

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 14th November 2023** at **7.30pm** when it is proposed to transact the following business:

Caroline Miles, Town Clerk
8th November 2023

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

Questions from members of the public (15 minutes maximum)

Members of the public are welcome to address the committee on items listed in this agenda.

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

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

3.1 Minutes of the meeting of 30th October 2023

4. FINANCIAL MATTERS

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

4.2 To **note** Budget Report for 2024/25 and **agree** further action.

5. POLICY REVIEW

Hire policy

6. REQUEST FOR A LITTER BIN

6.1 To **note** the request and **agree** any action

7. CAFC REQUEST

7.1 To note the request and agree any action

8. GOLDSMITHS

8.1 To note the request and agree any action

9. WOLFE RECREATION GROUND

9.1 To **note** the report on the van purchase.

9.2 To **note** the report on funding and **agree** any action

10. JARVIS BROOK RECREATION GROUND

10.1 To **note** the report and **agree** any action.

11. ROSPA REPORT UPDATE

11.1 To **note** the ROSPA Report Update

12. PROJECT PROPOSALS

12.1 To **note** the report and **agree** any action

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



AGENDA ITEM NUMBER: 4

MEETING DATE: 14th November 2023

COUNCIL/COMMITTEE: S&R Committee

TITLE: Finance Report

PURPOSE OF REPORT: This report covers the S&R Committees current income and expenditure against budget and Earmarked Reserves (EMR) position. Only significant variances have been reported on. This also sets out the draft S&R's Committee Budget 2024/25 and the projected budgets for 2025/26 and 2026/27. The current 2023/24 budget is included for comparison.

SUPPORTING DOCUMENTS: Appendix A – Income & Expenditure Report
Appendix B - Earmarked Reserves
Appendix C - Proposed Environment Budget for 24/25

CONTACT OFFICER: RFO

OFFICER RECOMMENDATIONS:	
1	The Committee is RECOMMENDED to: (1) Note the Committee's current income and expenditure position. Appendix A. (2) Note this Committee's Earmarked Reserves. Appendix B. (3) Comment upon the draft Committee Budget 2024/25 and the projected budgets for 2025/26 and 2026/27 and recommend its proposal to the Finance and General Purposes Committee along with the recommendation to Full Council for the allocation of CiL funds. Appendix C.

4.1. Income and Expenditure

Attached as Appendix A is the Income & Expenditure report for this Committee for the financial year 2023/24. **Significant variances are reported in bold.**

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

4253 Vehicle Costs – essential repairs to the tractor which came to £2,558 has led to this budget being overspent. This will rise by a possible further £2,000 on running repairs to vehicles

4309 Workshop/Yard – the committed costs of £63,502 shows the budget as overspending by £61,866. This is due to General Reserves of £63147.50 being allocated under resolution 10259

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

1108- Kiosk – income has exceeded expectations due to the recharges of utility costs. Expenditure code 4326 will exceed budget due to the increase of utility costs

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

4326 – Toilet/Kiosk as income code 1108 above, utility charges are higher than anticipated due to the tenant being in this facility

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's are attached as Appendix B.

4.3. Proposed Budget

Attached as Appendix C to this report is the draft Committee Budget 2024/25 and the projected budgets for 2025/26 and 2027/28.

To support the Committees understanding of the budgets, last year's budgets, this year's budgets and this year's spend to date are included on the spread sheet. It should be noted that staff costs are not included in the cost of each event.

Significant variances from the previous year's budget are shown at the bottom of the report with variances over 10% or £1,000 being reported.

The bottom line shows that overall, this Committee's budget will increase by 7.2%.

Budgets have been projected until 2026/27 to inform long term planning. All known future expenditure has been included in these projections.

As a continuation of improvement to the sport and recreation facilities within the town, the play area at Jarvis Brook needs to be replaced. To help keep precept requirements down, CiL funds could be used to support these improvements. It is therefore a recommendation that a request is made to Full Council for CiL funds to be allocated to this project. This would mean that the existing budget requirement for code 314/4308 could be reduced by £2,000 and the overall S&R budget would show a 5.1% increase.

The budget could be reduced further if CiL funds were used instead of budgeted funds for Wolfe Pavilion. Code 4113/390 would be reduced to zero in the budget with Full Council being asked to fund the £20,000 through CiL. The budget for this committee would then show a decrease from this current year by 4.3%.

The Committee is required to **recommend** its budget requirement to F&GP to consider as part of the whole Council budget.

RFO

Detailed Income & Expenditure by Budget Heading 08/11/2023

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Sport & Recreation								
301 Grounds Maintenance								
1051 Income-Miscellaneous	372	10,666	500	(10,166)			2133.2%	
Grounds Maintenance :- Income	372	10,666	500	(10,166)			2133.2%	0
4009 H & S /PPE	1,605	3,082	3,000	(82)		(82)	102.7%	
4020 Telephone & Postage	3,234	1,908	3,000	1,092		1,092	63.6%	
4039 Capital Purchases	0	0	30,000	30,000	30,000	0	100.0%	
4177 Contingency	3,502	0	5,000	5,000	5,000	0	100.0%	
4253 Vehicle Costs	8,065	8,809	6,000	(2,809)	2	(2,811)	146.8%	
4254 Fuel and Oils	10,730	6,843	12,000	5,157		5,157	57.0%	
4255 Equipment	6,769	3,989	7,000	3,011	43	2,969	57.6%	
4260 Equipment Maintenance	7,673	2,663	6,000	3,337		3,337	44.4%	
4270 Tree Works	342	3,775	8,000	4,225		4,225	47.2%	
4280 Football Pitches	5,789	4,621	5,000	379	7	373	92.5%	
4308 Play/Sports Areas	23,702	6,643	20,000	13,357	1,275	12,081	39.6%	
4309 Workshops/yard/chemical store	5,667	3,364	5,000	1,636	63,502	(61,866)	1337.3%	
Grounds Maintenance :- Indirect Expenditure	77,077	45,696	110,000	64,304	99,828	(35,524)	132.3%	0
Net Income over Expenditure	(76,705)	(35,030)	(109,500)	(74,470)				
310 Whitehill Centre								
1000 Income-Hire of Halls	6,925	3,856	6,500	2,644			59.3%	
Whitehill Centre :- Income	6,925	3,856	6,500	2,644			59.3%	0
4012 Rates	2,121	1,555	2,226	671		671	69.8%	
4250 Buildings Maintenance	1,453	1,526	15,000	13,474	387	13,088	12.7%	
4335 Security, Fire & Alarms	2,228	2,666	2,100	(566)		(566)	126.9%	
4800 Caretaking/ Cleaning	704	610	800	190	65	125	84.3%	
4805 Electricity	1,015	650	1,200	550		550	54.1%	
4806 Gas	3,424	863	2,500	1,637		1,637	34.5%	
4807 Water and Sewage	(5)	132	250	118		118	52.8%	
Whitehill Centre :- Indirect Expenditure	10,939	8,000	24,076	16,076	452	15,625	35.1%	0
Net Income over Expenditure	(4,014)	(4,144)	(17,576)	(13,432)				
311 Wolfe Recreation Ground								
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%	
1103 Income-insurance	0	258	0	(258)			0.0%	

Detailed Income & Expenditure by Budget Heading 08/11/2023

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1110 Income-Pavilion	25,078	1,450	3,000	1,550			48.3%	
1111 Income-Cottage	11,940	3,515	11,940	8,425			29.4%	
Wolfe Recreation Ground :- Income	38,178	5,273	16,192	10,919			32.6%	0
4012 Rates	3,593	0	4,192	4,192		4,192	0.0%	
4020 Telephone & Postage	694	471	684	213		213	68.8%	
4041 Grounds Maintenance	1,608	62	4,350	4,288		4,288	1.4%	
4303 Pavilion/bar/changing	15,722	5,274	2,000	(3,274)	350	(3,624)	281.2%	
4307 Cottage	5,230	4,876	5,000	124	35	89	98.2%	
4308 Play/Sports Areas	2,910	370	5,000	4,630	979	3,651	27.0%	
4335 Security, Fire & Alarms	551	1,709	850	(859)		(859)	201.1%	
4652 CCTV	250	146	250	104		104	58.3%	
4801 Refuse & Hygiene	4,186	2,684	5,200	2,516		2,516	51.6%	
4807 Water and Sewage	726	219	1,000	781		781	21.9%	
4912 Wolfe Toilet	265	718	1,000	282	385	(102)	110.2%	
Wolfe Recreation Ground :- Indirect Expenditure	35,736	16,527	29,526	12,999	1,749	11,250	61.9%	0
Net Income over Expenditure	2,443	(11,254)	(13,334)	(2,080)				
<u>312 Goldsmiths Recreation Ground</u>								
1002 Income-Recreation Grounds	4,975	7,973	5,000	(2,973)			159.5%	
1007 Income- Caravan Site	20,524	6,275	21,000	14,725			29.9%	
1008 Income-Kiosk	2,898	2,720	2,500	(220)			108.8%	
1016 Income-Petanque	202	0	205	205			0.0%	
1103 Income-insurance	5,710	0	0	0			0.0%	
Goldsmiths Recreation Ground :- Income	34,309	16,969	28,705	11,736			59.1%	0
4041 Grounds Maintenance	3,982	7,354	4,400	(2,954)	595	(3,549)	180.7%	
4308 Play/Sports Areas	8,381	3,024	10,000	6,976	1,385	5,591	44.1%	
4321 Petanque Club & Car Park	123	0	250	250		250	0.0%	
4323 Changing Rooms	17,697	11,220	25,000	13,780	13,830	(50)	100.2%	
4326 Toilet/Kiosk	8,062	9,791	10,000	209	930	(721)	107.2%	
4335 Security, Fire & Alarms	307	196	600	404		404	32.6%	
4807 Water and Sewage	350	27	500	473		473	5.5%	
4963 Boating Lake	1,000	566	500	(66)		(66)	113.2%	
Goldsmiths Recreation Ground :- Indirect Expenditure	39,900	32,178	51,250	19,072	16,739	2,333	95.4%	0
Net Income over Expenditure	(5,592)	(15,209)	(22,545)	(7,336)				
<u>313 Alderbrook Playing Fields</u>								
1002 Income-Recreation Grounds	860	0	805	805			0.0%	
Alderbrook Playing Fields :- Income	860	0	805	805			0.0%	0

Detailed Income & Expenditure by Budget Heading 08/11/2023

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Grounds Maintenance	202	64	525	461		461	12.2%	
Alderbrook Playing Fields :- Indirect Expenditure	202	64	525	461	0	461	12.2%	0
Net Income over Expenditure	658	(64)	280	344				
<u>314 Jarvis Brook Recreation Ground</u>								
4013 Lease - annual charge	1,100	0	1,100	1,100		1,100	0.0%	
4041 Grounds Maintenance	249	203	263	61		61	77.0%	
4308 Play/Sports Areas	3,054	5,161	3,000	(2,161)	1,883	(4,044)	234.8%	
Jarvis Brook Recreation Ground :- Indirect Expenditure	4,403	5,363	4,363	(1,000)	1,883	(2,883)	166.1%	0
Net Expenditure	(4,403)	(5,363)	(4,363)	1,000				
<u>315 Limekiln Recreation Ground</u>								
1002 Income-Recreation Grounds	5,707	2,800	7,000	4,200			40.0%	
Limekiln Recreation Ground :- Income	5,707	2,800	7,000	4,200			40.0%	0
4041 Grounds Maintenance	757	376	1,750	1,374		1,374	21.5%	
Limekiln Recreation Ground :- Indirect Expenditure	757	376	1,750	1,374	0	1,374	21.5%	0
Net Income over Expenditure	4,950	2,424	5,250	2,826				
<u>390 Capital Projects - SRC</u>								
4113 Wolfe Pavilion	0	0	20,000	20,000		20,000	0.0%	
4316 Pump Track	29,801	0	0	0		0	0.0%	
Capital Projects - SRC :- Indirect Expenditure	29,801	0	20,000	20,000	0	20,000	0.0%	0
Net Expenditure	(29,801)	0	(20,000)	(20,000)				
<u>401 Silver Jubilee Recreation Gnd</u>								
4041 Grounds Maintenance	278	91	300	209		209	30.4%	
4308 Play/Sports Areas	513	130	2,000	1,870	129	1,741	12.9%	
Silver Jubilee Recreation Gnd :- Indirect Expenditure	792	221	2,300	2,079	129	1,950	15.2%	0
Net Expenditure	(792)	(221)	(2,300)	(2,079)				
<u>402 Other Areas and Open Spaces</u>								
1002 Income-Recreation Grounds	1,134	909	260	(649)			349.4%	
1051 Income-Miscellaneous	1	150	0	(150)			0.0%	
Other Areas and Open Spaces :- Income	1,135	1,058	260	(798)			406.9%	0

