus are to be clad both sides with 12.5mm GYPROC "FireLine" board & fully insulated between studs with 25mm thick ISOWOOL Acoustic Partition Roll (L200).	7.3	m2	£98.65	£720.14	
9	Plaster; one coat Thistle board finish or other equal; steel trowelled, 3 mm thick work to walls; one coat; to plasterboard base	130	m2	£22.70	£2,951.42	Reduced plaster quantities to account for removal of cupboard
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.		No.	£-	£-	Excluded from costs
12	Supply and fit new double glazed windows. New glazed windows are to be double glazed with Low-E, Argon filled, hermetically sealed units, capable of achieving a min. U - Value of 1.4 W/sqm. 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.		No.	£-	£-	Excluded Costs
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	
15	Supply and fit new FD30 rated flush fire doors complete with ironmongery	4	No.	£717.22	£2,868.89	
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 1No. layer of 12.5mm GYPROC Wallboard on 500 gauge polythene VCL, all ready to receive lightweight plaster finish. Between existing ceiling joists cut and fit tightly 100mm GYPROC ISOWOOL 1000 insulation quilt leaving min. 50mm unobstructed air space above insulation.	36	m2	£54.47	£1,961.03	
19	New ceiling/roof construction over Seating Area is to consist of 18mm WBP plywood decking, on 150mm thick CELOTEX XR4150 rigid polyurethane insulation board, on 1000 gauge polythene vapour control layer (VCL), on 18mm WBP plywood decking, on 50x150mm C24 flat roof joists @ 400mm C/C. New ceiling finish below is to consist of 1No. layer of 12.5mm GYPROC Wallboard on 500 gauge polythene VCL, all ready to receive lightweight plaster finish. New ceiling/roof finish is to be capable of achieving a minimum U - Value of at least 0.15 W/sqm K.	34	m2	£253.66	£8,624.40	
21	Supply and fit new Howdens Primed Burford Contemporary MDF Architrave H70mm x D14.5mm x L4.2m	1	Item	£520.43	£520.43	
23	Supply and fit new Howdens Primed Burford Contemporary MDF Skirting H120mm x D14.5mm x L4.2m	92	m	£10.93	£1,006.02	
25	Supply and fit Polysafe Wood FX PUR Silver Oak 3357 on top of 2 No. layers of 3mm slef-levelling screed.	90	m2	£80.05	£7,204.26	
27	Supply and fit York White Ceramic Wall & Floor Tile 600 x 300mm for half wall height and floor in toilets and shower. Shower room to have full wall height tiles.	25	m2	£101.32	£2,532.90	
29	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	£4,138.38	£4,138.38	Reduced specification of shower sliding door(Newark), close coupled toilets (Melbourne Ceramic) and basin pedestals (Orchard Eden)

	<b>Supply and fit</b> Hot Water Boiler Zip EconoBoil H5505 5 Litre 2.2kW Instant on Wall Boiling Water Heater White					Change Radiators to Ecopanel XT Electric Panel Heaters - Programmable but non-wifi 1 No. 900w 3 No. 1200w
31	Under Counter Hot Water Supply Ariston under sink 2kw water heater 15ltr	1	Item	£2,892.58	£2,892.58	
	Radiator Ecostrad IQ Ceramic WiFi Controlled Electric Radiator IQ-C-15 Ecostrad IQ Ceramic WiFi Controlled Electric Radiator IQ-C-10					
33	Electrical - Supply and fit all power and lighting including 1st, 2nd fix and testing.	1	Item	£25,632.69	£25,632.69	
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	
	<b>Supply and fit Kitchen:</b> 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 backplash. Base units to span full length of kitchen wall, along with wall units to cover half excluding the sink area.					Reduced size of kitchen which includes less wall and base units, remove oven. Subject to design.
39		1	Item	£7,101.06	£7,101.06	
	<b>Mechanical extraction system:</b> 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	PC Sum
	<b>Decorations</b>					
47	Walls (All internal walls in Kitchen, Office, Seating Area, Shower, WC, Locker Room and Cupboard) Dulux Trade Supermatt Emulsion Paint – White	221	m2	£12.11	£2,677.26	
49						
	<b>Decorations</b>					
51	Ceiling (All internal ceilings in Kitchen, Office, Seating Area, Shower, WC, Locker Room and Cupboard) Dulux Trade Supermatt Emulsion Paint – White	70	m2	£12.33	£862.80	
53						
	<b>Decorations</b>					
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 ARMCO safety barrier - 3 No. to create corner protection as shown on drawing	3	No.	£385.05	£1,155.15	
61						
63	Prelims - Working Foreman, Contracts Manager/Commercial visits, access, waste, consumables, H&S provisions, O&M's.	1	Item	£16,910.79	£16,910.79	
65						
				<b>Total Net</b>	<b>£128,584.84</b>	
				<b>VAT</b>	<b>£25,716.97</b>	
				<b>Total Gross</b>	<b>£154,301.80</b>	

**Clarifications**

- Please note the value engineered costs for the flooring and removing of windows does not take into consideration the requirement to achieve certain u-values. All costs would be subject to approved design and specification provided by the client.
- Our costs exclude any Design works and is assumed by others.
- 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/un-restricted 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.



Project Name: Wolfe Tractor Shed Replacement						Project Name: Wolfe Tractor Shed Replacement						
Client: Crowborough Council						Client: Crowborough Council						
Date: June 2023						Date: August 2023						
Item	Schedule of Works	Quantity	Unit	Rate	Total	Item	Quantity	Unit	Rate	Total	VE	SAVING
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	2695.8085	£2,695.81	1	1	Item	2695.8085	£2,695.81		£0.00
2	New Seating Area, Kitchen, Office, Shower, WC, Locker Room, and Cupboard floor construction is to consist of 22mm moisture resistant T&G chipboard flooring, on 500 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 blinding 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 = 73.1sq.m. P/A = 0.46. Floor construction is to be capable of achieving a minimum U-Value through floor of at least 0.24W/sq.mK.	95	m2	87.419225	£8,304.83	2	95	m2	55.456933	£5,268.41	Apply damp proof course straight to concrete. Excludes any insulation, vapor control and chipboard. Does not account for any U-value calculations.	£3,036.42
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 laps). Existing brickwork external walls are to be fully lined internally with	92	m2	5.1956576	£478.00	3	92	m2	5.1956576	£478.00		£0.00
4	12.5mm GYPROC Wallboard, on 500 gauge polythene vapour control layer, with all joints taped and sealed, on 100x50mm C16 treated SW studwork at max. 400mm C/C. Between timber studwork cut and tightly fit 100mm CELOTEX GA4100 rigid polyurethane insulation boards.	70	m2	55.059013	£3,854.13	4	70	m2	55.059013	£3,854.13		£0.00
5	New 75mm high 100mm Class B engineering brick plinth walls.	40	m	31.418351	£1,256.73	5	40	m	31.418351	£1,256.73		£0.00
6	New external wall construction is to consist of 12.5mm Glasroc F MultiBoard, on 18mm WBP plywood sheathing, on 25x50mm C16 treated SW vertical counter battens at max. 400mm C/C, on TYVEK breather membrane, on 12mm WBP sheathing plywood, on 150x50mm C16 treated SW studwork at max. 400mm C/C. New studwork is to be built up off of new 75mm high 100mm Class B engineering brick plinth walls. Cut & fit 100mm CELOTEX GA4100 rigid polyurethane board (or equal approved) between vertical studs leaving a 50mm low emissivity cavity to room side of insulation. Studwork is to be fully lined internally with CELOTEX PL4000 (50 + 12.5mm). Joints between boards must be tightly butted, taped, and jointed using appropriate tape and jointing material to create a vapour control layer (VCL).	17.26	m2	161.11975	£2,780.93	6	17.26	m2	161.11975	£2,780.93		£0.00

7	All studwork walls hatched thus are to be clad both sides with 12.5mm GYPROC "FireLine" board & fully insulated between studs with 25mm thick ISOWOOL Acoustic Partition Roll (1200). Use moisture resistant boards are to be used in wet rooms.	18.26	m2	103.99548	£1,898.96	7				£0.00	Omitted cupboard works	£1,898.96
8	All studwork walls hatched thus are to be clad both sides with 12.5mm GYPROC "FireLine" board & fully insulated between studs with 25mm thick ISOWOOL Acoustic Partition Roll (1200).	7.3	m2	98.649229	£720.14	8	7.3	m2	98.649229	£720.14		£0.00
9	Plaster; one coat Thistle board finish or other equal; steel trowelled, 3 mm thick work to walls; one coat; to plasterboard base	155.64	m2	22.703238	£3,533.53	9	130	m2	22.703238	£2,951.42	Reduced plaster quantities to account for removal of cupboard	£582.11
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.	1691.7574	£1,691.76	10	1	No.	1691.7574	£1,691.76		£0.00
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.	789.31101	£1,578.62	11		No.	0	£0.00	Excluded from costs	£1,578.62
12	Supply and fit new double glazed windows. New glazed windows are to be double glazed with Low-E, Argon filled, hermetically sealed units, capable of achieving a min. U - Value of 1.4 W/sqmK. 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.	732.3625	£1,464.73	12		No.	0	£0.00	Excluded Costs	£1,464.73
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.	694.2082	£694.21	13	1	No.	694.2082	£694.21		£0.00
14	Supply and fit new FD30 rated flush fire doors complete with ironmongery	6	No.	717.22332	£4,303.34	14	4	No.	717.22332	£2,868.89		£1,434.45
15	Carefully remove all existing ceiling finishes to Kitchen, Staff Room, and Locker Room and remove from site. New ceiling finish is to consist of 1No. layer of 12.5mm GYPROC Wallboard on 500 guage polythene VCL, all ready to receive lightweight plaster finish. Between existing ceiling joists cut and fit tightly 100mm GYPROC ISOWOOL 1000 insulation quilt leaving min. 50mm unobstructed air space above insulation.	36	m2	54.473123	£1,961.03	15	36	m2	54.473123	£1,961.03		£0.00
16	New ceiling/roof construction over Seating Area is to consist of 18mm WBP plywood decking, on 150mm thick CELOTEX XR4150 rigid polyurethane insulation board, on 1000 guage polythene vapour control layer (VCL), on 18mm WBP plywood decking, on 50x150mm C24 flat roof joists @ 400mm C/C. New ceiling finish below is to consist of 1No. layer of 12.5mm GYPROC Wallboard on 500 guage polythene VCL, all ready to receive lightweight plaster finish. New ceiling/roof finish isto be capable of achieving a minimum U - Value of at least 0.15 W/sqm K.	34	m2	253.65885	£8,624.40	16	34	m2	253.65885	£8,624.40		£0.00
17	Supply and fit new Howdens Primed Burford Contemporary MDF Architrave H70mm x D14.5mm x L4.2m	1	Item	520.4318	£520.43	17	1	Item	520.4318	£520.43		£0.00

18	Supply and fit new Howdens Primed Burford Contemporary MDF Skirting H120mm x D14.5mm x L4.2m	92	m	10.934957	£1,006.02	18	92	m	10.934957	£1,006.02		£0.00
19	Supply and fit Howdens Rigid Luxury Vinyl Feather Grey Oak Vinyl Flooring	90	m2	80.420944	£7,237.89	19	90	m2	80.04734	£7,204.26		£33.62
20	Supply and fit York White Ceramic Wall & Floor Tile 600 x 300mm for half wall height and floor in toilets and shower. Shower room to have full wall height tiles.	25	m2	101.3161	£2,532.90	20	25	m2	101.3161	£2,532.90		£0.00
21	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	4952.5982	£4,952.60	21	1	Item	4138.384	£4,138.38	door(Newark), close coupled toilets (Melbourne Ceramic) and basin pedestals (Orchard Eden)	£814.21
22	Supply and fit: Hot Water Boiler Zip EconoBoil HS505 5 Litre 2.2kW Instant on Wall Boiling Water Heater White  Under Counter Hot Water Supply Ariston under sink 2kw water heater 15ltr  Radiator Ecostrad iQ Ceramic WiFi Controlled Electric Radiator iQ-C-15 Ecostrad iQ Ceramic WiFi Controlled Electric Radiator iQ-C-10	1	Item	4535.9318	£4,535.93	22	1	Item	2892.5818	£2,892.58	Change Radiators to Ecopanel XT Electric Panel Heaters - Programmable but non-wifi 1 No. 900w 3 No. 1200w	£1,643.35
23	Electrical - Supply and fit all power and lighting including 1st, 2nd fix and testing.	1	Item	25632.688	£25,632.69	23	1	Item	25632.688	£25,632.69		£0.00
24	Plumbing - Supply and fit all 1st and 2nd fix hot and cold water supplies and drainage. Test on completion.	1	Item	4477.057	£4,477.06	24	1	Item	4477.057	£4,477.06		£0.00
25	Supply and fit Fire Alarm system 2 zone fire panel, Break glass call points, internal sounders, smoke detectors, heat detector	1	Item	8055.9875	£8,055.99	25	1	Item	8055.9875	£8,055.99		£0.00
26	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. Base units to span full length of kitchen wall, along with wall units to cover half excluding the sink area.	1	Item	9359.7607	£9,359.76	26	1	Item	7101.0583	£7,101.06	Reduced size of kitchen which includes less wall and base units, remove oven. Subject to design.	£2,258.70
27	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 fanwired to light switch. Ensure min. 15 minute over-run & 10mm gap under door.	1	Item	3661.8125	£3,661.81	27	1	Item	3661.8125	£3,661.81		£0.00
28	Fire Stopping to all service penetrations	1	Item	2500	£2,500.00	28	1	Item	2500	£2,500.00	PC Sum	£0.00





<p>care and diligence, suitable materials and comply with any higher specifications of materials or workmanship contained in the description of the Works.</p> <ul style="list-style-type: none"> <li>We have not allowed for 2.5% main contractors discount.</li> <li>The extent of works is as per our estimate; no other works have been allowed.</li> <li>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.</li> <li>We have excluded all works to temporary services such as temporary lighting and power.</li> </ul>																							

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





500x1100mm Chrome	3	nr		inc	3	nr		inc		
<b>Shower/ WC</b>										
Shower/ WC –Tiles										
York White Ceramic Wall & Floor Tile 600 x 300mm for half wall height and floor in toilets and shower. Shower room to have full wall height tiles.	32	m2	43.00	1,376.00	32	m2	43.00	1,376.00		
<b>Doors/ Door furniture</b>										
Doors – Howdens as below specification.										
Buckmore Lt Grey Oak Foil FD30 2'9" Internal Flush Door; DFL1470	9	nr	226.16	2,035.41	9	nr	226.16	2,035.41		
Dunsfold Plywood FD30 2'9" External Flush Door; DXF0170	3	nr	199.42	598.26	3	nr	199.42	598.26		
Yarwell Satin Nickel Lock Handle	9	nr	33.03	297.27	9	nr	33.03	297.27		
Yarwell Satin Nickel Latch Handle	3	nr	32.22	96.66	3	nr	32.22	96.66		
Union StrongBOLT BS Satin Chrome 5 Lever Mortice sashlock 3"	9	nr	54.13	487.17	9	nr	54.13	487.17		
Chrome Plated 3 Lever Sashlock 3"	3	nr	32.76	98.28	3	nr	32.76	98.28		
Softwood Trenched FD30 Internal Door Lining 2'6"/2'9" 132mm	9	nr	26.22	235.98	9	nr	26.22	235.98		
Brown Intumescent Fire and Smoke Strip 15 x 2100mm	9	nr	23.52	211.68	9	nr	23.52	211.68		
Fire Check Door Stop 2.1m x 32mm x 25mm	9	nr	14.03	126.27	9	nr	14.03	126.27		
Satin S/Steel Ball Bearing Grade 11 Butt Hinge 4"	36	nr	7.16	257.76	36	nr	7.16	257.76		
Intumescent Hinge Pads 4" (Pack of 6)	9	nr	25.76	231.88	9	nr	25.76	231.88		
Aluminum Door Kick Plate 838mm	21	nr	28.71	602.91	21	nr	28.71	602.91		
Briton Silver 2003 Door Closer	4	nr	109.37	437.48	4	nr	109.37	437.48		
Briton Supplied Non-handed vertical panic bolt	3	nr	99.90	299.70	3	nr	99.90	299.70		
Briton 1413.LE.SE Outside Access Device Lever	3	nr	69.90	209.70	3	nr	69.90	209.70		
Fire Door Keep Shut Sign 76mm	9	nr	9.43	84.87	9	nr	9.43	84.87		
Non Photoluminescent "Fire Exit Keep Clear" Sign 150mm x 450mm	3	nr	7.39	22.17	3	nr	7.39	22.17		
<b>Flooring</b>										
DPC;Continuous horizontal DPC installed min 75mm above existing concrete slab level to new and existing external wall linings with min 150mm laps; 22mm MR T&G chipboard flooring; 500 gauge vapour control layer; 50mm Celotex GA4050 rigid insulation board; Provide sand blinding on top of existing slab										
	94	m2	53.70	5,047.80	77	m2	53.70	4,134.90	£912.90	Reduced floorspace by moving wall 2m
Flooring – Howdens as below specification.										
Howdens Rigid Luxury Vinyl Feather Grey Oak Vinyl Flooring 2.2m2; SDH3692 TS21	94	m2	54.95	5,165.30	77	m2	54.95	4,231.15	£934.15	Reduced floorspace by moving wall 2m
<b>Mouldings</b>										
Mouldings – Howdens as below specification. Howdens										
Primed Burford Contemporary MDF Architrave H70mm x D14.5mm x L4.2m; MOD0837	111	m	6.75	749.25	111	m	6.75	749.25		
Howdens Primed Burford Contemporary MDF Skirting H120mm x D14.5mm x L4.2m; MOD0836	45	m	7.26	326.70	41	m	7.26	297.66	£29.04	Reduced floorspace by moving wall 2m

TS24

**Windows**

Windows

1200 x 1050mm UPVC Top opening Anthracite Grey Double Glazed A+ Rated  
Primed Window Board MDF L2.7m x W244mm x D25mm

3	nr	650.00	1,950.00	2	nr	695.00	1,390.00
4	m	37.25	149.00	2	m	37.25	74.50

£560.00	Removed one window.
£74.50	Removed one window

**Decoration**

Walls (All internal walls in Kitchen, Office, Seating Area,

Shower, WC, Locker Room and Cupboard)

121	m2	8.50	1028.50	112	m2	8.50	952.00
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£76.50	Reduced floorspace by moving wall 2m
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Dulux Trade Supermatt Emulsion Paint – White

Ceiling (All internal ceilings in Kitchen, Office, Seating Area,

Shower, WC, Locker Room and Cupboard)

94	m2	8.50	799.00	77	m2	8.50	654.50
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£144.50	Reduced floorspace by moving wall 2m
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Dulux Trade Supermatt Emulsion Paint – White

Mouldings (All mouldings)

156	m	5.00	780.00	152	m	5.00	760.00
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£20.00	Reduced floorspace by moving wall 2m
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Dulux Quick Dry Eggshell Paint – Pure Brilliant White

Door Linings

60	m	5.00	300.00	60	m	5.00	300.00
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Dulux Quick Dry Eggshell Paint – Pure Brilliant White

External Doors

3	nr	75.00	225.00	3	nr	75.00	225.00
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Dulux Quick Dry Eggshell Paint – Pure Brilliant White

**Lighting**

Standard Lighting

JCC V50 7.5W LED Fire Rated Colour Selectable Dimmable

Downlight White

1	item		12,612.00	1	item		12,412.00
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£200.00	Electrical saving
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JCC Skypack QR 54w 6ft LED Batten Fitting 4000K

Emergency Lighting

Non-maintained LED Emergency exit box with arrow down legend

			inc				inc
--	--	--	-----	--	--	--	-----

Non-maintained LED Emergency exit box with arrow right legend

			inc				inc
--	--	--	-----	--	--	--	-----

JCC 3.5W LED Non Maintained Emergency Downlight

			inc				inc
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**Electrical**

Switches and Sockets

White moulded slimline socket fronts and switches.

			inc				inc
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**Electrical**

Hot Water Boiler

Zip EconoBoil HS505 5 Litre 2.2kW Instant on Wall Boiling Water Heater White

2	nr	1,935.91	3,871.82	1	nr	1,935.91	1,935.91
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£1,935.91	Reduced to one on demand water boiler
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Under Counter Hot Water Supply

Ariston under sink 2kw water heater 15ltr

2	nr	1,092.05	2,184.11	1	nr	1,092.05	1,092.05
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£1,092.06	Reduced to one under counter water heater
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Radiator