Detailed Income & Expenditure by Budget Heading 08/11/2023

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Grounds Maintenance	2,333	334	2,000	1,666	720	946	52.7%	
4408 Chapel Green Water & Electric	1,968	328	300	(28)		(28)	109.3%	
4476 M O D Park	0	0	500	500		500	0.0%	
4805 Electricity	(362)	114	1,200	1,086		1,086	9.5%	
Other Areas and Open Spaces :- Indirect Expenditure	3,939	776	4,000	3,224	720	2,504	37.4%	0
Net Income over Expenditure	(2,804)	282	(3,740)	(4,022)				
<u>403 Adams Field</u>								
4041 Grounds Maintenance	108	101	250	149		149	40.2%	
4308 Play/Sports Areas	1,744	757	3,000	2,243	1,620	623	79.2%	
Adams Field :- Indirect Expenditure	1,852	858	3,250	2,392	1,620	772	76.2%	0
Net Expenditure	(1,852)	(858)	(3,250)	(2,392)				
<u>900 Restricted - Section 106</u>								
9059 S106-Southdown Warehouse proje	14,032	16,772	0	(16,772)		(16,772)	0.0%	16,772
9060 S106-Wolfe Play Equipment	0	5,700	0	(5,700)	8,931	(14,631)	0.0%	5,700
9062 S106-Recreational Use	6,958	0	0	0		0	0.0%	
9063 S106-Rose Cottage - Wolfe tenn	4,111	0	0	0		0	0.0%	
Restricted - Section 106 :- Indirect Expenditure	25,100	22,472	0	(22,472)	8,931	(31,403)		22,472
Net Expenditure	(25,100)	(22,472)	0	22,472				
6001 plus Transfer from EMR	25,100	22,472						
Movement to/(from) Gen Reserve	0	0						
<u>902 Earmarked S & R</u>								
9026 Wolfe Pavilion	0	31,062	0	(31,062)		(31,062)	0.0%	31,062
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	31,949	0	(31,949)	2,150	(34,099)	0.0%	31,949
9050 Play Equipment	66,325	0	0	0		0	0.0%	
9052 Goldsmiths	97,132	0	0	0		0	0.0%	
9057 Fields in Trust Land	550	0	0	0		0	0.0%	
9064 Buildings Maintenance	1,862	0	0	0		0	0.0%	
9067 Workshop / Yard	0	746	0	(746)	566	(1,312)	0.0%	746
9068 Grounds Maintenance	0	1,928	0	(1,928)		(1,928)	0.0%	1,928
9069 Petanque Club & Car Park	2,700	0	0	0		0	0.0%	
Earmarked S & R :- Indirect Expenditure	196,209	65,685	0	(65,685)	2,716	(68,401)		65,685
Net Expenditure	(196,209)	(65,685)	0	65,685				
6001 plus Transfer from EMR	196,209	65,685						
Movement to/(from) Gen Reserve	0	0						

Detailed Income & Expenditure by Budget Heading 08/11/2023

Month No: 8

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Sport & Recreation :- Income	87,486	40,622	59,962	19,340			67.7%	
Expenditure	426,708	198,216	251,040	52,824	134,768	(81,943)	132.6%	
Net Income over Expenditure	(339,222)	(157,594)	(191,078)	(33,484)				
plus Transfer from EMR	221,309	88,157						
Movement to/(from) Gen Reserve	(117,913)	(69,437)						
Grand Totals:- Income	87,486	40,622	59,962	19,340			67.7%	
Expenditure	426,708	198,216	251,040	52,824	134,768	(81,943)	132.6%	
Net Income over Expenditure	(339,222)	(157,594)	(191,078)	(33,484)				
plus Transfer from EMR	221,309	88,157						
Movement to/(from) Gen Reserve	(117,913)	(69,437)						

<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>01/11/2023</u>		
315		<u>Sports & Recreation</u>						
9026	902	Wolfe Community Building	60,273		31,062	29,211	26,031	3,180
9042	902	Goldsmiths band banding/Pitch Maintenance (all p	9,184			9,184	5,000	4,184
9049	902	Capital Purchases	40,000		31,949	8,051	2,150	5,901
9052	902	Goldsmiths	2,533			2,533		2,533
9057	902	Fields in Trust land / MOD pitch	540			540		540
9064	902	Buildings Maintenance	2,138			2,138		2,138
9067	902	Workshop / Yard	9,000		746	8,254		8,254
9068	902	Grounds Maintenance	3,450		1,928	1,522		1,522
315		S & R Total	127,118	0	65,685	61,433	33,181	28,252

Drying room and Chemical toilets / Design £2500 and QS £5000 / Compensation
Two pitches to silver standard at £5000 per pitch - res 9659 + Tractor Hire res 9660

Tractor Hire

Balance to go towards Wolfe Pavilion project

Code	Budget	Approved Budget 2022/23	Spend to date	Approved Budget 2023/24	Projected Budget 2024/25	Projected Budget 2025/26	Projected Budget 2026/27	Change	Information	
301	Grounds Maintenance									
1050	Income	(650)	(10,666)	(500)	(10,666)	(10,666)		0	2033.2%	Football Grant
4009	Health and Safety	3,000	3,082	3,000	2,000	2,000	2,000		-33.3%	Risk Assessments
4020	Telephone	2,650	1,635	3,000	3,600	3,780	3,969		20.0%	£215 p/m Radios, £70 p/m mobiles - increase to radios - look at contract
4039	Capital Purchases	40,000	30,000	30,000	25,000	25,000	25,000		-16.7%	To build EMR for potential to purchase additional tractor/ build EMR for any vehicle replacements.
4177	Contingency	5,000	5,000	5,000	4,000	4,000	4,000		-20.0%	
	Vehicle Hire				5,000					
4253	Vehicle Maintenance	5,000	8,099	6,000	9,500	10,000	10,000		58.3%	
4254	Fuel and Oils	7,000	5,579	12,000	9,000	9,000	9,000		-25.0%	Fuel costs high
4255	Equipment	7,000	3,299	7,000	7,000	7,000	7,000		0.0%	
4260	Equipment Maintenance	6,000	2,663	6,000	6,000	6,000	6,000		0.0%	Equipment relatively new
4270	Tree Work	11,000	3,775	8,000	10,000	10,000	10,000		25.0%	External Tree Surveys will be carried out
4280	Football Pitches	10,000	4,577	5,000	15,666	10,666	10,000		213.3%	Retain for silver pitch
4308	Play / Sport Areas Capital spend	30,000	6,643	20,000	12,000	20,000	20,000		-40.0%	Increase to start building a EMR to replace JB playground in 2027/28
4309	Workshops/yard/chemical store	25,000	3,094	5,000	8,000	7,000	7,000		60.0%	Increase to cover rise in cleaning costs due to larger staff area and alarm wifi costs.
	Expenditure	151,000	66,780	110,000	106,100	103,780	113,969		-3.5%	
310	Whitehill Centre									
1000	Income - Hire of Halls	(6,000)	(2,831)	(6,500)	(6,000)	(6,000)	(6,000)		-7.7%	
	Income	(6,000)	(2,831)	(6,500)	(6,000)	(6,000)	(6,000)		-7.7%	
4012	Rates	2,250	1,333	2,226	2,337	2,454	2,577		5.0%	£2120 this year
4250	Building Maintenance	2,800	1,526	15,000	13,000	13,000	13,260		-13.3%	Upgrade lighting to LED and Main hall floor refurbish (Toilet replacement 2025/26)
4335	Security Fire & Alarms	2,000	2,516	2,100	5,000	2,500	2,625		138.1%	£250 annual fire maint £25 p/m emergency lights+ £25 p/w fire alarm tests PAT TESTING 60. Upgrade to
4800	Caretaking/ Cleaning	1,300	610	800	875	919	965		9.4%	£65 p/m cleaning + £110 initial
4805	Electricity	525	553	1,200	1,200	1,200	1,200		0.0%	
4806	Gas	0	799	2,500	2,725	2,780	2,835		9.0%	
4807	Water and sewerage	0	119	250	300	306	312		20.0%	
	Expenditure	8,875	7,456	24,076	25,437	23,158	23,774		5.7%	
	Net Expenditure	2,875	4,625	17,576	19,437	17,158	17,774		10.6%	

Code	Budget	Approved Budget 2022/23	Spend to date	Approved Budget 2023/24	Projected Budget 2024/25	Projected Budget 2025/26	Projected Budget 2026/27	Change	Information
311	Wolfe Recreation Ground								
1000	Income - Hire of Halls	(100)	-	-	-	-	-	-	Polling Station
1002	Income - Recreation Grounds	(460)	(50)	(460)	(2,000)	(2,000)	(2,000)	334.8%	As per current lease with CAFC Youth
1008	Income - Kiosk	(417)	-	(417)	-	-	(2,500)	-100.0%	As per current lease- annual
1009	Income - Bowls	(368)	-	(375)	(380)	(385)	(385)	1.3%	As per current lease
1110	Income - Pavilion	(3,000)	(1,250)	(3,000)	-	-	(2,500)	-100.0%	Hockey/cricket club charges???
1111	Income - Cottage	(11,940)	(3,515)	(11,940)	-	-	-	-100.0%	£995 per month
	Income	(16,285)	(4,815)	(16,192)	(2,380)	(2,385)	(7,385)	-85.3%	
4012	Rates	4,200	0	4,192	0	0	0	-100.0%	Currently £3992
4020	Telephone, Postage	624	404	684	807	847	890	18.0%	CCTV Phone line £67pm
4041	Grounds Maintenance	2,000	62	4,350	4,350	4,350	4,350	0.0%	Waste & Alarms removed to own code. Guttering to small tractor shed
4303	Pavilion / bar / changing	35,000	4,869	2,000	1,500	2,000	2,000	-25.0%	Building closed - budget for unforeseen costs
4307	Cottage	5,000	3,453	5,000	500	0	0	-90.0%	Management fees, utilities and repairs
4308	Play/Sports Areas	5,000	370	5,000	6,000	6,000	6,000	20.0%	£2k yearly for woodchip + £1k for general repairs, zipline service £476, maintenance schedule £476
4335	Security Fire & Alarms	1,000	1,669	850	900	945	992	5.9%	300 Ras+68 service+ £50 fire ext+115 intruder alarm+ e light test £25 p/m.
4652	CCTV	500	125	250	500	500	500	100.0%	coles cables £20.83pm CCTV
4801	Refuse & Hygiene	4,900	2,326	5,200	5,460	5,733	6,020	5.0%	1040 haul away + biffa £21.79 per bin x 3 and £11.30 x 2 per week + Initial £110
4807	Water and sewerage	1,000	163	1,000	1,000	1,000	1,000	0.0%	
4912	Wolfe Toilet	1,700	668	1,000	3,000	3,000	3,000	200.0%	New Toilet door required as rusted.
	Expenditure	60,924	14,109	29,526	24,017	24,375	24,752	-18.7%	
	Net Expenditure	44,639	9,294	13,334	21,637	21,990	17,367	62.3%	

Code	Budget	Approved Budget 2022/23	Spend to date	Approved Budget 2023/24	Projected Budget 2024/25	Projected Budget 2025/26	Projected Budget 2026/27	Change	Information
312	Goldsmiths Recreation Ground								
1002	Income - Recreation Grounds	(4,000)	(8,018)	(5,000)	(6,000)	(6,000)	(6,000)	20.0%	Rotherfield football club
1007	Income - Caravan Site	(19,000)	(6,275)	(21,000)	(22,000)	(22,000)	(22,000)	4.8%	£13229 base rent + 5% of site fees. inc RPI in 22/23 then 5yrs.
1008	Income - Kiosk	(2,000)	(2,425)	(2,500)	(6,000)	(6,000)	(6,000)	140.0%	Tenant £6k inc electric & water
1016	Income- Petanque	(202)	-	(205)	(208)	(208)	(208)	1.5%	£202pa
	Income	(25,202)	(16,718)	(28,705)	(34,208)	(34,208)	(34,208)	19.2%	
4041	Grounds Maintenance	4,000	7,354	4,400	20,000	5,200	5,200	354.5%	Drainage pipe from Eridge Field
4308	Play/Sports Areas	20,000	3,024	10,000	10,000	10,000	10,000	0.0%	To include lighting and line marking on running track and skate park repairs
4321	Petanque Club & Car park	250	0	250	2,000	250	250	700.0%	Pot hole repairs and additional line marking in petanque car park
4323	Changing Rooms	5,000	10,131	25,000	20,000	10,000	10,000	-20.0%	incl cleaning £3600pa, water650, gas 2000+ 2000 electric, Emergency Lighting £2k, water heating service £1.5k. Work to changing rooms. Annual asbestos check £310. Inc Second phase of repairs and maintenance to building. Inc. Emergency lighting
4326	Kiosk & Toilets	10,000	9,036	10,000	8,000	8,000	8,000	-20.0%	£3600pa cleaning, elec £2000, initial £566
4335	Security Fire & Alarms	600	147	600	600	600	600	0.0%	55 pat testing 300 H&S RA+300 e light test
4807	Water & Sewage	500	-3	500	500	500	500	0.0%	
4963	Boating Lake	1,000	566	500	500	500	500	0.0%	Assessment required but know a new pump is needed
	Expenditure	41,350	30,255	51,250	61,600	35,050	35,050	20.2%	
	Net Expenditure	16,148	13,537	22,545	27,392	842	842	21.5%	
313	Alderbrook Playing Fields								
	Income	(805)	-	(805)	(805)	(805)	(805)	0.0%	
1002	Income - Recreation Grounds	(805)	-	(805)	(805)	(805)	(805)	0.0%	Based on current rates - £543 clubhouse / £262 pitch
	Expenditure								
4041	Grounds Maintenance	500	64	525	551	579	608	5.0%	£64 annual Wayleave charge - car park to Alderbrook playing field
4807	Water & Sewage	3,000	0	0	0	0	0		
		3,500	64	525	551	579	608	5.0%	
	Net Expenditure	2,695	64	-280	-254	-226	-197	-9.4%	