Ecostrad iQ Ceramic WiFi Controlled Electric Radiator iQ-C-15

			inc				inc
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Ecostrad iQ Ceramic WiFi Controlled Electric Radiator iQ-C-10

			inc				inc
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<b>Electrical</b>											
Fire Alarm system	1	item	2,284.00	2,284.00	1	item	2,284.00	2,284.00			
2 zone fire panel											
Break glass call points	4	nr		inc	4	nr		inc			
internal sounders	3	nr		inc	3	nr		inc			
smoke detectors	5	nr		inc	5	nr		inc			
heat detector	3	nr		inc	3	nr		inc			
<b>Electrical</b>											
Fuse board	1	item		inc	1	item		inc			
Supply and install new 3 phase fuse board,											
<b>Safety</b>											
Barriers - Seton Protection Barrier Open – Straight Barrier											
1100mm x 2400mm	3	nr	296.41	889.24	3	nr	296.41	889.24			
<b>Building Works</b>											
All required building works as per the architects drawings.	1	item			1	item					
Remove existing window	1	nr	30.00	30.00	1	nr	30.00	30.00			
Form window openings	3	nr	100.00	300.00	2	nr	100.00	200.00	£100.00	reduced due to removing one window	
Form External Door opening	1	nr	150.00	150.00	1	nr	150.00	150.00			
Remove lockers	9	nr	10	90	9	nr		omitted	£90.00	No needed	
Remove Kitchen	1	item	250.00	250.00	1	item	250.00	250.00			
Remove Staff Room	1	item	350.00	350.00	1	item	350.00	350.00			
Underground drainage	1	p sum	2,000.00	2,000.00	1	p sum	2,000.00	2,000.00			
Above Ground Drainage	1	item	3,891.68	3,891.68	1	item	3,891.68	3,891.68			
Lintels: Pre cast over new openings	4	nr	57.48	229.93	3	nr	57.17	171.50	£58.43	reduced due to removing one window	
Drylinings; 100x50mm studs set 50mm away from blockwork; on new 75mm high Class B engineering brick plinth 100mm Celotex GA4100 rigid insulation;skim coat	67	m2	89.37	5,987.79	59	m2	89.37	5,272.83	£714.96	Reduced floorspace by moving wall 2m	
Partitioning; 100mm thick; 25mm Acoustic Roll; 12.5mm Wallboard; t&j each side	18	m2	78.62	1,415.16	18	m2	78.62	1,415.16			
Partitioning; 100mm thick; 25mm Acoustic Roll; 12.5mm MR Wallboard; t&j each side	20	m2	81.62	1,632.40	20	m2	81.62	1,632.40			
Partitioning 150mm thick; 25mm Acoustic Roll; 12.5mm Wallboard; t&j each side	19	m2	112.64	2,140.16	19	m2	112.64	2,140.16			
Ductwork: pipes to be insulated; 25x25mm boxing; 2 layers 12.5mm wallboard; skim coat	9	m	83.69	753.21	9	m	83.69	753.21			
Box in steel columns	2	nr	209.23	418.45	2	nr	209.23	418.45			
Remove existing ceilings	31	m2	15.00	465.00	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	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	46	m2	157.17	7,229.82	£2,671.89	Reduced floorspace by moving wall 2m + Removing cupboards	
Leadwork	1	p sum	1000.00	1000.00	1	p sum	750.00	750.00	£250.00	Reduced windows	
Lockers	12	nr	161.62	1939.48	12	nr		omitted	£1,939.48	Not needed	
Fire extinguisher	10	nr	65.81	658.11	10	nr		omitted	£658.11	Not required through builder - will source seperately	
BWIC Services	1	item	500.00	500.00	1	item	500.00	500.00			



Butler sink and taps to workshop area				1	item	1,000.00	1,000.00	-£1,000.00	Additional external sink for dirty cleaning.
<b>Labour</b>									
Labour costs	1	item	inc	1	item		inc		
<b>Sub Total (ex VAT)</b>			<b>96,437.23</b>				<b>81,695.55</b>	£14,741.68	
Preliminaries			10,062.00				10,062.00		
OH&P	6%		6,389.95	6%			6,389.95		
<b>Total (ex VAT)</b>			<b>£ 112,889.19</b>				<b>£ 98,147.50</b>	£14,741.69	



**AGENDA ITEM NUMBER:** 7.2  
**MEETING DATE:** 5<sup>th</sup> September 2023  
**COUNCIL/COMMITTEE:** Sports and Recreation  
**TITLE:** Water Supply report  
**PURPOSE OF REPORT:** To inform Councillors of water supply issues  
**SUPPORTING DOCUMENTS:** Appendix A – SEW Quote  
Appendix B – Contractor Quotes  
**OFFICER CONTACT:** Operations Manager

<b>OFFICER RECOMMENDATIONS:</b>	
<b>1</b>	
<b>2</b>	

### **Background**

Wolfe Recreation Ground has one water meter for the entire site that feeds all buildings on the site. This feed supplies the Cottage, Pavilion and Works yard buildings.

As the Cottage is now being sold a separate water meter supply is needed for the cottage from the rest of the site. The current meter in place can be used for the cottage but the supply will need to be capped off so that it does not continue on to the rest of the buildings on the site. The new pavilion and tractor shed on the site will need a new water meter fitted along with new pipework feeding the buildings. For the Pavilion this would at this time be a temporary standpipe supply.

The new supply being quoted for is a larger supply than currently in place to increase flow rates to the site for the showers and tractor shed.

This work is required to take place to allow the sale of the cottage to continue, and to continue with the pavilion project.

### **Quotes**

South East Water must install the new water meter. There cost for this is **£6,077.49**

Full quote is provided in Appendix A.

To install the new pipework from the new meter to a standpipe at the rear of the pavilion (awaiting the new building for final connection) and to connect to the Tractor shed.

Six companies were approached for a quote as the installer must be WIAPS approved. Out of these six companies only two have responded and provided quotes. These are provided in Appendix B

Swayne Ltd - **£12,950.00 + Vat**

GBS Services UK Ltd - **£18,687.00 + Vat**

## **Finance**

The funds for these works would need to come from the Wolfe Pavilion Project costs.

390/4113 Capital Projects/ Wolfe Pavilion has £20,000.00 remaining.

EMR 315/9026/902 Wolfe Community Building has £24,825.00 remaining after committed expenditure.

## **Resolutions**

1. It is the officer's recommendation that committee resolve to approve South East Water to install a new water meter at Wolfe recreation ground at a cost of **£6,077.49** with the funds being taken from **EMR 315/9026/902**.
2. It is the officer's recommendation that committee resolve to approve one of the two quotes provided to install the new pipework with the funds being taken from **EMR 315/9026/902**.

Developer Services Quotation  
For New or Replacement  
Supply

DATE: 10/07/2023

NARS: 23471

Customer Name: Lisa Gibson - Crowborough Town Council

Site Address: Wolfe Pavilion Wolfe Recreation Ground  
Blackness Road Crowborough East Sussex  
TN6 2NA

**Pure knowh<sub>2</sub>ow**

Estimator: Andy Gilham

Email: [andrew.gilham@southeastwater.co.uk](mailto:andrew.gilham@southeastwater.co.uk)

Telephone Number: 03330000060



## Cost Breakdown

### Summary of Works:

The works to be undertaken will be installation of 1 x 32mm NHH connection for new commercial building coming off of a 3" CI water main. To provide a flow rate of 0.8 l/sec. We will be installing approx 8 meterage of communication pipe up to the highway boundary point. Due to the width of the road and the location of the water main, a road closure will be required for far side connection within carriageway. The ebco box and meter will be installed at the highway boundary, please refer to plan.

**Total Payable: £6,077.49**

### Breakdown of Costs:

Charge	Amount	Payment
Administration Fee	£42.00	On acceptance of this Quotation
Connection Charge	£851.00	On acceptance of this Quotation
Infrastructure Charge	£1,875.56	On acceptance of this Quotation
Service Pipe Laying Cost	£1,014.00	On acceptance of this Quotation
Traffic Management	£3,668.60	On acceptance of this Quotation
Meter Costs	£120.00	On acceptance of this Quotation
Vat @ 20%	£373.00	On acceptance of this Quotation
<b>Subtotal before discount</b>	<b>£7,944.16</b>	
<b>Income offset against</b>	<b>£1,866.67</b>	Deducted off of Infrastructure
<b>Total payable</b>	<b>£6,077.49</b>	On acceptance of this Quotation

### Bank details

Sort code: 40-11-60  
 Account number: 81029940  
 44 Bic: HBUKGB4B  
 IBAN: GB37HBUK40116081029940

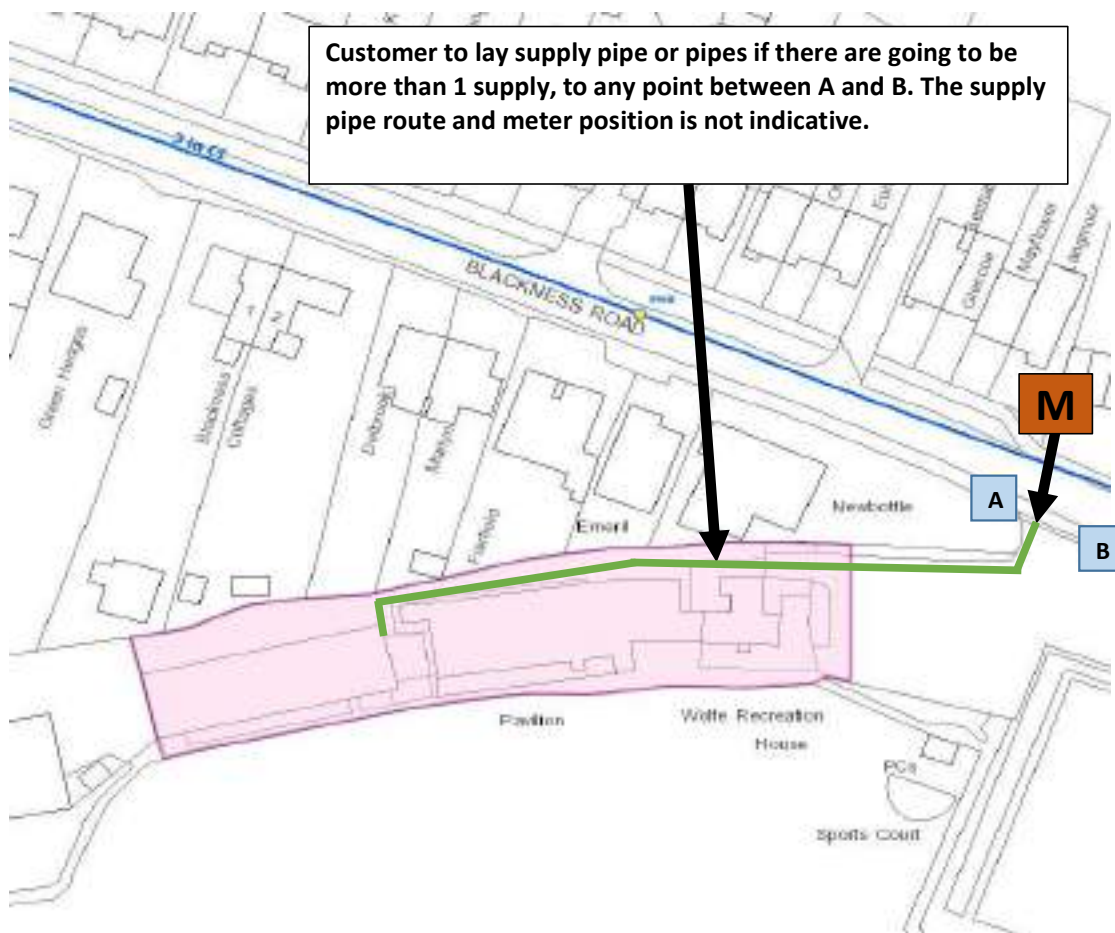
Unique Tax Reference: 17510 66501  
 VAT registered number: 522 9437  
 Company Registration: 02679874

Account name: South East Water Ltd  
 Bank: HSBC Plc, 60 Queen Street, London, EC4N 4TR

**For debit card/credit card (excluding American Express) payments please contact our office between 0800-1600 Monday to Friday on 0333 000 0060.**

## Plan

### Proposed Meter position – 1 X 32MM



The position of the water mains shown on this plan should not be relied upon as being precise. South East Water accept no responsibility in the event of inaccuracy.