Code	Budget	Approved Budget 2022/23	Spend to date	Approved Budget 2023/24	Projected Budget 2024/25	Projected Budget 2025/26	Projected Budget 2026/27	Change	Information
314	Jarvis Brook Recreation Ground								
4013	Lease - Annual Charge	1,100		1,100	1,100	1,100	1,100	0.0%	Annual charge from Wealden re lease
4041	Grounds Maintenance	250	203	263	276	289	304	5.0%	
4308	Play/Sports Areas	3,000	3,194	3,000	5,000	3,000	3,000	66.7%	Sandpit top up, bench replacement, repainting gym equipment etc
	Expenditure	4,350	3,397	4,363	6,376	4,389	4,404	46.1%	
315	Limekiln Recreation Ground								
1002	Income - Recreation Grounds	(6,500)	(2,800)	(7,000)	(6,300)	(6,250)	(6,250)	-10.0%	Mast rental £6000 (+ £400 increase per year), Limekiln £260pa, Palesgate £500pa
	Income	(6,500)	(2,800)	(7,000)	(6,300)	(6,250)	(6,250)	-10.0%	
4041	Grounds Maintenance	5,000	376	1,750	10,000	1,750	1,750	471.4%	Replacement of roadside chainlink fencing (Council responsibility)
	Expenditure	5,000	376	1,750	10,000	1,750	1,750	471.4%	
	Net Expenditure	(1,500)	(2,424)	(5,250)	3,700	(4,500)	(4,500)	-170.5%	
390	Capital Projects - S&R								
4113	Wolfe Pavilion	10,000	-	20,000	20,000	20,000	20,000	0.0%	Earmark current year underspends
4316	Pump Track	45,000	-	-	-	-	-		Project to be completed
	Expenditure	55,000	0	20,000	20,000	20,000	20,000	0.0%	
401	Silver Jubilee Recreation Ground								
4041	Grounds Maintenance	300	68	300	300	300	300	0.0%	
4308	Play Area	2,000	130	2,000	3,000	3,000	3,000	50.0%	Sign replacement, bench replacement
	Expenditure	2,000	198	2,300	3,300	3,300	3,300	43.5%	

Code	Budget	Approved Budget 2022/23	Spend to date	Approved Budget 2023/24	Projected Budget 2024/25	Projected Budget 2025/26	Projected Budget 2026/27	Change	Information
402	Other Areas and Open Spaces								
1002	Income - MOD	(260)	(909)	(260)	(800)	(800)	(800)	207.7%	MOD £260,
1051	Income - Miscellaneous		(150)					#DIV/0!	
	Income	(260)	(1,059)	(260)	(800)	(800)	(800)	207.7%	
4041	Grounds Maintenance	2,700	334	2,000	2,000	2,000	2,000	0.0%	
4408	Chapel Green	300	0	300	500	500	500	66.7%	New codes below
4476	MOD Park	100	321	500	500	500	500	0.0%	EMR to be used 22/23
4805	Electricity	100	98	1,200	300	300	300	-75.0%	Current costs - asking them to read meter
	Expenditure	3,200	753	4,000	3,300	3,300	3,300	-17.5%	
	Net Expenditure	2,940	(306)	3,740	2,500	2,500	2,500	-33.2%	
403	Adams Field								
4041	Grounds Maintenance	250	101	250	250	250	250	0.0%	£55 access rights+ Maint + lease of land £26
4308	Play/Sports Areas	3,000	757	3,000	5,000	5,000	5,000	66.7%	Playground repairs and maintenance
	Expenditure	3,250	858	3,250	5,250	5,250	5,250	61.5%	
	SRC Expenditure	338,449	124,246	251,039	265,931	224,932	236,156	5.9%	
	SRC Income	(55,702)	(28,223)	(59,962)	(61,159)	(61,114)	(55,448)	2.0%	
	SRC Expenditure Over Income	282,747	96,023	191,077	204,772	163,818	180,708	7.2%	

Significant changes to Budgets 2024/25

Code	Budget	Approved Budget 2023/24	Proposed Budget 2024/25	Change >10%	Change >£1,000	Reason for change
301	Grounds Maintenance					
1050	Income	-500	10,666	-2233.2%	11,166	Grant award from Football Federation
4009	Health and Safety	3,000	2,000	-33.3%	-1,000	Reduce as expenditure is lower than expected
4020	Telephone	3,000	3,600	20.0%	600	Additional expenditure - 3 x Grounds Radios £546.12
4039	Capital Purchases	30,000	25,000	-16.7%	-5,000	To build EMR for potential to purchase additional tractor/ build EMR for any vehicle replacements.
4177	Contingency	5,000	4,000	-20.0%	-1,000	Not been needed
	Vehicle Hire	0	5,000	#DIV/0!	5,000	Tractor Hire
4253	Vehicle Maintenance	6,000	9,500	58.3%	3,500	Expected repairs to tyres in particular
4254	Fuel and Oils	12,000	9,000	-25.0%	-3,000	Expenditure lower than predicted
4270	Tree Work	8,000	10,000	25.0%	2,000	External tree surveys could lead to additional works
4280	Football Pitches	5,000	15,666	213.3%	10,666	Football federation money for silver standard pitches
4308	Play / Sports Areas Capital Spend	20,000	12,000	-40.0%	-8,000	
4309	Workshops/yard/chemical store	5,000	8,000	60.0%	3,000	Increase to cover rise in cleaning costs due to larger staff area and alarm wifi costs.
310	Whitehill Centre					
4250	Building Maintenance	15,000	13,000	-13.3%	-2,000	Upgrade lighting to LED and Main hall floor refurbish (Toilet replacement 2025/26)
4335	Security Fire & Alarms	2,100	5,000	138.1%	2,900	Upgrade to fire alarm system
4807	Water and sewerage	250	300	20.0%	50	Based on actual costs
311	Wolfe Recreation Ground					
1008	Income - Kiosk	(417)	-	-100.0%	417	Not available until rebuild

Code	Budget	Approved Budget 2022/23	Spend to date	Approved Budget 2023/24	Projected Budget 2024/25	Projected Budget 2025/26	Projected Budget 2026/27	Change	Information
1110	Income - Pavilion	(3,000)		0	-100.0%	3,000			Out of use
1111	Income - Cottage	(11,940)		0	-100.0%	11,940			Selling
4020	Telephone, Postage	684		807	18.0%	123			
4303	Pavilion / Bar / Changing	2,000		1,500	-25.0%	-500			Ticking over costs
4307	Cottage	5,000		500	-90.0%	-4,500			Selling
4308	Play/Sports Areas	5,000		6,000	20.0%	1,000			Increase to costs of annual woodchip and sand top up
4652	CCTV	250		500	100.0%	250			Service contract set up
4912	Wolfe Toilet	1,000		3,000	200.0%	2,000			New Toilet door required as rusted.
312	Goldsmiths Recreation Ground								
1002	Income - Recreation Grounds	(5,000)		(6,000)	20.0%	-1,000			Rotherfield Football Club
1008	Income - Kiosk	(2,500)		(6,000)	140.0%	-3,500			Rent and utility costs
4041	Grounds Maintenance	4,400		20,000	354.5%	15,600			Drainage pipe from eridge field
4321	Petanque Club & Car park	250		2,000	700.0%	1,750			Pot hole repairs and additional line marking in petanque car park
4323	Changing Rooms	25,000		20,000	-20.0%	-5,000			
4326	Kiosk & Toilets	10,000		8,000	-20.0%	-2,000			
313	Alderbrook Playing Fields								
314	Jarvis Brook Recreational Ground								
4308	Play/Sports Areas	3000		5000	66.7%	2,000			Sandpit top up, bench replacement, repainting gym equipment etc
315	Limekiln Recreation Ground								
4041	Grounds Maintenance	1,750		10,000	471.4%	8,250			Replacement of roadside chainlink fencing (Council responsibility)
390	Capital Projects - SRC								
401	Silver Jubilee Recreation Ground								
4308	Play Area	2000		3000	50.0%	1,000			Sign replacement, bench replacement
402	Other Areas and Open Spaces								
1002	Income - MOD	260		800	207.7%	540			Based on current figures
4408	Chapel Green	300		500	66.7%	200			
4805	Electricity	1200		300	-75.0%	-900			Based on current figures
403	Adams Fields								
4308	Play/Sports Areas	3000		5000	66.7%	2,000			Playground repairs and maintenance

HIRE POLICY

1. Introduction

1.1 The council manages a variety of facilities which are made available for hire to users, which include the Whitehill Centre, Eridge Field, Goldsmiths hard court areas, Goldsmiths changing rooms, and football pitches, Area 1, the running track and pitch for one-off sporting events and the sports facilities for football and netball at Goldsmiths Recreation Ground.

1.2 Hiring of facilities is managed through the council office, which will follow the guidance provided in this policy with respect to determining which users' groups are permissible and deciding the appropriate rate for the hire.

2. Procedures

2.1 Users wishing to hire facilities should contact email the council with their initial enquiry. Provisional bookings may be agreed by telephone, No booking is confirmed until subject to the completion of a lettings form which details contact information, dates and times of hire, acceptance of terms and conditions together with provision of copies of any requested insurances (i.e. public liability) and payment of the appropriate fee. Hirers of the Whitehill Centre will be provided with a key upon receipt of a deposit. Regular users of the Whitehill Centre may be provided with a key upon receipt of a deposit A £200.00 refundable damage deposit is required on booking the following sites.

Adams Field

Chapel Green

Jarvis Brook Recreation Ground

Eridge Field.

2.2 In the event of cancellation of a booking, refunds will be made on the following basis:

- Seven days' notice or more – full refund
- Less than seven days, but more than 48 hours' notice – 50% refund
- Less than 48 hours' notice – no refund

2.3 Users regularly making and subsequently cancelling bookings without good reason, may be refused future requests.

2.4 The council reserves the right to offer a reduced fee for regular users of the Whitehill Centre, the hard court areas and football pitches.

2.5 All bookings will be prioritised on a 'first come, first served' basis.

2.6 The decision as to whether to accept a booking or not rests with the council office staff. Any complaint regarding the refusal of a booking should be addresses to the Town Clerk in the first instance.

3. Allowable Use

3.1 Generally, hire will be refused to any individual or group representing an organisation deemed not to be in the public interest, or where there is realistic threat of damage or injury to either the facility itself, other users in the vicinity, the council staff or the general public. Hire of any council facility for political use is also prohibited.

4. Hire Charges

4.1 All lettings charges will be reviewed regularly, and a schedule made available to the public via the council's website. The council reserve the right to offer reduced rates to community groups and/or charitable organisations.



AGENDA ITEM NUMBER:	6.2
MEETING DATE:	14 th November 2023
COUNCIL/COMMITTEE:	Sports and Recreation
TITLE:	Litter bin request
PURPOSE OF REPORT:	To consider the resident's request
SUPPORTING DOCUMENTS:	
OFFICER CONTACT:	Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

The following request has been received by a resident.

I wish to inform you I am still having dog litter bags (with contents!) deposited in my garden. Also empty drink bottles and cans being deposited in my garden has become more prolific in more recent times.

Would you please help me in overcoming this anti-social behaviour by asking the council to reinstall the dog litter bin in the Goldsmiths recreation ground near the exit close to my property. A litter/recycling bin near near the dog bin would also help negate the problem of the empty bottles and cans being deposited in my garden.

The environment committee considered the request to have dog bin installed near the allotment football pitch on Goldsmith Recreation Ground.

There are 15 litter bins installed on Goldsmiths Recreation Ground

3 x dual bins in the children's play park

1 x dual bin outside the brew box kiosk

1 x dual bin at the pump track

2 x bins on the bank overlooking the children's playpark

1 x bin behind the toilet block at the entrance from Eridge Field

3 x bins around skate park area/car park path

1 x bin on the top path adjacent to the leisure centre and overlooking the running track

1 x bin at the entrance to the running track by the campsite

2 x bins around the boating lake

The cost of a new CTC litter bin is £560.00

Members are asked to consider the resident's request.



AGENDA ITEM NUMBER:	7.1
MEETING DATE:	14 th November 2023
COUNCIL/COMMITTEE:	Sports and Recreation
TITLE:	CAFC request
PURPOSE OF REPORT:	To consider the request made by CAFC
SUPPORTING DOCUMENTS:	
OFFICER CONTACT:	Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

The following requests has been received from CAFC.

We would like to put a storage facility for our youth section equipment to the side of the current pen we have at Wolfe. This would in effect replace the storage space that the cricket club allowed us to use. We have had a few instances of children recently causing problems by getting equipment out of the pen, which can be climbed into quite easily, using the equipment but obviously leaving it out. This facility will have a full locking system attached to it and the size we are proposing is 10ft x 8ft. We would be prepared to provide this at our cost.

It is anticipated that planning permission would be required for the container to be placed on council land. If granted, approval from the committee would be required for a licence to be issued to CAFC.

The club has also requested a junior 11 x 11 goal set to be purchased and installed by the council on Wolfe Recreation Ground. Currently 2 x adult sized goal sets are in place.

The cost of the goal set is approximately £1200 excluding installation.

Members are asked to consider the requests.



AGENDA ITEM NUMBER:	8.1
MEETING DATE:	14 th November 2023
COUNCIL/COMMITTEE:	Sports and Recreation
TITLE:	Request for additional facilities pump track
PURPOSE OF REPORT:	To consider the requests from a resident
SUPPORTING DOCUMENTS:	
OFFICER CONTACT:	Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

The following requests have been received from a resident.

The pump track has been rammed all summer and has been a phenomenal success - it's been such a delight to see! Thank you once again for all your support with this.

Feedback has been unilaterally positive, although overriding comments suggest that both shade in the form of trees for parents / carers, and picnic benches for the same would be a very, very welcome addition.

Additionally, a public bike repair station, similar if not identical to the one below and positioned at the top of the path to the track, would be an equally fantastic addition.

Riders have been witnessed riding on bikes which have suffered a fault whilst being used on site, which they've continued to use as they haven't wanted to leave the track. This is an obvious H&S concern, and such a facility could rectify such issues easily, and quickly. This facility would prolong the use of the track, increase individual and collective understanding of bike maintenance through the sharing of knowledge between those using the track, and help support the growing community of users, whilst keeping them safe too.

<https://turvec.com/product/public-bike-repair-stand-pump>

Finally, both myself and Brewbox have highlighted the need for a public water station to be available for general use by both those using the recreation ground itself, and the pump track.

Installing one would naturally keep users on site for longer, and reduce capacity for dehydration. I believe this could be fed from mains water currently feeding Brewbox / the toilet block?

Cost of picnic benches

Wooden bench = £185

3 + wooden benches = £167.00 per bench

Recycled plastic bench = £685

5 + recycled plastic benches = £405.00

Approximate costs have been obtained with regard to the installation of a water station near Goldsmiths play park and are as follows:

Example drinking fountain:

Green free standing outdoor drinking fountain with bottle filler push button - **£4109,94**

Estimated pipework costs - **£1000**

Weekly flushing – would be added to the current flushing list therefore likely to be in the region of £3 -£5.00 per week.

Monthly temperature testing – would be added to the current monthly list of checks therefore likely to be in the region of £3 - £5.00 per month.

Members are asked to consider the resident's requests.



AGENDA ITEM NUMBER: 9.1
MEETING DATE: 14th November 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: Van Purchase
PURPOSE OF REPORT: To receive update on purchased van
SUPPORTING DOCUMENTS:
OFFICER CONTACT: Operations Manager

OFFICER RECOMMENDATIONS:	
1	
2	

Background:

On the 11th July 2023 committee resolved the following:

10206 *RESOLVED to approve giving the Operations Manager delegated powers to purchase a second hand, hybrid custom van, up to the value of £35,000.00 with the funds being taken from cost centre 315/9049/902 and to continue with the hire of the tractor for a further year.*

The Operations Manager then proceeded to identify a total of eight PHEV transit vans across the country that fulfilled the criteria of less than 3 years old and under 10,000 miles per year of age.

Out of these eight vans identified the costs were comparatively similar and therefore the most local option situated in Crawley Hendy Ford was investigated further.

After negotiation a 71' plate Ford Transit PHEV van in white with 16,542 miles was agreed at a cost of £27,750.00 ex. Vat.

A 3-year warranty was added which will start once the current manufacturer's warranty runs out in September 2024 for a cost of £799.00

The vehicle also had additional options added of a roof rack, door ladder and flashing amber lights to ensure it was practical and had the safety features required by the grounds team.

Therefore, the total cost of the van was £29,899.00.

The van was collected and in use by the grounds team as of the beginning of September.

Since it starting to be used for the first week of use only the petrol engine was used due to needing to get a different charging lead to fit our vehicle chargers at Wolfe yard. However, after this cable was purchased, that van has only been used in fully battery mode.

Current:

The van has not currently been sign written with any logos. The reason for this is to give councillors the opportunity to decide if they would like to continue with having the CTC logo on the driver/ passenger doors and bonnet at a cost of approximately £150.00. Or if they would like to have vehicle graphics designed for a partial or full vehicle vinyl wrap. Examples are below of what vehicle wrapping looks like. This would come at a cost of approximately £1,200 for a partial or up to £1,750 for a full wrapping depending on complexity and finishes. This wrap could include information or images from our sites around Crowborough and could be replicated on the smaller two Council vans in the future.



Example of a partial wrap.



Example of a full wrap



AGENDA ITEM NUMBER: 9.2
MEETING DATE: 14th November 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: Football Foundation Funding
PURPOSE OF REPORT: Councillors to review Funding
SUPPORTING DOCUMENTS: Appendix A – Pitch Assessment
Appendix B – Terms and conditions
OFFICER CONTACT: Operations Manager

OFFICER RECOMMENDATIONS:	
1	
2	

Background

The Council have a total of 16 football pitches that it maintains. One of which is maintained at a 'Silver' standard (Pitch 1 Goldsmiths). The rest are maintained at a 'Bronze' standard by the Council with Jarvis brook FC improving the pitch conditions themselves.

It has been identified that funding is available for improving the football pitches from the Football Foundation. Enquires were initially made at Goldsmiths and MOD sites with the Football Foundation and funding was approved in July this year by the committee.

Wolfe Recreation Ground has now been assessed and the pitch assessment is in appendix A.

This has rated the site as basic and in need of improvement to meet the good standard the Football Foundation aim for. There are recommendations within the report on how we can improve the condition of the pitches.

To receive the funding the Council will need to agree to continue to carry out at least two pitch assessments a year on each pitch for the next 10 years. This does not cost the Council any money but does require staff time to carry out. It takes approximately 1 hour per pitch to carry out but this may shorten over time once the process is repeated regularly.

The Council must also have a local football club agree to use the pitches to ensure that they are for the benefit for grass roots football clubs. Crowborough Athletic Juniors FC has signed an agreement that they will continue to use the grounds.

The Council must ensure that at least two members of staff have undergone the Level 1 Football Groundsman Training before year two of the funding is released. We already have two members trained to Level 3 standard and so unless these members of staff leave before our year two funding is released, we will not need to provide any other training to receive the funding. If a member of staff did leave, the Level 1 training currently costs £43.00.

The full terms and conditions can be found in Appendix B.

The funding they offer is over a 6-year basis. This funding is provided on the agreement that the Council will also part fund the improvements over this six year period. The funding is made up in the following way for Wolfe:

Year	Football Foundation Funding	CTC Contribution
Year 1 2023/24	£11,732.00	£0.00
Year 2 2024/25	£11,732.00	£0.00
Year 3 2025/26	£7,822.00	£3,912.00
Year 4 2026/27	£7,822.00	£3,912.00
Year 5 2027/28	£3,912.00	£7,822.00
Year 6 2028/29	£3,912.00	£7,822.00
Total	£46,934.00	£23,466.00

Resolutions

For Councillors to decide if they wish to agree to the Football Foundations terms and conditions and accept the funding offered.



PITCHPOWER

**Powered by
Football Foundation**

FOOTBALL ASSESSMENT REPORT

WOLFE RECREATION GROUND

Sussex FA

Active Places Site ID

1207112

Report ID

11725



This report has been compiled for CROWBOROUGH TOWN COUNCIL and Sussex FA to provide information on the standard of the football pitches and outlines recommendations on how to improve the quality and maintenance of these pitches.

Inspection Window

4 JUL 2023 / 31 OCT 2023

Inspection Reason

INTEREST IN A FOOTBALL FOUNDATION GRANT

Report Completion Date

20 OCT 2023

This report looks solely at the Football pitches for CROWBOROUGH TOWN COUNCIL to see how support can be offered in improving the standard of Football pitches and level of maintenance across the area. Please note these recommendations are based on the information obtained and/or provided and are for guidance purposes only. Any works undertaken are the responsibility of the club/organisation.

Site report:

WOLFE RECREATION GROUND





WOLFE RECREATION GROUND

Site ID: 1207112



Date inspection submitted

02/10/23

Inspection submitted by

ctc-operations@crowboroughtowncouncil.gov.uk

Next available inspection window

1 Nov 2023 / 31 Mar 2024

Overview



Map Key	Pitch Name	PQS Score
1	PITCH 1	● Poor - 34%
2	PITCH 2	● Poor - 39%
3	PITCH 3	● Poor - 41%
4	PITCH 4	● Poor - 36%
5	PITCH 5	● Poor - 32%
6	PITCH 6	● Poor - 41%



Thank you for taking the time to complete PitchPower assessments across your sites, The pitches on this occasion at this site have received a benchmark Performance Quality Standards grading of 'Poor'. Poor levels of desirable grass cover, and weeds are preventing the pitches across the sites from receiving a higher grading.

Please revisit the ground details, equipment sections and maintenance details on each assessment you complete - this allows me to provide the most appropriate guidance to allow you to improve the performance and quality of the pitch.

It is best practice and a requirement of Football Foundation-funded sites to submit two PitchPower inspections per year, there are three inspection windows. The best timings for these 2 inspections would be, Feb/Early March (so advice could be tailored to end-of-season maintenance/renovation) and Sept/Early Oct (so advice can be given as to in-season maintenance).

Recommendations for a standard annual maintenance plan are provided within this report on the assumption that they are performed following best practice guidance.

An increase in maintenance activities is required for the pitch to improve.

Overseeding across all sites should be a priority in the spring, along with this consideration should be paid to an application of a selective herbicide to control the weed cover if they cannot be suppressed through cultural methods such as grooming or chain harrowing.

Through the autumn and winter, ensure that nutrient levels are sufficient to allow for recovery and wear tolerance of the surfaces.

Routine aeration and decompaction should be implemented to facilitate and sustain suitable natural drainage rates through the autumn and winter.

Levels of use and any cancellations are to be monitored, and future assessment Performance Quality Standards grading of pitches will dictate and determine the future maintenance required.

The average recommended use for a well-maintained natural turf pitch is 4-6 hours per week. If usage is regularly exceeding this the wear will need to be mitigated by increased maintenance and input of resources to offset the extra hours of use, if not you may expect a significant deterioration of the surfaces particularly during winter months

Please note that the GPMF funding does not cover contractor mowing and line marking, the funding must be spent equally across all pitches as per the terms and conditions agreement.

Funding is available to support the club procuring equipment to carry out an enhanced level of maintenance in-house, I will be happy to provide further guidance on this and please also speak with your CFA about the funding and application process.

The recommendations within this report are intended to be introduced along with your current scheduled operations.

Please visit the Hive learning groundskeeping community, and follow the links within the report for further information on the maintenance practices detailed.

Note that the cost indicated within the report around the recommendations is an estimated breakdown of contractor costs, and does not take into



account any maintenance works performed in-house.
I have provided links to the GMAs online winter pitches courses which would be useful to further enhance grounds knowledge.