For further information about the contents of this plan please contact South East Water LTD. This plan (or part) may not be reproduced in any form without the permission of South East Water LTD.

South East Water will provide the communication pipe, the pipework from the main to the highway boundary and install a meter as displayed on the above plan. You will need to install a new supply pipe, the pipework from the property to the highway boundary, as shown on the above plan in green. Please note, you will need to appoint a WIAPS approved contractor to undertake the works. The supply pipe/pipes will need to be installed at a minimum depth of 750mm. Please refer to NJUG further guidance.

**IF YOU WISH TO PROCEED PLEASE COMPLETE AND RETURN THIS ACCEPTANCE**

**Please Note:** The estimate provided is valid for 3 months from the date of this letter. If the estimate is not accepted and/or the relevant security is not provided within the 3 month period, an updated estimate will be required and further fees may be applicable. Works should be completed within the relevant charging year. Works not completed or ready to be completed within the current charging year will incur further charges, payable before commencement of works. Please refer to our charging document at <https://www.developers.southeastwater.co.uk/help/guidance/our-charges>

**Name:**.....

**Date:**.....

**Signature:**.....

**I/We are signing to accept your quotation reference NARS..... I/we agree to the conditions within this estimate and will comply with the Water Supply (Water Fittings) Regulations 1999.**

**Please note: If a cost review is requested, it will be a minimum of 3 months to produce.**

**If you are paying by BACS please complete the below:**

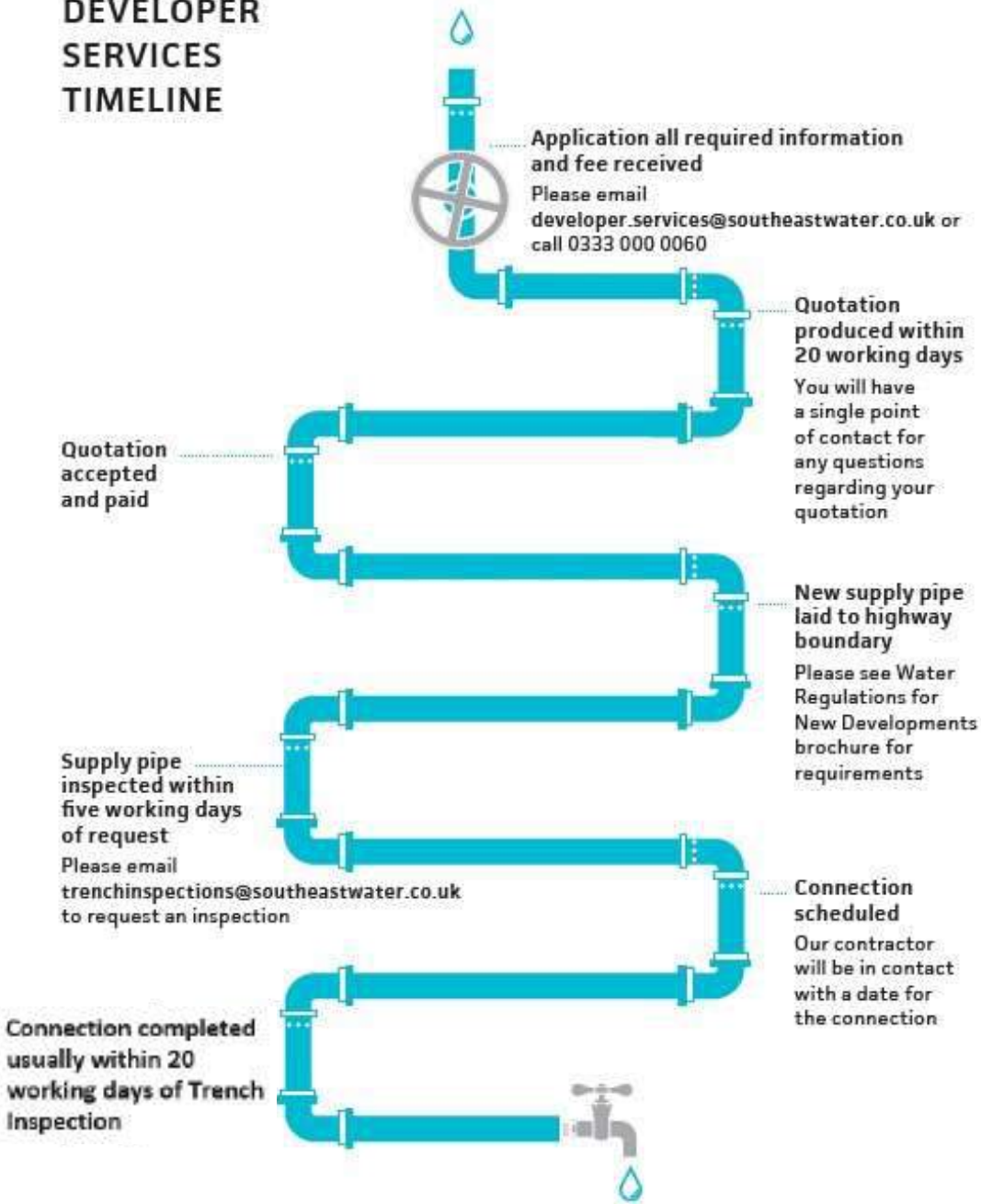
**Invoice address for payment:**

.....  
.....  
.....  
.....  
.....  
.....  
.....

**Email Address:** .....

### What's next?

#### DEVELOPER SERVICES TIMELINE





## The connection

South East Water is responsible for the pipe from the main to the highway boundary. This pipe is called the communication pipe. The above cost is for this connection, the pipe, the meter, any associated traffic management and third party costs. The meter will be installed at the highway boundary of the road our main is located in.

You will be responsible for the installation of the pipe from where the supply is needed up to the highway boundary, where the water mains is located, this is called the supply pipe or service pipe. This is detailed on the above plan.

For more information on the connection please consult our website:

[https://cdn.southeastwater.co.uk/Publications/Our%20charges/SEW\\_New\\_Connection\\_Services\\_Charging\\_Arrangements\\_\(23-24\)\\_Publication.pdf](https://cdn.southeastwater.co.uk/Publications/Our%20charges/SEW_New_Connection_Services_Charging_Arrangements_(23-24)_Publication.pdf)

What we will look for on the inspection:

- The service pipe is laid at a depth of between 750mm and 1350mm.
- A meter of pipe called the tail is left out of the ground at the highway boundary.
- Where the pipe enters a building it is ducted and insulated using appropriate fittings.
- There is a double check valve (internal stop valve) on your end of the pipe.

Once the quote has been paid and you have carried out the above, you will need to email [trenchinspections@southeastwater.co.uk](mailto:trenchinspections@southeastwater.co.uk) to request the inspection. Please provide the postal address, a contact number and include your reference number which will start NARS in the subject line of the email.

For more information on trench inspections please use our website:

<https://www.developers.southeastwater.co.uk/help/faqs/service-connection-faq>

Once the inspection has passed, the job will be passed over to our delivery partner who will automatically book this connection in. Once a connection date has been arranged they will contact you directly to advise.

The typical time for connection is 20 working days from a successful inspection however if there is any significant traffic management or third party issues the lead time will increase and can take a minimum of 3 months. Below is an example of the scenarios which can increase the lead time for the connection.

### Services larger than 50mm

All water pipes which are installed larger than a 50mm pipe, require chlorinating and testing before SEW can undertake the connection works. All certificates will need to be sent into [developer.services@southeastwater.co.uk](mailto:developer.services@southeastwater.co.uk) for approval. Please visit our website for further info:

<https://www.developers.southeastwater.co.uk/help/faqs/technical-faq>

## Traffic Management

### Road Closures

If a road closure is required there is a minimum wait of 3 months, from the date the trench has passed, before a permit can be granted. This timeframe is set by the local authorities to allow them time to communicate with the public and organise a diversion route for cars, public transport, etc

### Land Agents

If land agents charges are required for privately owned land, there is a minimum wait of 3 months before access can be granted. In some cases early access can be agreed, however, the minimum wait is 3 months to ensure we are legally compliant.

**Please Note:** If you are able to supply your own land agent or seek the required permission to access the private land, confirmation will need to be sent into [developer.services@southeastwater.co.uk](mailto:developer.services@southeastwater.co.uk) for confirmation. If SEW do attend and are unable to complete works due to access not granted, all associated penalty, legal, compensations and abortive visit fees will be passed onto the developer/customer.

### Environmental

If the environmental team are required due to protected trees, badger sets, bats, door mice, nesting birds, newts etc. within a radius of our working area, there is a minimum wait of 3 months until all licenses/ grants are approved.

### Archaeological

If the site is of Archaeological interest or we are working within an Archaeological area, there is a possible wait of 6 – 12 months until all licences are approved and access is granted.

### Watercourse Crossing

If there is a crossing required over a river, culvert, etc., there is a minimum wait of 3 months to organise the necessary studies and surveys that are required in order for permission to be granted to cross. To undertake a watercourse crossing a mole will usually be the favourable method in order to make your connection.

### Major Road Crossing or Railway Crossing

If we are working within a radius of a railway crossing or we are required to cross a major road/railway, there is a minimum wait of 4 months to receive the necessary approvals. We may be granted early entry, however, in most cases the minimum wait is 4 months.

Please note that once payment has been received should it be necessary for you to cancel the proposed work an administration fee of £42.00 plus costs incurred will be payable.