Maintenance

Attention required in these areas:

[Decompaction >](#)

[Slitting >](#)

[Goal mouth repairs \(In season\) >](#)

[Application of fertiliser >](#)

[Overseeding \(In Season\) >](#)

[Mowing >](#)

[Line marking >](#)

[Application of selective herbicide \(weed treatment\) >](#)

Equipment

Attention required in these areas:

No Equipment to show



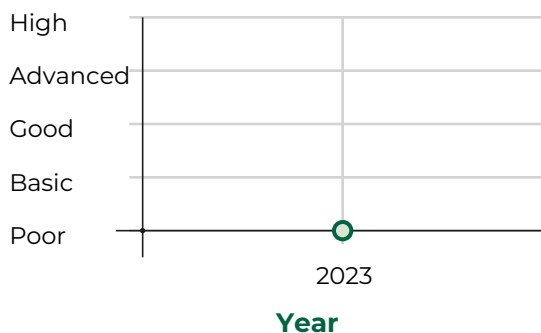
Pitch 1 Football - Junior Football 11v11

CURRENT PQS SCORE: Poor - 34%

AREA				PQS GRADE
Grass height	60	36	22	3
Grass coverage	75%	55%	20%	0
Weed coverage	75%	55%	79%	0
Surface debris	Above Standard	Above Standard	Above Standard	4
Topsoil depth	21mm	30mm	30mm	0
Thatch depth	20mm	20mm	30mm	0
Root depth	100mm	50mm	92mm	2
Drainage Following Rainfall	Slow drainage			2
Line markings	Standard			1
Surface evenness	Standard			2
Goalposts	Compliant			1

Grass coverage cap: You received a score of Poor therefore your overall PQS has been capped at Poor

Overall pitch PQS tracked over time





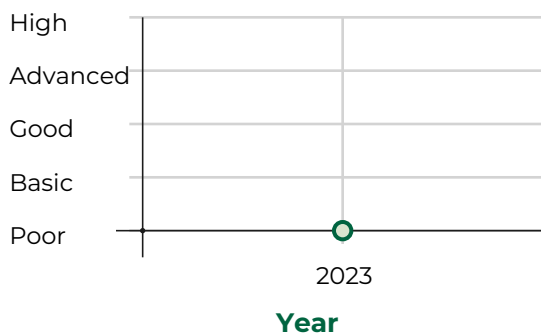
Pitch 2 Football - Mini Soccer 7v7

CURRENT PQS SCORE: Poor - 39%

AREA				PQS GRADE
Grass height	27	39	56	3
Grass coverage	42%	75%	35%	0
Weed coverage	42%	75%	35%	0
Surface debris	Above Standard	Above Standard	Above Standard	4
Topsoil depth	60mm	65mm	85mm	0
Thatch depth	45mm	27mm	15mm	0
Root depth	126mm	112mm	102mm	3
Drainage Following Rainfall	Slow drainage			2
Line markings	Above standard			2
Surface evenness	Standard			2
Goalposts	Compliant			1

Grass coverage cap: You received a score of Poor therefore your overall PQS has been capped at Poor

Overall pitch PQS tracked over time





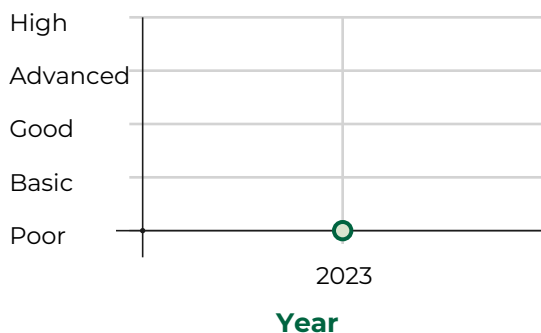
Pitch 3 Football - Mini Soccer 7v7

CURRENT PQS SCORE: Poor - 41%

AREA				PQS GRADE
Grass height	22	35	29	4
Grass coverage	38%	20%	33%	0
Weed coverage	38%	20%	33%	0
Surface debris	Above Standard	Above Standard	Above Standard	4
Topsoil depth	60mm	90mm	100mm	0
Thatch depth	18mm	30mm	23mm	0
Root depth	123mm	130mm	120mm	3
Drainage Following Rainfall	Slow drainage			2
Line markings	Above standard			2
Surface evenness	Standard			2
Goalposts	Compliant			1

Grass coverage cap: You received a score of Poor therefore your overall PQS has been capped at Poor

Overall pitch PQS tracked over time





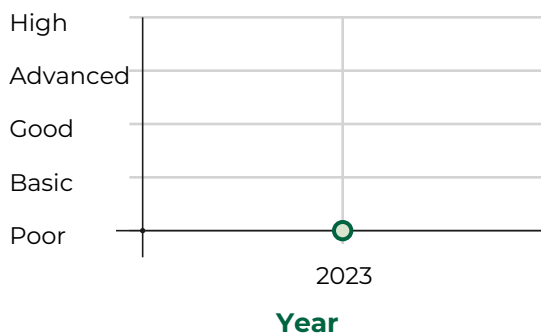
Pitch 4 Football - Mini Soccer 7v7

CURRENT PQS SCORE: Poor - 36%

AREA				PQS GRADE
Grass height	32	47	30	4
Grass coverage	40%	55%	41%	0
Weed coverage	40%	55%	41%	0
Surface debris	Standard	Standard	Standard	2
Topsoil depth	10mm	98mm	80mm	0
Thatch depth	30mm	32mm	15mm	0
Root depth	92mm	111mm	105mm	3
Drainage Following Rainfall	Slow drainage			2
Line markings	Above standard			2
Surface evenness	Standard			2
Goalposts	Compliant			1

Grass coverage cap: You received a score of Poor therefore your overall PQS has been capped at Poor

Overall pitch PQS tracked over time





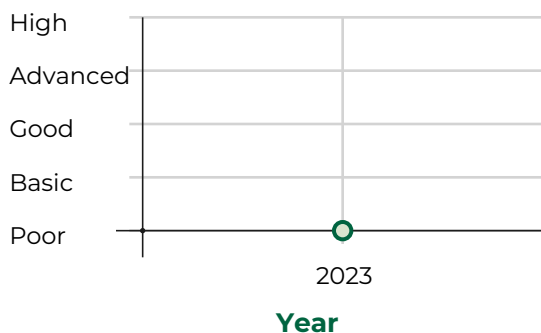
Pitch 5 Football - Junior Football 11v11

CURRENT PQS SCORE: Poor - 32%

AREA				PQS GRADE
Grass height	23	40	50	3
Grass coverage	36%	68%	46%	0
Weed coverage	36%	68%	46%	0
Surface debris	Standard	Standard	Standard	2
Topsoil depth	120mm	70mm	78mm	0
Thatch depth	12mm	24mm	35mm	0
Root depth	140mm	98mm	92mm	2
Drainage Following Rainfall	Slow drainage			2
Line markings	Above standard			2
Surface evenness	Standard			2
Goalposts	Compliant			1

Grass coverage cap: You received a score of Poor therefore your overall PQS has been capped at Poor

Overall pitch PQS tracked over time





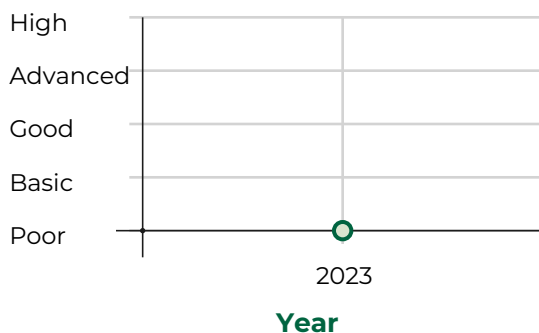
Pitch 6 Football - Mini Soccer 5v5

CURRENT PQS SCORE: Poor - 41%

AREA				PQS GRADE
Grass height	30	30	33	4
Grass coverage	18%	14%	12%	0
Weed coverage	18%	14%	12%	1
Surface debris	Above Standard	Standard	Standard	2
Topsoil depth	90mm	80mm	84mm	0
Thatch depth	40mm	24mm	35mm	0
Root depth	115mm	135mm	143mm	4
Drainage Following Rainfall	Slow drainage			2
Line markings	Above standard			2
Surface evenness	Standard			2
Goalposts	Compliant			1

Grass coverage cap: You received a score of Poor therefore your overall PQS has been capped at Poor

Overall pitch PQS tracked over time





MAINTENANCE

These recommendations are in priority order

DECOMPACTION

Frequency:

2 x per year

Recommended for:

Whole Ground

Est Cost:

£4400

Quality of pitches can be greatly impacted by soil compaction, leading to low grass cover, waterlogging and impeding root development. Decompaction and aeration are crucial for better penetration of water and air into the root zone, improving soil structure and rooting capacity. Regular decompaction and aeration programs can accelerate the breakdown of organic matter in the surface profile, improving surface quality and performance. Twice-yearly decompaction on pitches will promote grass cover, rooting and increase natural drainage potential, improving resilience and wear tolerance. A solid tine decompaction machine creates fissures throughout the soil profile, allowing more air pore spaces for roots to develop and improve infiltration rates. Ensure decompaction is carried out in suitable conditions and follow best practices for depth, speed, direction and heave. Deep decompaction should be performed in autumn and spring, intermittent aeration programs are beneficial for keeping columns or channels open. Sand brushed into high-wear areas following this operation can increase drainage



DECOMPACTION CONTINUED

potential. Linear decompaction and recycling top dressing are also options to explore if your soil texture is suitable. Decompaction operations are essential for improving the quality and performance of a pitch and should be conducted at least once annually, ideally twice.

[LEARN MORE ABOUT DECOMPACTION >](#)



SLITTING

Frequency:

Monthly

Recommended for:

Whole Ground

Deep slitting, or spiking in combination with decompaction works can greatly improve soil structure, infiltration rates, and plant health. Slitting keeps the top of the soil profile open and allows access to deeper tine holes or drainage channels created through decompaction operations. This promotes root growth and gas exchange, as well as nutrient uptake between decompaction operations. It is important to avoid slitting when the ground conditions are unsuitable, such as when it is too wet or too dry, or during frost or frozen ground. Slitting is not recommended in spring unless you have a predominantly sandy soil profile, as the ground can crack during the dry summer on clay soils. A drum slitter or spiker is a useful tool for performing this operation, and it should be carried out in a similar direction each time, varying the depth of the operation. These units can be mounted to a tractor 3-point linkage. They should form part of routine maintenance operations along with cutting and marking. Ideally, slitting should take place to a depth of between 150-300mm, depending on soil conditions. It can be particularly useful in the autumn when trying to improve soil drainage prior to the wetter winter months.

[LEARN MORE ABOUT SLITTING >](#)



GOAL MOUTH REPAIRS (IN SEASON)

Frequency:

Monthly

Recommended for:

Whole Ground

Est Cost:

£1440

Be proactive with repairs throughout the playing season, goal mouths that begin to show wear should be repaired at the earliest opportunity to minimize any lasting damage. Repairs performed in good time prevent waterlogging, hollowing, compaction, and loss of cover that could occur. Lightly top dressing is essential to restore good surface levels before seeding, if possible, keep covered with germination sheeting or scaffold netting until establishment, and ensure sufficient moisture to allow the seed to germinate and establish. Covering will assist in conserving water and warmth in the ground, which will accelerate establishment. Use a fork to create deep holes and work the top dressing into the profile. Ensure the materials used are quality and fit for purpose. Cultivate and work to reduce isolated compaction of the area, creating a fine tilth suitable for seeding. The key message here is little and often to prevent total loss of ground cover. A couple of handfuls of seed into a goalmouth and other high-wear areas before games will allow for the surface cover to be sustained and grass to regenerate as the existing grass cover will act as protection for the juvenile grass. A turf doctor tool or standard re-turfing might be required in the worst cases, but the general message here is to be proactive with small repairs to avoid severe damage to areas.

[LEARN MORE ABOUT GOAL MOUTH REPAIRS
\(IN SEASON\) >](#)



APPLICATION OF FERTILISER

Frequency:

2 x per year

Recommended for:

Whole Ground

Est Cost:

£5400

To improve the root depth and density, promote recovery, and increase wear tolerance a fertiliser programme should be introduced, soil analysis performed by a reliable materials provider can determine the appropriate fertilisers to apply, use the most appropriate fertilisers for your site to minimise wastage or excess application. Controlled-release fertiliser provides a continuous release of nutrients over an extended period, some can last for 5-6 months, making them ideal for two applications annually. A typical fertiliser for spring/summer contains higher nitrogen and medium potassium content, while an autumn/winter contains lower nitrogen and higher potassium content. Refer to the product label for the application rate and ensure that the suggested rate is applied. A single application of granular slow or controlled-release fertiliser during the growing season should be considered the minimum to maintain turf health, ideally two. To even out any troughs in nutrient availability, a conventional granular or liquid application can be applied, monitor growth rate, turf colour, and weather to decide if this is necessary. Controlled or slow-release granular fertilisers provide the best outcomes in grassroots football, especially when funds are limited, these fertilisers provide a slow drip feed of nutrients, avoiding excessive growth that can be difficult to manage.