A standard infrastructure charge of £633.00 is applicable for every new 25mm connection to our network. The standard water infrastructure charge presumes a meter capacity that will supply 1m<sup>3</sup> per hour. This fee is used to support reinforcement schemes and ensure the network operates the same as it did prior to the new connection coming on to our network.

Where a connection is larger than 25mm we use the Water UK relevant multiplier to calculate how much infrastructure is required. For more information on how this formula works please consult the Water UK website. South East Water applies an income offset to each infrastructure charge. For a standard connection this equates to £605.00. This will be deducted from the total infrastructure due. Where the supply is greater than 25mm we will use the Water UK relevant multiplier. This method means the same income offset is applied regardless of the flow rate.

## Miscellaneous

### Administration fee and Third Party charges

Third party costs such as traffic management or Land agent fees are identified at the point of survey and include fixed costs where possible. Please note these costs are subject to the agreement of the third party. For further details regarding third party costs please refer to our charging document.

[https://cdn.southeastwater.co.uk/Publications/Our%20charges/SEW\\_New\\_Connection\\_Services\\_Charging\\_Arrangements\\_\(23-24\)\\_Publication.pdf](https://cdn.southeastwater.co.uk/Publications/Our%20charges/SEW_New_Connection_Services_Charging_Arrangements_(23-24)_Publication.pdf)

### The Water Supply (Water Fittings) Regulations 1999

**IMPORTANT NOTE:** Please refer to our notification information enclosed which is based on requirements as laid out in The Water Supply (Water Fittings) Regulations 1999 (The Regulations) whereby you are legally obliged to notify the Company of new plumbing installations 10 working days prior to the commencement of the work.

Internal plumbing must comply with The Regulations before the meter is connected and water is allowed to flow. South East Water may inspect your plumbing installation and withhold the supply of water should contraventions be found. The Water Regulations Department recommend the use of a WIAPS approved plumber who has proven his/her knowledge of The Regulations. South East Water also offer an advisory service whereby we could review installation plans to eliminate potential problems

### SAFETY

The new service will contain non-conductive materials and consequently must not be used for electricity earthing purposes.

Although not approved by the Company, it has sometimes in the past been the practise on existing properties for the electrical system to be earthed to the water pipe. I mention this as a matter of courtesy and suggest that you contact your electrical contractor or the Electricity Board for advice.

### CONNECTION

The Company's standard domestic service pipe is 25mm diameter. However, in order to ensure an adequate flow for your domestic needs the connection and service pipe have been designed with a flow capacity of 1m<sup>3</sup>/hour.

It is the Company's intention to ensure that all work undertaken is completed to the reasonable satisfaction of the customer. Where there is any aspect of the work or charges which is not satisfactory, once the work has been completed please forward your concerns in writing to the Company to enable a full review to take place. In the event that this review does not address your concerns satisfactorily, you will be able to refer the matter to the Director General of Water Services who has powers under the Water Industry Act 1991 to determine a solution to the matter.

## Contact Us

South East Water  
Rocfort Road  
Snodland  
Kent  
ME6 5AH

[Developer\\_services@southeastwater.co.uk](mailto:Developer_services@southeastwater.co.uk)

0333 000 00 60

Follow us



Pure know **h<sub>2</sub>ow**



## Plumbing, Heating & Gas Installers

Paygate House, New Road, Ringmer, East Sussex. BN8 5HA

Tel – 07388045424 / email – [swayneltd@hotmail.co.uk](mailto:swayneltd@hotmail.co.uk)

Date – 22-07-23

Quotation No – AS2844Q

For the attention of – Lisa Gibson, Facilities Officer, Crowborough Town Council, Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH

Regarding – Wolfe Recreation Ground, Crowborough TN6 2NA

Quotation to:

- Cut back hedging where required and remove cuttings to skipped waste.
- Install 95M x 32mm Blue MDPE water main as detailed in your email & site drawing dated 11-07-23.
- Excavating a trench (minimum 750mm deep) along the proposed route (down the back of the buildings).
- Cut and break out 15M of Tarmac in the Car Park & the concrete path at the rear of the Pavilion Building.
- Lay new water main and reinstate concrete paths and Tarmac surface to highway specifications. (Please can you confirm - whether photographic evidence of pipe depth is sufficient for South East Water or will an actual site inspection be necessary before refilling the trench).
- 1 x tail of the 32mm MDPE water pipe to be installed at the ducted point of entry within the tractor shed reducing to an internal 28mm stop cock, 28mm Double Check Valve and Blanking cap.
- 1 temporary Stand Pipe to be left at the rear of Pavilion (Please confirm size of pipe required)
- 1 x 1M capped tail of the 32mm MDPE pipe to be brought up at highway boundary as detailed in your Site Map drawing sent 11-07-23.
- WIAPS Certificate of Compliance to be issued on completion.

### SWAYNE LTD TOTAL PRICE – £12,950 + VAT

- This Price is valid for 30 days, then becomes susceptible to any manufactures price increases.

Kind regards – Andy Swayne



## CTC Operations

---

**From:** info <info@gbservicesuk.co.uk>  
**Sent:** 23 August 2023 09:10  
**To:** Lisa Gibson  
**Cc:** Andrea Bowey  
**Subject:** RE: Crowborough Town Council

Hi Lisa,

I am sure we can accommodate a standpipe within our quote.

Kind regards,

Geoff Bowry



BUILDING & PROPERTY MAINTENANCE • DISABILITY ADAPTATIONS • ENVIRONMENTAL SUPPORT & EMERGENCY SERVICES

Oast House – Salehurst, Blackham, Kent TN3 9UB

T: 01342 837 691 M: 07973 348 252 E: [geoff@gbservicesuk.co.uk](mailto:geoff@gbservicesuk.co.uk) W: [www.gbservicesuk.co.uk](http://www.gbservicesuk.co.uk)



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**From:** Lisa Gibson <facilities@crowboroughtowncouncil.gov.uk>  
**Sent:** Tuesday, August 22, 2023 8:23 AM  
**To:** info <info@gbservicesuk.co.uk>  
**Cc:** Andrea Bowey <andrea@gbservicesuk.co.uk>  
**Subject:** RE: Crowborough Town Council

Hi Geoff,

Thank you so much for the enclosed.

Sorry for being thick 😞, but does this include for a standpipe?

Best wishes

Lisa

**Lisa Gibson**  
**Facilities Officer**

Crowborough Town Council, Council Offices,  
Pine Grove, Crowborough, East Sussex, TN6 1DH  
[www.crowboroughtowncouncil.gov.uk](http://www.crowboroughtowncouncil.gov.uk)  
Email: [facilities@crowboroughtowncouncil.gov.uk](mailto:facilities@crowboroughtowncouncil.gov.uk)  
Tel: 01892 652907



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**From:** info <[info@gbservicesuk.co.uk](mailto:info@gbservicesuk.co.uk)>  
**Sent:** Monday, August 21, 2023 2:05 PM  
**To:** Lisa Gibson <[facilities@crowboroughtowncouncil.gov.uk](mailto:facilities@crowboroughtowncouncil.gov.uk)>  
**Cc:** Andrea Bowey <[andrea@gbservicesuk.co.uk](mailto:andrea@gbservicesuk.co.uk)>  
**Subject:** RE: Crowborough Town Council

Hi Lisa,

I am extremely sorry for the delay, but have been manic this end. Please find estimate below.

To excurvate a trench aproxamatley 130 mtrs in lengyht and lay a new 25mm MDPE pipe into property leaving a stopcock on the internal end and tail outside at boundry ready for the water utility company to conect. Re-fill all trenches and concrete and tarmac to be reinstated. Carpark to have barriers left in situ throughout the works.

For the sum of: £18687 + VAT.

Kind regards,

Geoff Bowry



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Oast House – Salehurst, Blackham, Kent TN3 9UB

T: 01342 837 691 M: 07973 348 252 E: [geoff@gbservicesuk.co.uk](mailto:geoff@gbservicesuk.co.uk) W: [www.gbservicesuk.co.uk](http://www.gbservicesuk.co.uk)



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**From:** Lisa Gibson <[facilities@crowboroughtowncouncil.gov.uk](mailto:facilities@crowboroughtowncouncil.gov.uk)>  
**Sent:** Monday, July 31, 2023 2:17 PM  
**To:** info <[info@gbsservicesuk.co.uk](mailto:info@gbsservicesuk.co.uk)>  
**Subject:** RE: Crowborough Town Council

Hi Andrea,

I hope all well with you.

Did you want to get a date in the diary?

Best wishes

Lisa

**Lisa Gibson**  
**Facilities Officer**

Crowborough Town Council, Council Offices,  
Pine Grove, Crowborough, East Sussex, TN6 1DH  
[www.crowboroughtowncouncil.gov.uk](http://www.crowboroughtowncouncil.gov.uk)  
Email: [facilities@crowboroughtowncouncil.gov.uk](mailto:facilities@crowboroughtowncouncil.gov.uk)  
Tel: 01892 652907



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**From:** info <[info@gbsservicesuk.co.uk](mailto:info@gbsservicesuk.co.uk)>  
**Sent:** Thursday, July 13, 2023 10:24 AM  
**To:** Lisa Gibson <[facilities@crowboroughtowncouncil.gov.uk](mailto:facilities@crowboroughtowncouncil.gov.uk)>  
**Subject:** RE: Crowborough Town Council

Ok Lisa,

I will come back to you asap.

Many thanks,  
Andrea

Andrea Bowey – Accounts Director





BUILDING & PROPERTY MAINTENANCE • DISABILITY ADAPTATIONS • ENVIRONMENTAL SUPPORT & EMERGENCY SERVICES

Oast House – Salehurst, Blackham, Kent TN3 9UB

T: 01342 837 691 M: 07958 253 138 E: [andrea@gbservicesuk.co.uk](mailto:andrea@gbservicesuk.co.uk) W: [www.gbservicesuk.co.uk](http://www.gbservicesuk.co.uk)



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**From:** Lisa Gibson <[facilities@crowboroughtowncouncil.gov.uk](mailto:facilities@crowboroughtowncouncil.gov.uk)>

**Sent:** Thursday, July 13, 2023 9:45 AM

**To:** info <[info@gbservicesuk.co.uk](mailto:info@gbservicesuk.co.uk)>

**Subject:** FW: Crowborough Town Council

Hi Geoff,

Let me know when you are thinking and we can meet you on site?