[LEARN MORE ABOUT APPLICATION OF FERTILISER >](#)



OVERSEEDING (IN SEASON)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£6200

To optimise grass coverage, over-seed annually with a sport-specific Perennial Ryegrass mix of at least 3 cultivars. This should be done using a specialist machine, such as a disc or dimple seeder, in at least three directions to ensure even distribution. The amount of seed needed will depend on the level of wear and tear. Good seed and soil contact is key to successful germination. Timing is crucial, as seed struggles to germinate in hot, dry weather without irrigation or in cold temperatures. Consider over-seeding in both spring and autumn to mitigate drought threats, usage levels and weather conditions must be taken into account when carrying out in-season applications. Work with a reputable sports seed supplier to identify the best seed mix for your needs and keep a bag or two stored for necessary repairs throughout the season. For a full-size pitch, seed in three directions at a rate of 35 grams per square meter (approximately 10-12 x 20kg bags of Perennial Ryegrass seed). If budgets are limited, over-seeding in spring and autumn can be done at half rate (6 bags per operation).

[LEARN MORE ABOUT OVERSEEDING \(IN SEASON\) >](#)



MOWING

Frequency:

Fortnightly

Recommended for:

Whole Ground

Proper cutting practices are key to maintaining a healthy grass plant and optimizing the quality and performance of a pitch. The right height for cutting is crucial, as it allows the plant to absorb more energy and develop a stronger root system. During growth periods, a height of 30-35mm is recommended, while autumn and winter months call for a higher cut of 35-45mm due to slower growth. The frequency of cutting should be adjusted based on the grass growth rate, with a weekly cut during peak growth and a fortnightly cut during slower periods. However, during drought or heatwaves, it's best to avoid cutting, or raise the cutting height to reduce stress on the plant. Cutting should be done in favourable conditions, avoiding overly warm or wet days. To further enhance the cut and reduce disease risk, dew brushing and cold-season brushing are suggested. To ensure turf health and cleanliness, it's important not to remove more than a third of the grass leaf during any one operation, and to service and sharpen cutting equipment regularly.

[LEARN MORE ABOUT MOWING >](#)



LINE MARKING

Frequency:

Fortnightly

Recommended for:

Whole Ground

Lines should be clearly marked to the appropriate dimensions using a suitable line marker and line marking paint - note that nothing should be added to the paint to prevent the growth of the grass plant or 'burn' the lines in.

Strings should be used to straighten lines when possible during any overmarking.

On larger multi-pitch sites, the use of automated GPS line markers to initially mark pitches out and periodically re-straighten pitch lines could be considered.

Mark at a suitable frequency so lines remain clear and visible for play, this is likely to be more frequent during periods of strong grass growth.

[LEARN MORE ABOUT LINE MARKING >](#)



APPLICATION OF SELECTIVE HERBICIDE (WEED TREATMENT)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£1500

If weeds affect play or the ability to sustain a desirable level of grass cover then treatment should be considered. As part of an Integrated Pest Management (IPM) approach, decide upon and set threshold levels where chemical control of weeds is deemed necessary. This treatment must be performed in combination with good routine cultural practices to help suppress weeds and operations to promote and sustain grass cover, reducing opportunities for invasive plants to become present in the pitch. Selective herbicides should only be applied by a fully qualified professional with the appropriate equipment and documentation. The application should not take place any sooner than 4-6 weeks before or after seeding, this timeframe will depend on the specific product. Weeds and invasive annual grasses will tend to die back in the late autumn, resulting in a loss of overall ground cover, and increasing the risk of postponed games - it highlights the importance of sustaining a suitable level of desirable grass cover throughout the year, this is achieved through routine maintenance operations performed following best practise guidance as recommended within this report. Cultural practices are not curative, however, when optimized they render a pitch less susceptible to weed infestation. Chemical control is acceptable when other methods cannot alleviate the problem.

[LEARN MORE ABOUT APPLICATION OF SELECTIVE HERBICIDE \(WEED TREATMENT\) >](#)



ESTIMATED BUDGET TO CARRY OUT RECOMMENDATIONS

£18940

Please note, the costs provided above are indicative and may vary dependent on quantities and frequency. This estimated budget should be used to help plan and prioritise work, but is not linked to the amount of grant funding you may receive. Following the recommended works should help you achieve the **GOOD** pitch standard, or if already at that level, sustain it.



TRAINING

As well as undertaking the maintenance activities as described above, we would also recommend attending the following training courses to further develop your skills and understanding of grass pitch maintenance.

[Click here for information on training courses.](#)

[VISIT TRAINING COURSES >](#)

Recommended Training

No training courses found.



WANT TO APPLY FOR FUNDING?

FOOTBALL FOUNDATION FUNDING APPLICATION PORTAL

You could be eligible for a grant to help you carry out the recommendations in this report. Click 'Apply here' and you could be on your way to securing a grant and being a part of our mission to transform this country's grassroots game.

Report ID: **11725**

To apply for funding visit

[APPLY.FOOTBALLFOUNDATION.ORG.UK](https://apply.footballfoundation.org.uk)

Training Courses



Further information on any training courses you're recommended to complete can be found on the Grounds Management Association website.

[Visit the GMA >](#)

The Groundskeeping Community



Join the Football Foundation Groundskeeping Community to connect with groundskeepers across different levels of the game. You'll be able to ask questions and share best practice.

[Visit the Groundskeeping Community >](#)

Find out more about the Football Foundation's plan to transform the country's grass pitches

Visit our website, which has lots of information about other resources and funding opportunities we're offering organisations involved in the grassroots game.

[FOOTBALLFOUNDATION.ORG.UK >](https://footballfoundation.org.uk)



GENERAL TERMS AND CONDITIONS OF GRANT AID FOR GRASS PITCH MAINTENANCE FUND

1. Definitions

1.1 For the purposes of this Grant Agreement (as defined below) the following expressions mean:

“Application”	means the application submitted by or for the Organisation for a grant in respect of the Project and shall include all written and oral representations made by the Organisation to the Foundation regarding the Organisation, the Project and the Facilities;
“Basic Maintenance”	means the maintenance operations regularly undertaken by the Organisation or Site Owner, prior to the award of the Grant.
“Enhanced Maintenance”	means the additional maintenance operations prescribed by the Grounds Management Association Regional Pitch Advisor designed to improve and retain the quality of the grass pitch;
“Grounds Management Association (GMA) Performance Quality Standard (PQS)”	means the Performance Quality Standard, as adopted by The FA, which defines the quality rating of a grass pitch;
“Football Season”	means the period between 1 st July in any given calendar year, and 30 th June of the subsequent calendar year;
“Foundation”	means the Football Foundation (registered company number 3876305; registered charity number 1079309) whose registered office is at 10 Eastbourne Terrace, London, England, W2 6LG and references to the Foundation shall include the Foundation, its staff and any other person representing the Foundation;
“Grant”	means the sum referred to in the Grant Offer Letter awarded to assist in financing the Project;
“Grant Agreement”	means the agreement entered into between the Organisation and the Football Foundation in the form of a Grant Offer Letter, which incorporates these terms and conditions;
“Grant Application Manager”	means the Football Foundation Account accessible via www.footballfoundation.org.uk , using the bespoke log-in credentials for each representative of the Organisation;
“Grant Offer Letter”	means the grant offer letter sent to the Organisation confirming the Grant and enclosing these terms and conditions;



<p>“PitchPower Assessment Report”</p>	<p>means the report produced by the Grounds Management Association Regional Pitch Advisor through PitchPower.</p>
<p>“Pitchpower”</p>	<p>means the digital tool in which organisations will provide progress reports throughout the Project;</p>
<p>“Grounds Management Association”</p>	<p>means the organisation (or successor organisation appointed by the Football Foundation) completing the PitchPower Assessment Reports, providing recommendations to organisations on the maintenance of grass pitches;</p>
<p>“Monitoring Information”</p>	<p>means the quantitative and qualitative information collected via PitchPower, including photographs that must be submitted to the Foundation from time to time, upon which an assessment of the condition of the grass pitches can be determined. The nature of the information required is at the sole discretion of the Foundation and will be included within PitchPower.</p>
<p>“Organisation”</p>	<p>means the organisation or organisations to which the Grant is made;</p>
<p>“Payment Schedule”</p>	<p>means the schedule of payments that is reflected in Annex A of the Grant Offer Letter;</p>
<p>“Project”</p>	<p>means the project or projects described in the Grant Offer Letter;</p>
<p>“Regional Pitch Advisor (RPA)”</p>	<p>means the Advisor employed by the Grounds Management Association;</p>
<p>“Site”</p>	<p>means the site referred to within the Grant Offer Letter at which the grass pitches to be improved via enhanced maintenance are located.</p>



2. Acceptance

- 2.1 No agreement comes into existence between the Foundation and the Organisation, and accordingly the Foundation is not bound to make payment of the Grant, unless and until the Form of Acceptance has been signed and received by the Foundation via the Grant Application Manager and the specific requirements set out in the Grant Offer Letter have been fulfilled to the Foundation's satisfaction.
- 2.2 The Organisation has **one (1) month** from the date of the Grant Offer Letter to accept the terms of this Grant Agreement. After this, the offer will lapse unless reasons are given for the delay which are accepted by the Foundation. If this offer lapses, the Application will be regarded as having been withdrawn.
- 2.3 The Organisation will not be subject to any legal liability in relation to the Grant until the first claim for drawdown of the Grant is made by it.

3. Specific requirements

- 3.1 The award of this Grant is reliant upon the Organisation fulfilling, to the Foundation's satisfaction, the requirements set out in the Grant Offer Letter and these terms and conditions.

4. Monitoring

- 4.1 It is an express requirement of the Grant Agreement that the Organisation must provide the Foundation with Monitoring Information in respect of the condition of each of the grass pitches at the Site and not just the grass pitches that are to be improved via Enhanced Maintenance.
- 4.2 Monitoring Information in respect of each pitch must be submitted via PitchPower, or by other means as prescribed by the Foundation.
- 4.3 Monitoring Information must be submitted a minimum of two times per annual Football Season, once within window (a) below and once in one of the other windows:
 - (a) 1st November – 31 March
 - (b) 1st April – 30th June
 - (c) 1st July – 31st October

At least two calendar months must have elapsed between the next submission of monitoring information.

- 4.4 Monitoring Information must be submitted for a minimum of ten (10) years following the date of the Grant Offer Letter.
- 4.5 In addition to the requirement for Monitoring Information, the Foundation may further monitor the Project to identify best practice and to understand key problems. At such a request by the Foundation, the Organisation shall supply such further information as the Foundation may reasonably require.



- 4.6 The Organisation should be prepared to receive site visits and to give their full co-operation to any monitoring officer or partner appointed by the Foundation, both during the Project and after completion of the Project. Such monitoring requirement will be at the discretion of the Foundation.

5. Further Terms and Conditions

- 5.1 The Grant shall be used solely towards financing the provision of Enhanced Maintenance of the grass pitches at the Site as recommended by the GMA RPA, as set out in the PitchPower Assessment Report and approved Application, and in accordance with the terms of this Grant Agreement. Under no circumstances may the Grant be used for any other purpose.
- 5.2 The Organisation must use best endeavours to ensure that the Basic Maintenance and Enhanced Maintenance is undertaken throughout the period of the grant.
- 5.3 The Organisation shall comply with all statutory requirements and other laws and regulations relating to the Project, including without limitation all relevant health, safety and employment laws, any Local Authority planning or Environment Agency requirements, laws or regulations, and laws and regulations relating to the protection of children and vulnerable adults.
- 5.4 The Organisation shall maintain full and proper accounts and records regarding the Project. Any representative authorised by the Foundation shall be given access, whenever the Foundation so requests, to such accounts and records.
- 5.5 No one shall be denied access to use the Project or the associated facilities on grounds of race, creed, colour, sex, occupation, sexual orientation, religion or political persuasion.
- 5.6 The Organisation shall not charge fees or subscriptions for use of the Facilities or participation in the Project that as a result of the level of such fees prevent or unduly restrict the participation of the general public.

6. Suspension or repayment of the Grant

- 6.1 Without prejudice to the Foundation's other rights and remedies in relation to the Grant identified in the Grant Offer Letter, The Foundation reserves the right to terminate the Grant Agreement and require the full amount of Grant released to the Organisation, or such lesser sum as the Foundation may require, to be repayable to the Foundation on demand, and any future payments of the Grant will be stopped and shall cease to be payable, where, in the reasonable opinion of the Foundation:
- 6.1.1 the Organisation ceases to operate for any reason, becomes insolvent, is placed into receivership or liquidation, or enters into any arrangement or composition for the benefit of its creditors;
- 6.1.2 in the reasonable opinion of the Foundation the Organisation fails to use the Grant, or any part of it, for the purpose for which it was made, or fails to complete or it appears reasonably likely that it will fail to complete the Project;
- 6.1.3 in the reasonable opinion of the Foundation, any of the assurances given or the information contained within the Application or other documents submitted by



the Organisation to the Foundation were fraudulent, materially incorrect or misleading;

- 6.1.4 the Organisation fails to comply with any of the terms and conditions of the Grant as set out in this document or Grant Offer Letter;
- 6.1.5 the Organisation fails to claim for the first payment of the Grant within one month of the date of the Grant Offer Letter or fails to claim any further payments of the Grant by the relevant deadline as set out in the Payment Schedule;
- 6.1.6 the final total Project expenditure is less than the estimated expenditure. In such circumstances the amount to be repaid to the Foundation or the amount the Grant is reduced would be at the discretion of the Foundation but would not exceed the under-spend (i.e. the difference between the estimated and actual Project expenditure).
- 6.1.7 the Organisation fails to provide proof of expenditure when requested by the Foundation to evidence the Grant has been used for the purpose for which it was made;
- 6.1.8 the Organisation fails to provide the Monitoring Information as required by the Foundation and detailed within 4.1 – 4.4.

7. Payment of the Grant

- 7.1 The Grant will be paid annually in instalments in accordance with the Payment Schedule, on receipt of an appropriately completed claim form via the Grant Application Manager, at the beginning of each year of the Project or as specifically agreed by the Foundation.
- 7.2 A claim for Grant drawdown must be submitted at the beginning of each year of the Project, within which the Organisation will be required to provide evidence of expenditure for the previous year. Should the expenditure evidenced not total the anticipated cost of Enhanced Maintenance for that year, the Grant payment will be reduced by the same amount the following year.
- 7.2 The Organisation acknowledges that the Grant can only be assured to the extent that the Foundation has available funds.
- 7.3 If the first payment of the Grant is not requested by the Organisation within **one (1) month** of the date of the Grant Offer Letter, the Grant will automatically lapse without the Foundation providing any additional warning or other form of notification to the Organisation. Thereafter, the Foundation will not be liable for making any future Grant payments and the Grant Agreement shall terminate immediately.
- 7.4 Payments of Grant will be paid directly into a designated bank account with the name of the Organisation by Bankers Automated Clearing Services (BACS).
- 7.5 The Foundation reserves the right to request proof of Project expenditure or delivery before releasing any further payment of the Grant. If the Organisation does not provide the requested information any payments will be suspended.



- 7.6 No Grant will be paid until the Foundation is satisfied (acting reasonably) that any payment will be spent in relation to proper expenditure as set out in the Grant Offer Letter.
- 7.7 The Organisation must promptly repay the Foundation any Grant incorrectly paid to it as a result of any administrative error.
- 7.8 The Foundation will not increase the Grant amount if the total expenditure for the Project exceeds the estimated amount stated in the Grant Offer Letter.
- 7.9 If the total sum of funds awarded for the Project from other funding bodies, is greater than the total Project cost, the Organisation is required to notify the Foundation so that the level of the Foundation Grant can be reviewed at the discretion of the Foundation.

8. Assignment

- 8.1 The Foundation shall be permitted on prior written notice to the Organisation to assign or otherwise transfer the benefit and the burden of this Grant Agreement to any successor body of the Foundation.
- 8.2 The Organisation cannot assign or otherwise transfer the benefit or burden of this Grant Agreement without the prior written consent of the Foundation.

9. Exclusion of Liability/Indemnity

- 9.1 The Foundation, its employees, agents, officers or sub-contractors will not at any time be liable to any person for anything in connection with the development, planning, construction, operation, management and/or administration of the Project. In particular but without limitation, it shall not be liable to the Applicant for any loss or damage arising directly or indirectly as a result of the compliance by the Applicant with the terms and conditions of this Grant.
- 9.2 The Applicant will indemnify and hold harmless the Foundation, its employees, agents, officers or sub-contractors with respect to all claims of, and liability to, third persons for injury, death, loss or damage of any type arising out of or in connection with the Project and any activities carried out thereon except where such injury, death, loss or damage have resulted from the negligent act or omission of the Foundation. In this latter connection, the Applicant shall provide prompt notice to the Foundation of any such claim, and the Foundation shall have the sole right to control the defence of any such claim.
- 9.3 The Foundation has no liability for losses or costs arising from failure to make any payment on any agreed date.

10. Law and Jurisdiction

- 10.1 The construction, validity and performance of the Grant Agreement shall be governed in all respect by English law and be subject to the non-exclusive jurisdiction of the English Courts. The parties undertake to each other to use their best endeavours wherever possible to resolve any dispute, which may arise under the Grant Agreement amicably.

11. Rights of Third Parties



- 11.1 A person who is not party to this Grant Agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Grant Agreement.

12. General

- 12.1 The Parties agree that this Grant Agreement constitutes the entire agreement between the parties and supersede all proposals or prior agreements and undertakings, whether oral or written and all other communications between the Parties relating to the subject matter of this Grant Agreement.
- 12.2 Nothing in this Grant Agreement shall be deemed to constitute a partnership, joint venture, relationship of agency or any employment relationship between the parties.
- 12.3 This Grant Agreement may only be modified by written agreement duly signed by both parties.
- 12.4 If at any time one or more provisions of this Grant Agreement become invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.
- 12.5 Any notices to be served under this Grant Agreement shall be in writing and served at the addresses set out in this Grant Agreement.
- 12.6 This Grant Agreement may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.
- 12.7 This Grant Agreement shall be governed by English law. The parties undertake to each other to use their best endeavours wherever possible to resolve any dispute, which may arise under the Grant Agreement amicably.
- 12.8 If the parties fail to resolve a dispute amicably, the parties agree to enter into mediation in good faith to settle such a dispute and will do so in accordance with the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure. Unless otherwise agreed between the parties within 14 days of notice of the dispute, the mediator will be nominated by CEDR. To initiate the mediation a party must give notice in writing (ADR notice) to the other party to the dispute, referring the dispute to mediation. A copy of the referral should be sent to CEDR.
- 12.9 Unless otherwise agreed, the mediation will start not later than 28 days after the date of the ADR notice. The commencement of a mediation will not prevent the parties commencing or continuing court proceedings (in accordance with clause 12.8).
- 12.10 Subject to clauses 12.7 to 12.9 above, each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this Agreement or its subject matter or formation.

13. Privacy and Data Protection Statement – Your rights to privacy

- 13.1 On 25 May 2018, new law came into effect in the UK which updates your rights to privacy and changes the rules about how we can use your personal information.



- 13.2 The Foundation values our relationship with you and therefore takes your rights to privacy seriously. We have therefore updated our privacy statement to explain what personal information we collect about you, how we use and look after it, and your rights. We want to share this with you so that you are clear about our obligations and your rights, and in case you have any questions for us. The privacy statement can be found on our website.

- 13.3 The privacy statement contains important information about your rights to privacy, so we encourage you to take the time to read it.

March 2021



AGENDA ITEM NUMBER: 10.1
MEETING DATE: 14th November 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: Jarvis Brook Playground
PURPOSE OF REPORT: To review and consider the proposal
SUPPORTING DOCUMENTS: Appendix A – Tender Pack

OFFICER CONTACT: Operations Manager

OFFICER RECOMMENDATIONS:	
1	
2	

Proposal

Jarvis Brook playground has been slowly deteriorating over the past few years but until more recently it was still serviceable and remained open for residents to use most of the time.

More recently due to damage several items of equipment have been out of use. As this is a small playground, having items out of use really detracts and restricts what play equipment can be used by the community and makes the whole playground unattractive for the key users. The grass surfacing is worn and despite repeated attempts to fill bare patches, they get disturbed before the grass can establish.

The playground is made up from timber-based equipment, this is generally long lasting and hardwearing, however it has been noted that Jarvis Brook playground seems to experience a higher amount of vandalism and damage than other playgrounds in the town. Therefore, the timber has been repeatedly damaged.

The lease from Wealden District Council for the land at the recreation ground has 13 years remaining.

As we are approaching the halfway mark of the 25yr lease, it is proposed that due to the deterioration of the current playground it is replaced with new metal hardwearing playground equipment and new wet pour rubber surfacing.

A tender pack has been included in appendix A for your review and consideration of this project.

Finance

To enable the committee to choose a design and play space tender that is the most value for money and within a fixed budget the officer has opted to provide a fixed budget tender of £100,000.00 ex. Vat. Therefore, any potential tenderer will quote the same price, but they will each provide differing levels of equipment for this budget.

It is recommended that the committee request this fixed amount of £100,000.00 from Full Council CiL funds.

Members are asked to consider the proposal.

If approval is given to recommend the project to Full Council for CiL funding members are asked to consider the attached tender pack.



CROWBOROUGH TOWN COUNCIL,
Council Offices, Pine Grove, Crowborough,
East Sussex, TN6 1DH
www.crowboroughtowncouncil.gov.uk

INVITATION TO TENDER

Playground Refurbishment – Jarvis Brook Recreation Ground

Crowborough Town Council is seeking a qualified and experienced contractor to refurbish the Playground at Jarvis Brook Recreation Ground.

Full specification for this work and details about how to submit a tender can be obtained via the government's Contracts Finder website: www.gov.uk/contracts-finder or by emailing info@crowboroughtowncouncil.gov.uk

For any enquiries relating to this tender, please contact:

Peter Cunnington
Operations Manager
Crowborough Town Council
Council Offices
Pine Grove
Crowborough
East Sussex
TN6 1DH
ctc-operations@crowboroughtowncouncil.gov.uk

CLOSING DATE for receipt of tenders is 12noon, 12th January 2024



Crowborough Town Council

Jarvis Brook Recreation Ground – Playground

Invitation to Tender

Crowborough Town Council is seeking quotes for the refurbishment of our playground at Jarvis Brook Recreation Ground.

Crowborough Town Council manages and maintains five playground sites across Crowborough. At our Jarvis Brook Recreation ground we have a large open space for residents to enjoy.

The site also hosts a playground, skatepark, and outdoor gym. Jarvis Brook Recreation Ground is the only local authority playground within the Jarvis Brook ward in Crowborough.

The site is well used by residents and the playground is used daily. The current condition of the playground has slowly deteriorated, and they are now in need of refurbishment.

The invitation to tender includes providing a playground which can be used by differing ages of children between the ages of 1 year to 12 years. The tender should provide a design of the playground along with a specification of equipment being offered and what ages it will be suitable for.

The tenderer must provide details of their health and safety structure and memberships held, along with examples of risk assessments and safe working practices.

Crowborough Town Council intends to enter into a contract with a suitably qualified and experienced contractor to undertake this project.

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 of the playground situated at Jarvis Brook Recreation Ground.

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

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

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

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

Peter Cunnington

Operation Manager

Crowborough Town Council, Council Offices,

Pine Grove, Crowborough, East Sussex, TN6 1DH

www.crowboroughtowncouncil.gov.uk

Email: ctc-operations@crowboroughtowncouncil.gov.uk

Tel: 01892 652907

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 **Jarvis Brook Playground Tender** in the top left corner of the envelope so as to arrive:

NOT LATER THAN 12noon ON FRIDAY 12th January 2024

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 be deemed 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 without any prior arrangement.

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 this contract including sub-contractors details and intended work scopes
- A proposed programme of works
- A design of the proposed playground
- A list of all play equipment proposed and their target age group.

The work should be programmed to commence as soon as the site conditions allow.

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 quality, experience and health & safety consideration.

Tenders will not be assessed on price, tenderers have been provided with a budget which they are expected to use to design the playground. Therefore, it is expected that all tenderers will make full use of the budget and provide as much as the tender brief required within it.

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 for a period of **90 days** after the closing date of submission of tenders.

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.

The start date should be as soon as conditions allow.

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 Playground, Jarvis Brook 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

Dated

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 Playground, Jarvis Brook 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

Firm or Company

Dated

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 Playground, Jarvis Brook 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:**

£ _____

(amount in word) _____

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

Signed for the Contractor

Name:

Name:

Title:

Title:

Company:

Company:

Date:

Date:



Crowborough Town Council

Jarvis Brook Recreation Ground – Playground

Map location

SITE ADDRESS:

Playground
Jarvis Brook Recreation Ground
Burdett Road
Crowborough
East Sussex
TN6 2EG



Playground site marked in yellow



Crowborough Town Council

Jarvis Brook Recreation Ground – Playground

Works Specification

The main elements of the works required will consist of the following:

- Provide a safe and practicable working environment.
- Provide a suitable means of waste removal from the site; and ensure all waste is correctly disposed of.
- Removal and disposal of all playground equipment currently on site. (Roundabout not included)
- Removal of all existing ground impact protection (e.g wood chippings, wet pour, sand)
- Installation of all new equipment in specified location as per proposed plan.
- Installation of all new pathways if specified by plan.
- Installation of all new ground impact protection as specified by proposed drawings.
- Protection of the site from intruders whilst works carried out.
- Equipment to be safety checked on completion of works before opening.
- Equipment and surfaces to be low maintenance.
- Ensure site is left clean and in suitable state for use.

1. Site Clearance

The contractor shall collect and remove all contractor's rubbish and debris off site.

Materials arising are to be removed from site to an appropriately licensed tip that the contractor shall provide at his own expense for all extraneous matter arising from the execution of the works.

On completion of the works the site must be left clear and clean; no rubbish, debris or any other such items shall be left on site.

2. Site Preparation

The site will be protected from damage by the contractor.