Best wishes

Lisa

**Lisa Gibson**  
**Facilities Officer**

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

[www.crowboroughtowncouncil.gov.uk](http://www.crowboroughtowncouncil.gov.uk)

Email: [facilities@crowboroughtowncouncil.gov.uk](mailto:facilities@crowboroughtowncouncil.gov.uk)

Tel: 01892 652907



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**From:** info <[info@gbservicesuk.co.uk](mailto:info@gbservicesuk.co.uk)>

**Sent:** Wednesday, July 12, 2023 6:18 PM

**To:** Lisa Gibson <[facilities@crowboroughtowncouncil.gov.uk](mailto:facilities@crowboroughtowncouncil.gov.uk)>

**Subject:** RE: Crowborough Town Council

Hi Lisa,

Thank you for giving us the opportunity to quote for this work. Can we just attend to look at this works or do we need to arrange?.

Kind regards,

Geoff Bowry



Oast House – Salehurst, Blackham, Kent TN3 9UB

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**From:** Lisa Gibson <[facilities@crowboroughtowncouncil.gov.uk](mailto:facilities@crowboroughtowncouncil.gov.uk)>

**Sent:** Tuesday, July 11, 2023 1:23 PM

**To:** info <[info@gbsservicesuk.co.uk](mailto:info@gbsservicesuk.co.uk)>

**Subject:** Crowborough Town Council

Good Afternoon Linda and Geoff,

Further to my conversation with Linda this morning, I think that I have included all the relevant information 😊

As a WIAPS approved contractor, would you be able to provide a quote to lay the supply pipe to the boundary of the property from our Tractor Shed, running behind our Pavilion to include for a temporary standpipe.

The address of the site is Wolfe Recreation Ground, off Blackness Road, Crowborough TN6 2NA.

Below are the requirements for our pipe work.

- Point of entry - This is where the pipe enters the building, it must be ducted/insulated using appropriate fittings as it goes through / under the wall of our Tractor Shed
- Our service pipe within your trench. This must be at a depth of 750 – 1350 mm.

- We require a Temporary Standpipe behind the Pavilion
- Your Tails - This is your end pipe which should have 1m excess to allow for connection and left out of the ground at the highway boundary. End should be capped off to prevent contamination.
- Stop Tap. This is your internal stop tap. This must be fitted before we are able to undertake the connection works.
- The works to be undertaken will be installation of 1 x 32mm NHH connection, coming off of a 3" CI water main. To provide a flow rate of 0.8 l/sec.

Upon inspection they will be looking for:-

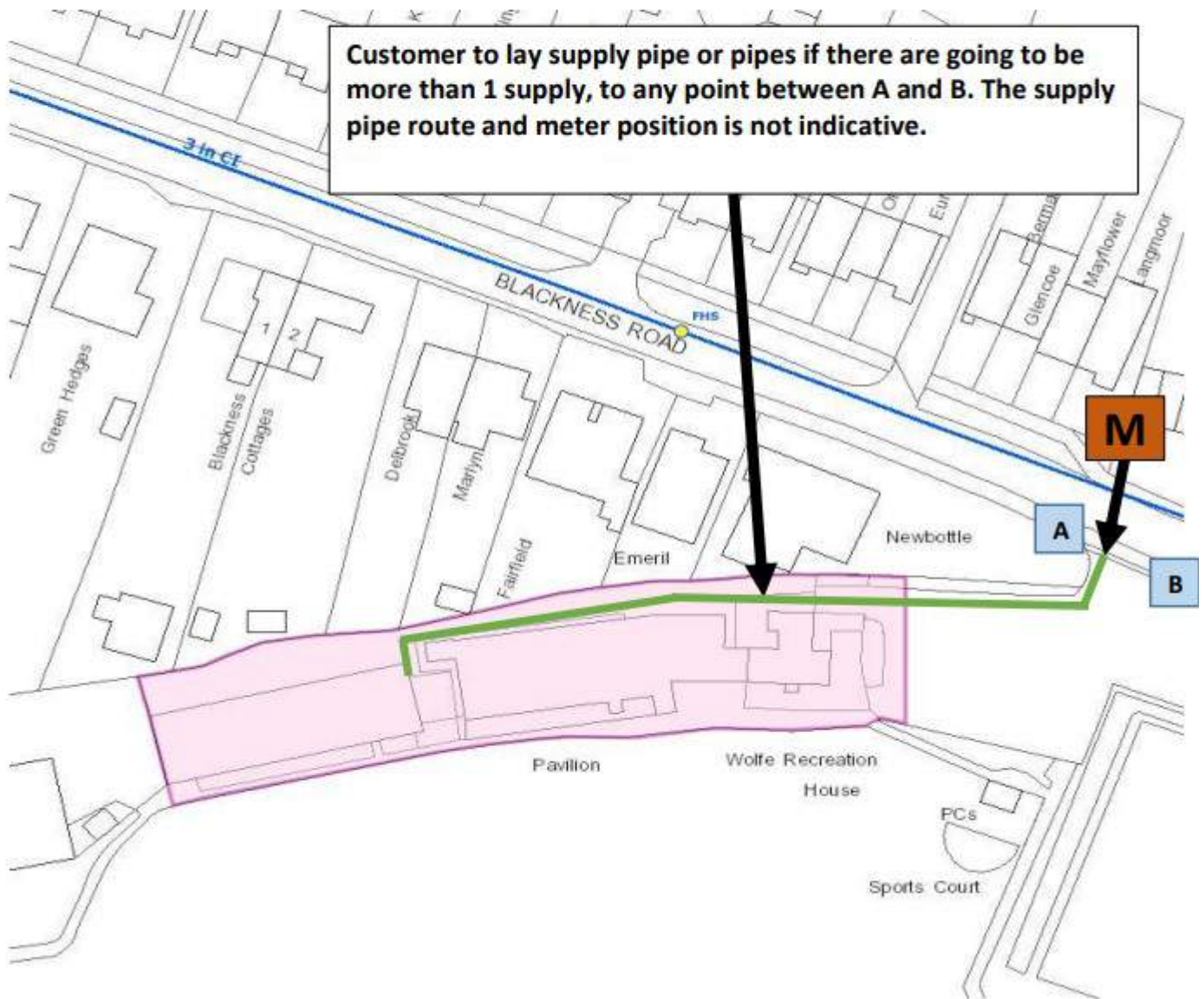
- The service pipe is laid at a depth of between 750mm and 1350mm.
- A metre of pipe called the tail is left out of the ground at the highway boundary.
- Where the pipe enters the building, it is ducted and insulated using appropriate fittings.
- There is a double check valve (internal stop valve) on our end of the pipe.

South East Water will be installing approximately 8 meterage of communication pipe up to the highway boundary point. Due to the width of the road and the location of the water main, a road closure will be required for far side connection within carriageway. The ebco box and meter will be installed at the highway boundary.

# Plan

Proposed Meter position – 1 X 32MM

Customer to lay supply pipe or pipes if there are going to be more than 1 supply, to any point between A and B. The supply pipe route and meter position is not indicative.



I look forward to hearing from you and if you would like to visit the site or require any further details, please do not hesitate to contact me.

Best wishes

Lisa

**Lisa Gibson**  
**Facilities Officer**

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

Email: [facilities@crowboroughtowncouncil.gov.uk](mailto:facilities@crowboroughtowncouncil.gov.uk)  
Tel: 01892 652907





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## Annual RoSPA Report 2023

Site Name	Asset Name	Standard Description	Risk Level
Adams Field Junior Playground	Gate - Self-Closing	RoSPA recommend the provision of a minimum of two pedestrian gates to reduce the risk of intimidation and bullying.	Low
Adams Field Junior Playground	Multiplay	Finger entrapment.	Low
Adams Field Junior Playground	Multiplay	Item has some parts missing.	Low
Adams Field Junior Playground	Multiplay	Fixtures loose or missing.	Low
Adams Field Junior Playground	Multiplay	Item has some parts missing.	Low
Adams Field Junior Playground	Multiplay	Paintwork is in poor condition.	Low
Adams Field Junior Playground	Multiplay	The equipment is dirty or algae covered.	Very Low
Adams Field Junior Playground	Multiplay	Cap missing.	Very Low
Adams Field Junior Playground	Rocker - Arch - Spring	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Low
Adams Field Junior Playground	Stepping Posts x 2	Vandalised.	
Adams Field Junior Playground	Swing - Toddler - 1 Bay 2 Seat	Gaps have opened up between tiles causing trip hazard.	Medium
Adams Field Junior Playground	Swing - Toddler - 1 Bay 2 Seat	Fittings are rusty.	Medium
Adams Field Junior Playground	Swing - Toddler - 1 Bay 2 Seat	Trip points on the surface.	Low
Adams Field Junior Playground	Swing - Toddler - 1 Bay 2 Seat	The paint is chipped.	Very Low
Adams Field Youth Area	Ball Court	Additional comments are noted below.	Low
Adams Field Youth Area	Cableway	Worn ground areas.	Low
Adams Field Youth Area	Cableway	Timber is rotting.	Low
Adams Field Youth Area	Cableway	Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is important to inspect any hidden parts at least annually. Damaged cables require replacement. This cannot be determined during an annual inspection, and is excluded from our inspection. This can lead to a high risk if no action is taken. Refer to the manufacturer's instructions to ensure the correct check is carried out.	
Adams Field Youth Area	Cableway	Item has some parts missing.	
Adams Field Youth Area	Climber - Net Pyramid	Vandalised.	Low
Adams Field Youth Area	Climber - Net Pyramid	Trip points on the surface.	Low
Adams Field Youth Area	Climber - Net Pyramid	The spatial network requires re-tensioning.	Low
Adams Field Youth Area	Combination Goal End	Item is damaged.	Low
Adams Field Youth Area	Combination Goal End	Paintwork is in poor condition.	Low
Adams Field Youth Area	Combination Goal End	The equipment is dirty or algae covered.	Very Low
Adams Field Youth Area	Seating - Picnic Tables	Vandalised (arson).	Very Low
Adams Field Youth Area	Signage	Sign is unreadable.	Low
Adams Field Youth Area	Swing - Group	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Medium
Adams Field Youth Area	Swing - Group	Worn ground areas.	Medium
Adams Field Youth Area	Swing - Group	Seat(s) set at incorrect height.	Low
Adams Field Youth Area	Swing - Group	Butterfly shackles have been used, presenting non-rounded edges.	Low
Adams Field Youth Area	Swing - Group	Minor repairs are needed.	Low
Adams Field Youth Area	Swing - Junior - 2 Bay 4 Seat	There is wear to the surfacing due to foot drag.	Low
Adams Field Youth Area	Swing - Junior - 2 Bay 4 Seat	The equipment is dirty or algae covered.	Very Low
Adams Field Youth Area	Youth Shelter	Paintwork is in poor condition.	Low
Eridge Road Skate Park	Access Steps	Surface needs repair.	Low

Site Name	Asset Name	Standard Description	Risk Level
Eridge Road Skate Park	Fencing	Monitor.	Low
Eridge Road Skate Park	Fencing	Vandalised (arson).	Low
Eridge Road Skate Park	Fencing	Timber is rotting.	Low
Eridge Road Skate Park	General Surface - Tarmac	Surface is uneven.	Low
Eridge Road Skate Park	General Surface - Tarmac	Surface has been vandalised (arson).	Low
Eridge Road Skate Park	Seating	Vandalised (arson).	
Eridge Road Skate Park	Signage	Risk assessment.	
Eridge Road Skate Park	Skate - Grind Box	Moderate repairs are needed.	Medium
Eridge Road Skate Park	Skate - Half Pipe - Double - With Tombstone Extensions	Item is damaged.	High
Eridge Road Skate Park	Skate - Half Pipe - Double - With Tombstone Extensions	Edges not radiused or chamfered.	Medium
Eridge Road Skate Park	Skate - Half Pipe - Double - With Tombstone Extensions	The spacing between the barrier bars is in excess of 89 mm.	Low
Eridge Road Skate Park	Skate - Quarter Pipe - Double - With Shoulder	Concrete edges are in poor condition.	Medium
Eridge Road Skate Park	Skate - Quarter Pipe - Double - With Shoulder	Welds are cracked.	Medium
Eridge Road Skate Park	Skate - Quarter Pipe - Double - With Shoulder	The distance between the top of the platform and the lower edge of the barrier should not exceed 60 mm.	Low
Eridge Road Skate Park	Skate - Quarter Pipe - Double - With Shoulder	The spacing between the barrier bars is in excess of 89 mm.	Low
Eridge Road Skate Park	Wheeled Sport - Quarter Pipe & Grind Box	Welds are cracked.	Medium
Eridge Road Skate Park	Wheeled Sport - Quarter Pipe & Grind Box	The distance between the top of the platform and the lower edge of the barrier should not exceed 60 mm.	Low
Eridge Road Skate Park	Wheeled Sport - Quarter Pipe & Grind Box	The spacing between the barrier bars is in excess of 89 mm.	Low
Eridge Road Skate Park	Wheeled Sport - Quarter Pipe & Grind Box	The concrete is not in good condition.	Low
Eridge Road Skate Park	Wheeled Sport - Street Course	The surface is cracking.	Low
Eridge Road Skate Park	Wheeled Sport - Street Course	The concrete is not in good condition.	Low
Goldsmiths Play Area	Agility - High Bars - 3 Tier	Fixtures loose or missing.	Medium
Goldsmiths Play Area	Cableway	Item was not inspected on this occasion.	
Goldsmiths Play Area	Cableway	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	
Goldsmiths Play Area	Gates	The gate's closing mechanism does not work correctly.	Low
Goldsmiths Play Area	Gates	Additional comments are noted below.	Very Low
Goldsmiths Play Area	Litter Bin	RoSPA recommends that litter bins should not be closer than 2 m from seats and gates (max of 3 m recommended). If they are too far away they may not be used. If they are too close this may cause nuisance from wasps.	Very Low
Goldsmiths Play Area	Multiplay	Chain covers prevent a thorough inspection of all chain links.	Low
Goldsmiths Play Area	Multiplay - Slide Climber	Minor repairs are needed.	Low
Goldsmiths Play Area	Multiplay - Slide Climber	Chain covers prevent a thorough inspection of all chain links.	Low
Goldsmiths Play Area	Rocker - Seesaw	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	
Goldsmiths Play Area	Rocker - Sit-In	Fixtures loose or missing.	Low
Goldsmiths Play Area	Swing - Junior - 1 Bay 2 Seat	Cap missing.	Low
Goldsmiths Play Area	Swing - Rope - Horizontal	Swing shackles have been over-tightened causing them to jam.	Medium
Goldsmiths Play Area	Swing - Rope - Horizontal	Item was not inspected on this occasion.	
Goldsmiths Running Track	Adult Fitness x 9	Fixtures loose or missing.	Low
Goldsmiths Running Track	Adult Fitness x 9	Item is not working.	Low
Goldsmiths Running Track	Adult Fitness x 9	Cap missing.	Very Low
Goldsmiths Running Track	Adult Fitness x 9	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	
Goldsmiths Running Track	Basketball Court	Loose in ground.	Low

Site Name	Asset Name	Standard Description	Risk Level
Goldsmiths Running Track	Basketball Court	Minor repairs are needed.	Very Low
Goldsmiths Running Track	Gates - Vehicle	Gate is sticking on the ground.	Medium
Goldsmiths Running Track	MUGA - Ball Court	Item is damaged.	Medium
Goldsmiths Running Track	MUGA - Ball Court	There is a crush point at the gate. Multi-use games area gates must maintain a minimum 18 mm gap throughout the full range of motion of the gate.	Low
Goldsmiths Running Track	MUGA - Ball Court	Fixtures loose or missing.	Low
Goldsmiths Running Track	MUGA - Ball Court	Hard or sharp projections.	Low
Goldsmiths Running Track	MUGA - Ball Court	Loose in ground.	Low
Jarvis Brook Outdoor Gym	Adult Fitness - Crossrider Duo	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Low
Jarvis Brook Outdoor Gym	Adult Fitness - Skier	See the notes.	Low
Jarvis Brook Outdoor Gym	Fitness - Air Walker Duo	Loose in ground.	Low
Jarvis Brook Outdoor Gym	Fitness - Air Walker Duo	See the notes.	Low
Jarvis Brook Outdoor Gym	Fitness - Air Walker Duo	Paintwork is in poor condition.	Low
Jarvis Brook Outdoor Gym	Fitness - Chest Press	Paintwork is in poor condition.	Low
Jarvis Brook Outdoor Gym	Fitness - Chest Press	Hand grip is missing.	Low
Jarvis Brook Outdoor Gym	Fitness - Leg Press	The paint is chipped.	Very Low
Jarvis Brook Playground	Bouncing Facility - Large	There is an obstacle in the falling space or minimum space.	Low
Jarvis Brook Playground	Bouncing Facility - Large	Item has been immobilised, fenced or removed to prevent use.	
Jarvis Brook Playground	Fencing	Item is bent.	Very Low
Jarvis Brook Playground	Gates - Pedestrian	Trip points on the surface.	Medium
Jarvis Brook Playground	Gates - Pedestrian	Minor repairs are needed.	Low
Jarvis Brook Playground	Multiplay - Senior	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.	Medium
Jarvis Brook Playground	Multiplay - Senior	In the inspector's opinion the protective surface may not meet the head injury criteria requirements from the height required.	Medium
Jarvis Brook Playground	Multiplay - Senior	Surface needs repair.	Low
Jarvis Brook Playground	Play House	Worn ground areas.	Medium
Jarvis Brook Playground	Play House	Edges not radiused or chamfered.	Medium
Jarvis Brook Playground	Rocker - Seesaw	Surface needs repair.	Low
Jarvis Brook Playground	Rocker - Seesaw	There is wear in the bearings.	Low
Jarvis Brook Playground	Rocker - Wagon & Horses	Fixtures loose or missing.	Low
Jarvis Brook Playground	Rocker - Wagon & Horses	Cap missing.	Very Low
Jarvis Brook Playground	Sand Play Area	Timber is decayed.	Medium
Jarvis Brook Playground	Sand Play Area	Edges not radiused or chamfered.	Medium
Jarvis Brook Playground	Slide - Embankment	Ground erosion present.	Low
Jarvis Brook Playground	Swing - Basket	Bolt(s) loose.	Medium
Jarvis Brook Playground	Swing - Basket	Surface needs repair.	Low
Jarvis Brook Playground	Swing - Basket	Finger entrapment.	Low
Jarvis Brook Playground	Swing - Basket	Chain covers prevent a thorough inspection of all chain links.	Low
Jarvis Brook Playground	Swing - Junior - 1 Bay 2 Seat	Timber vandalised	High
Jarvis Brook Playground	Swing - Junior - 1 Bay 2 Seat	Surface needs repair.	Low
Jarvis Brook Playground	Swing - Toddler - 1 Bay 2 Seat	Chain link connectors notched.	Low
Jarvis Brook Playground	Tunnel	Surface is wearing.	Low



Site Name	Asset Name	Standard Description	Risk Level
Jarvis Brook Youth Area	Ball Sports Area	Horizontal guard rails without vertical or solid infill.	Medium
Jarvis Brook Youth Area	Ball Sports Area	Edges not radiused or chamfered.	Medium
Jarvis Brook Youth Area	Ball Sports Area	Surface needs repair.	Medium
Jarvis Brook Youth Area	Ball Sports Area	Risk assessment.	Low
Jarvis Brook Youth Area	Cycle Rack	Item is bent.	Very Low
Jarvis Brook Youth Area	Fencing - Post & Rail	Monitor.	Low
Jarvis Brook Youth Area	Seating - Benches - Timber	The material is not in good condition.	Low
Jarvis Brook Youth Area	Seating - Benches - Timber	Item has some parts missing.	
Jarvis Brook Youth Area	Signage	Provide appropriate skate signs according to EN 14974.	Medium
Jarvis Brook Youth Area	Skate - Driveway - With Arched Rail, Grind Box & Planter	Concrete edges are in poor condition.	Medium
Jarvis Brook Youth Area	Skate - Driveway - With Arched Rail, Grind Box & Planter	Concrete edges are in poor condition.	Low
Jarvis Brook Youth Area	Skate - Flat Bank - With Tombstone & Platform	Edges not radiused or chamfered.	Medium
Jarvis Brook Youth Area	Skate - Flat Bank - With Tombstone & Platform	Concrete edges are in poor condition.	Medium
Jarvis Brook Youth Area	Skate - Half Bowl - With Vert Ramp	Concrete edges are in poor condition.	Medium
Jarvis Brook Youth Area	Skate - Half Bowl - With Vert Ramp	Ground erosion present.	Low
Jarvis Brook Youth Area	Wheeled Sport - Pyramid	The transition between ground and unit exceeds 5 mm.	Medium
Jarvis Brook Youth Area	Wheeled Sport - Pyramid	The surface is cracking.	Low
Silver Jubilee	Balance Trail	Worn ground areas.	Medium
Silver Jubilee	Balance Trail	Edges not radiused or chamfered.	Medium
Silver Jubilee	Balance Trail	Minor repairs are needed.	Low
Silver Jubilee	Carousel - Accessible	The free space is intersected by main travelling routes at / or through the playground.	Low
Silver Jubilee	Multiplay	Shrinkage / separation of the surface. This may give a trip hazard.	Low
Silver Jubilee	Multiplay	Finger entrapment.	Low
Silver Jubilee	Seating - Picnic Tables	Projecting bolt thread.	Low
Silver Jubilee	Seating - Picnic Tables	Timber is rotting.	Very Low
Silver Jubilee	Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat	Swing shackles have been over-tightened causing them to jam.	Medium
Silver Jubilee	Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat	Shrinkage / separation of the surface. This may give a trip hazard.	Medium
Silver Jubilee	Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat	Some chain wear.	Low
Wolfe Recreation Ground	Agility - Leap Frog Posts	Timbers are installed into bark chip. Decomposing bark is acidic and can neutralise the alkaline timber treatment agent. This will lead to the timber decaying and failure or collapse of the equipment.	
Wolfe Recreation Ground	Ball Court End	Surface is uneven.	Medium
Wolfe Recreation Ground	Ball Court End	Loose in ground.	Low
Wolfe Recreation Ground	Ball Court End	Cap missing.	Low
Wolfe Recreation Ground	Boulders	Additional comments are noted below.	Low
Wolfe Recreation Ground	Bridge - Hedgehog	Item has some parts missing.	Low
Wolfe Recreation Ground	Cableway	Surface is compacted or displaced.	Medium
Wolfe Recreation Ground	Cableway	Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time, but can happen anywhere on the cable. It is important to inspect any hidden parts at least annually. Damaged cables require replacement. This cannot be determined during an annual inspection, and is excluded from our inspection. This can lead to a high risk if no action is taken. Refer to the manufacturer's instructions to ensure the correct check is carried out.	
Wolfe Recreation Ground	Cableway	Timbers are installed into bark chip. Decomposing bark is acidic and can neutralise the alkaline timber treatment agent. This will lead to the timber decaying and failure or collapse of the equipment.	
Wolfe Recreation Ground	Carousel - Accessible	There is wear in the bearings.	Low

Site Name	Asset Name	Standard Description	Risk Level
Wolfe Recreation Ground	Carousel - Accessible	Surface is wearing.	Low
Wolfe Recreation Ground	Climber - Tower	Fixtures loose or missing.	Medium
Wolfe Recreation Ground	Climber - Tower	Finger entrapment.	Low
Wolfe Recreation Ground	Climber - Tower	Cap missing.	Low
Wolfe Recreation Ground	Fencing	Monitor.	Low
Wolfe Recreation Ground	Multiplay - Galaxy Unit - With Rotators x 2	Fixtures loose or missing.	Medium
Wolfe Recreation Ground	Multiplay - Galaxy Unit - With Rotators x 2	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Medium
Wolfe Recreation Ground	Multiplay - Galaxy Unit - With Rotators x 2	Surface is compacted or displaced.	Medium
Wolfe Recreation Ground	Rocker - Seesaw - Spring	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Low
Wolfe Recreation Ground	Rotator - Supernova	Surface is compacted or displaced.	Low
Wolfe Recreation Ground	Sand Digger	Fixtures loose or missing.	Low
Wolfe Recreation Ground	Sand Works - Multiplay	The geo-textile is exposed.	Medium
Wolfe Recreation Ground	Sand Works - Multiplay	Finger entrapment.	Low
Wolfe Recreation Ground	Sand Works - Multiplay	Item has some parts missing.	Low
Wolfe Recreation Ground	Sand Works - Multiplay	Item is not working.	Low
Wolfe Recreation Ground	Seating - Picnic Tables	Vandalised (arson).	Very Low
Wolfe Recreation Ground	Slide - Tower - With Twin Slides	Surface is compacted or displaced.	Medium
Wolfe Recreation Ground	Swing - Group	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Medium
Wolfe Recreation Ground	Swing - Group	Surface is compacted or displaced.	Medium
Wolfe Recreation Ground	Swing - Toddler - 1 Bay 2 Seat	Surface is compacted or displaced.	Medium
Wolfe Recreation Ground	Swing - Toddler - 1 Bay 2 Seat	The covers should be removed from the fitting at the top of the chain annually and the shackle bolt should be checked for wear. Check the security of the fittings too.	Low



**AGENDA ITEM NUMBER:** 9.1  
**MEETING DATE:** 5<sup>th</sup> September 2023  
**COUNCIL/COMMITTEE:** Sports and Recreation  
**TITLE:** Changing Rooms Refurbishment Report  
**PURPOSE OF REPORT:** For agreement of works for changing rooms  
**SUPPORTING DOCUMENTS:** Appendix A – Quotes  
**OFFICER CONTACT:** Operations Manager

<b>OFFICER RECOMMENDATIONS:</b>	
<b>1</b>	
<b>2</b>	

The changing rooms at Goldsmiths Recreation ground are hired out to both football clubs and Crowborough Runners. The building is owned by the Town Council and maintenance and repair is the Council's responsibility.

The building is in need of some repair and upkeep of its facilities and therefore quotes have been obtained for this.

The works required are:

- 2 x new rear fire doors (existing doors are rotting)
- 1 x replacement glass window
- Painting of external shutters to preserve metalwork
- Painting of external woodwork to preserve timber and improve appearance of building
- Internal redecoration of all surfaces and woodwork to remove mould and repair general usage damage.
- Tiling repairs due to some tiles becoming loose or broken.
- General maintenance repairs

Quotes have been received from three companies for the work.

APMR - £8,800.00 (Quote included moss removal from roof but this has already now been done) Quote does not include the two fire doors or replacement glass window as they cannot provide these services. This could be carried out separately by a local contractor at an estimated £2000.00 cost.

JJ Brickworks - £24,400.00 – Quote includes all work specified.

Mark Bibby - £35,250.00 – Quote includes all work specified and in addition blocking up an old doorway.

These general maintenance works are needed to ensure the building is maintained on a regular basis and does not fall into disrepair.

APMR have provided a price significantly lower than the other two contractors, however, the Council have used them as a contractor for similar works in the Herne Chapel and the work was completed to a satisfactory standard.

### **Finance**

Code 312/4323 currently shows funds available of £20,432.00. It is anticipated that the predicted expenditure for the rest of the year will mean that the actual funds available are around £15,000.00.

### **Recommendation**

1. It is the officer's recommendation that the Committee resolves to accept APMR's quote of £8,800.00 (excluding the moss removal from the roof). Funds to be taken from 312/4323.
2. It is the officer's recommendation that the Committee resolves to accept Mark Bibby's quote for the replacement of two fire doors and one broken window for £1,975.00. Funds to be taken from 312/4323. (Taken from Mark Bibby's quote breakdown)





## Estimate

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

14/03/2023

WORKS	Amount Payable
<b>Works Address: Goldsmiths Changing Rooms, Goldsmiths Recreation Ground, Crowborough</b>	
<b>Job Details:</b>  <b><u>Refurbishment of the Changing Rooms</u></b>  <b><u>External</u></b> <u>Shutters - £1,000.00+VAT</u> <ul style="list-style-type: none"><li>Remove graffiti</li><li>Prep metal</li><li>Supply and apply external metal paint to shutter (match existing colour)</li><li>Ensure all shutters function correctly (replace locks where needed)</li></ul> <u>Woodwork - £2,000.00+VAT</u> <ul style="list-style-type: none"><li>Fill and repair damage where necessary</li><li>Sand and prep timber</li><li>Supply and apply x2 coats of external grade paint (colour to best match existing)</li></ul> <u>Roof - £700.00+VAT</u> <ul style="list-style-type: none"><li>Supply access to safely reach the roof</li><li>Remove and dispose of moss to the roof</li></ul> <b><u>Internal</u></b> <u>Redecoration Throughout (all changing rooms, showers, toilets &amp; walkways) - £4,500.00+VAT</u> <ul style="list-style-type: none"><li>Remove and set aside all existing photos, notices, signs, etc</li><li>Fill and repair damage to walls/ceilings/brickwork/woodwork/metalwork</li><li>Sand and prep all walls/ceilings/brickwork/woodwork/metalwork</li><li>Supply and apply stainblock to walls and ceilings where required</li><li>Supply and apply x 2coats of paint to all walls &amp; ceilings</li><li>Supply and apply undercoat and topcoat to all woodwork</li></ul>	

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




- Supply and apply x2 coats of paint to all metalwork
- Supply and apply varnish to woodwork (benches, coats hooks, etc)
- Refit all photos, notices, signs, etc

Internal Repairs - £1,300.00+VAT

- Remove and dispoee of loose floor and wall tiles where reuquired
- Supply and instsal new grout & adheise
- Supply and install new wall tiles (best match exisitng)
- Supply and new floor tiles to the shower & toilet area (best match existing)
- Secure all loose bench slats into place
- Repalce faulty lightbulbs where reuquired





	
<b>MATERIALS AND LABOUR</b>	<b>£9,500.00</b>
<b>VAT</b>	<b>£1,900.00</b>
<b>TOTAL</b>	<b>£11,400.00</b>

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

# QUOTE

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

**Date**  
 15 Mar 2023

**Quote Number**  
 QU-0107

**VAT Number**  
 183057702

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

Description	Quantity	Unit Price	VAT	Amount GBP
Goldsmiths changing rooms	1.00	24,400.00	20%	24,400.00
X2 new fire doors Prepare & repaint changing rooms throughout Internal wall tiles, replace broken ones Replace broken window Tired fascia & soffits clean & repaint External wood work prepare & repaint Prepare & repaint shutters Replace lock to x1 shutter  Safety precautions have been put in place, where asbestos has been shown on survey.				
			Subtotal	24,400.00
			TOTAL VAT 20%	4,880.00
			<b>TOTAL GBP</b>	<b>29,280.00</b>

## Terms

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



## CTC Operations

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**From:** Mark Bibby <markbibby24@icloud.com>  
**Sent:** 26 July 2023 13:12  
**To:** Lisa Gibson  
**Subject:** Goldsmith changing rooms

Hi Lisa

Please find inclosed prices for the works of goldsmiths changing rooms below. All prices are kept the same for 3 months and include labour plant, material and health & safety

Tired internal paintwork – prepare and repaint throughout all changing rooms: £18,000

Internal broken wall tiles – replace several wall tiles that are broken and floor tiles: £1,650

Broken window – replace: £475

Tired soffits and fascias – prepare and repaint or as in good condition PVC cover over the top: £4,000

External woodwork and Tired shutters – Prepare and repaint( this includes scaffolding towers, barriers and signage: £7,500

Shutter without security – replace locks and needs fixing: £475

Referees room - timber over old doors and paint :£450

Soap dispenser: £200

Two new fire doors including new locks, hinges ect: £1,500

Cracks to changing room - fixing the cracks: £450

Repair walls around where the new fire doors are: £550

This should cover all the works we have been through.

Kind regards

Mark Bibby

Sent from my iPhone