Any damage caused by the contractor or its subcontractors must be repaired and returned to its original state.

An area will be allocated for the contractor to keep a waste container, welfare unit and equipment. Parking is available on site but time limited. Vehicular access can be gained onto the recreation ground, however this is limited in size of vehicle.

3. Quote

The contract is for the complete removal of the existing playground and its disposal. The existing surface of the playground is to be removed and replaced with a new low maintenance wet pour. Colour themes and design of wet pour to be in keeping with area and playground design. The tenderer must provide a drawing of their proposal for the site including details on the age ranges that each piece of equipment can be used by. The work must be quoted with a budget of £100,000.00 for this renovation to be completed.

The playground must cater for all ages between 1 years to 12 years. The equipment chosen will be that of the tenderers choosing, however must be low maintenance and be of metal construction. No timber designs will be accepted.

The playground site is 30 meters by 17 meters. It consists of a metal fenced area with two gated entrances. The fence must remain in situ and the gates must remain in the same position.

4. Timescale of Works

The contractor will need to make suitable arrangements with the Crowborough Town Council as to commencement of the works. Work should start from April 2024. The works must be completed before June 2024.

5. Safety

The contractor must provide a method statement and full risk assessment of the works before any contract is accepted. The contractor must ensure that it protects its employees, any council staff, allotment tenants and any members of the public visiting the site.

The contractor must always use appropriate PPE in accordance with regulations.

No item is to be left that could result in a slip, trip, or fall to any person. All equipment used must conform to PUWERS 1998 regulations.

The contractor must provide a safe and suitable work area. All work must be carried out in such a way as to ensure that no employees, council staff or any members of the public visiting the site are exposed to any risk of falling objects. Also, that no escape routes are blocked, or access limited in any way.

Tender Evaluation

Project Title	Jarvis Brook Playground
Tenders Received	

Tender Evaluation Criteria/ Matrix

MEAT	Overall Weighting	Category	Category Weighting	Element	Element Weighting
PRICE	0%	Financial	0%	Cost/ Competativeness	Price Evaluation Matrix
QUALITY	100%	Technical	10%	Capability of company to carry out the specified works	3%
				Materials manufactured in house or readily available.	3%
		Health and Safety	15%	Programme of works provided and in line with timescales requests.	4%
				Relevant accreditations in H&S and as required for trades used. E.g NICEIC	4%
				Detailed working practices and procedures/ emergency procedures	3%
				Appropriate Health and Safety Policy provided or available via website.	4%
		Service Delivery	10%	Competent contractor with experience, training and qualifications.	4%
				Company history and experience in the required trades.	2%
				References provided of previous work and received satisfactory responses.	2%
				Communication structure, provides a responsible person for contact during works	2%
		Quality	15%	Ability to complete works before June 2024.	2%
				Insurance Cover in place sufficient	2%
				Customer Care/ Warranty of material and workmanship	4%
				Quality of previous work from references/ local projects viewed.	3%
		Environment	20%	Professional Membership/ Accreditation	2%
				Experience on similar projects	4%
				Aftercare provided	2%
				Policy/ Commitment to reducing greenhouse gases	4%
		Design Factors	30%	Distance from site to company for travel during project. Target of 40 miles.	4%
				Materials supplied impact. E.G recycled vs primary manufacture process.	6%
				Waste Management and disposal methods/ recycling	6%
				Play factor scoring of entire playground	7%
				SEN Equipment provided	8%
				Age groups between toddler to teen catered for.	7%
				Low Maintenance surfacing provided	8%

Scoring System

Excellent	Exceeds the required standard. Response answers the question with precision and relevance. Includes improvement through	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 relavance.	3
Limited	Fails the standard in most aspects but meets some. Limited information/ inadequate/ only partially addresss the question.	2
Inadequate	Significantly fails to meet the standard. Inadequate detail provided/ questions not answred/ answers not directly relevant to the	1
Not Eligible for Consideration	Completely fails to meet the standard. Response significantly deficient/ no response	0

Site Name	Asset Name	Standard Description	Finding Notes	Task Title	Risk Score	Risk Level	Finding Date	Inspector	Priority	Complete
Site Name	Asset Name	Standard Description	Finding Notes	Task Title	Risk Score	Risk Level	Finding Date	Inspector	Priority	Complete
Adams Field Junior Playground	Multiplay	Finger entrapment.	Holes in deck edges. Suitably fill to eliminate.	Eliminate the entrapment.	6	Low	28/07/2023	Craig Owen		Complete
Adams Field Junior Playground	Multiplay	Cap missing.	Frame work is missing some caps. Replace.	Replace.	3	Very Low	28/07/2023	Craig Owen		Complete
Adams Field Junior Playground	Swing - Toddler - 1 Bay 2 Seat	Gaps have opened up between tiles causing trip hazard.		Re-glue and fill gaps and joints as necessary.	8	Medium	28/07/2023	Craig Owen		Complete
Adams Field Junior Playground	Swing - Toddler - 1 Bay 2 Seat	Trip points on the surface.		Make level.	7	Low	28/07/2023	Craig Owen		Complete
Adams Field Youth Area	Ball Court	Additional comments are noted below.	Remove cable ties.	Read the notes for further action.	4	Low	28/07/2023	Craig Owen		Complete
Adams Field Youth Area	Seating - Picnic Tables	Vandalised (arson).		No reasonably practicable action is identified.	2	Very Low	28/07/2023	Craig Owen		Complete
Adams Field Youth Area	Swing - Group	Minor repairs are needed.	Wear to the inner wall of tyre. Monitor for sharp strands and replace where necessary.	Repair.	5	Low	28/07/2023	Craig Owen		Complete
Eridge Road Skate Park	General Surface - Tarmac	Surface has been vandalised (arson).	In the corner near bench.	Repair.	4	Low	28/07/2023	Craig Owen		Complete
Eridge Road Skate Park	Skate - Grind Box	Moderate repairs are needed.	Metal plates are warping. Repair.	Repair.	8	Medium	28/07/2023	Craig Owen		Complete
Eridge Road Skate Park	Skate - Half Pipe - Double - With Tombstone Extension	Item is damaged.	Sides of ramps have holes and riding surfaces cracks.	Repair.	15	High	28/07/2023	Craig Owen		Complete
Eridge Road Skate Park	Skate - Quarter Pipe - Double - With Shoulder	Concrete edges are in poor condition.		Repair.	10	Medium	28/07/2023	Craig Owen		Complete
Eridge Road Skate Park	Skate - Quarter Pipe - Double - With Shoulder	Welds are cracked.	Welds cracked around lower horizontal rails.	Repair.	8	Medium	28/07/2023	Craig Owen		Complete
Eridge Road Skate Park	Wheeled Sport - Quarter Pipe & Grind Box	Welds are cracked.	Around lower horizontal rails.	Repair.	8	Medium	28/07/2023	Craig Owen		Complete
Eridge Road Skate Park	Wheeled Sport - Quarter Pipe & Grind Box	The concrete is not in good condition.		Repair.	6	Low	28/07/2023	Craig Owen		Complete
Eridge Road Skate Park	Wheeled Sport - Street Course	The surface is cracking.		Repair.	6	Low	28/07/2023	Craig Owen		Complete
Eridge Road Skate Park	Wheeled Sport - Street Course	The concrete is not in good condition.		Repair.	6	Low	28/07/2023	Craig Owen		Complete
Goldsmiths Play Area	Agility - High Bars - 3 Tier	Fixtures loose or missing.	Tallest outer support is loose to the shoe. Tighten.	Tighten.	10	Medium	28/07/2023	Craig Owen		Complete
Goldsmiths Play Area	Cableway	Item was not inspected on this occasion.	Top fittings are above 3m in height.	Ensure a proper inspection is conducted at the appropriate time.	0		28/07/2023	Craig Owen		Complete
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.		Dismantle and inspect according to manufacturer's instructions.	0		28/07/2023	Craig Owen		Complete
Goldsmiths Play Area	Gates	The gate's closing mechanism does not work correctly.	Gate closes in 3 seconds.	Adjust to allow gate to self close. Ideally gate from open should not close if it is not intended to.	6	Low	28/07/2023	Craig Owen		Complete
Goldsmiths Play Area	Gates	Additional comments are noted below.	Latch is broken.	Repair.	3	Very Low	28/07/2023	Craig Owen		Complete
Goldsmiths Play Area	Swing - Junior - 1 Bay 2 Seat	Cap missing.	Hanger caps are missing. Replace.	Replace.	5	Low	28/07/2023	Craig Owen		Complete
Goldsmiths Play Area	Swing - Rope - Horizontal	Swing shackles have been over-tightened causing them to jam.	Some shackles are tighten.	Free off and check for damage.	9	Medium	28/07/2023	Craig Owen		Complete
Goldsmiths Play Area	Swing - Rope - Horizontal	Item was not inspected on this occasion.	Top fittings are above 3m in height.	Ensure a proper inspection is conducted at the appropriate time.	0		28/07/2023	Craig Owen		Complete
Goldsmiths Running Track	Adult Fitness x 9	Fixtures loose or missing.	Tighten/replace.	Tighten/replace.	6	Low	28/07/2023	Craig Owen		Complete
Goldsmiths Running Track	Gates - Vehicle	Gate is sticking on the ground.	Gate sticks on ground and doesn't fully close. Adjust to prevent foot pinch.	Read the notes for further action.	8	Medium	28/07/2023	Craig Owen		Complete
Goldsmiths Running Track	MUGA - Ball Court	Item is damaged.	Repair any damaged fencing.	Repair.	8	Medium	28/07/2023	Craig Owen		Complete
Goldsmiths Running Track	MUGA - Ball Court	Fixtures loose or missing.	Door joint / brackets.	Tighten/replace.	6	Low	28/07/2023	Craig Owen		Complete
Goldsmiths Running Track	MUGA - Ball Court	Hard or sharp projections.	Fencing repairs.	Remove hard, pointed and sharp projections.	6	Low	28/07/2023	Craig Owen		Complete
Goldsmiths Running Track	MUGA - Ball Court	Loose in ground.	A number of posts are loose in ground. Monitor and reset when necessary.	Read the notes for further action.	5	Low	28/07/2023	Craig Owen		Complete
Jarvis Brook Playground	Gates - Pedestrian	Trip points on the surface.		Consider extending concrete.	9	Medium	28/07/2023	Craig Owen		Complete
Jarvis Brook Playground	Gates - Pedestrian	Minor repairs are needed.	Gate is noisy and pin is loose.	Repair.	5	Low	28/07/2023	Craig Owen		Complete
Jarvis Brook Playground	Play House	Worn ground areas.		Build up ground levels to remove trip hazard.	8	Medium	28/07/2023	Craig Owen		Complete
Jarvis Brook Playground	Play House	Edges not radiused or chamfered.	Newly added timbers and splinters. Repair.	Provide a minimum 3 mm radius.	8	Medium	28/07/2023	Craig Owen		Complete
Jarvis Brook Playground	Rocker - Wagon & Horses	Fixtures loose or missing.	Some metal arms have loose fittings at brackets.	Tighten.	5	Low	28/07/2023	Craig Owen		Complete
Jarvis Brook Playground	Rocker - Wagon & Horses	Cap missing.		Replace.	3	Very Low	28/07/2023	Craig Owen		Complete
Jarvis Brook Youth Area	Ball Sports Area	Horizontal guard rails without vertical or solid infill.		Refer to manufacturer for comment.	8	Medium	28/07/2023	Craig Owen		Complete
Jarvis Brook Youth Area	Skate - Driveway - With Arched Rail, Grind Box & Platform	Concrete edges are in poor condition.	Monitor wear to joints.	Read the notes for further action.	8	Medium	28/07/2023	Craig Owen		Complete
Jarvis Brook Youth Area	Skate - Driveway - With Arched Rail, Grind Box & Platform	Concrete edges are in poor condition.	Some frost damage in places. Monitor, make repairs as necessary.	Repair.	6	Low	28/07/2023	Craig Owen		Complete
Jarvis Brook Youth Area	Skate - Flat Bank - With Tombstone & Platform	Edges not radiused or chamfered.		Provide a minimum 3 mm radius.	9	Medium	28/07/2023	Craig Owen		Complete
Jarvis Brook Youth Area	Skate - Flat Bank - With Tombstone & Platform	Concrete edges are in poor condition.	Between surface and metal plates.	Repair.	8	Medium	28/07/2023	Craig Owen		Complete
Jarvis Brook Youth Area	Skate - Half Bowl - With Vert Ramp	Concrete edges are in poor condition.	Joints are wearing, leaving gaps greater than 5 mm.	Repair.	10	Medium	28/07/2023	Craig Owen		Complete
Jarvis Brook Youth Area	Skate - Half Bowl - With Vert Ramp	Ground erosion present.		Consider adding grass matting to prevent wear.	6	Low	28/07/2023	Craig Owen		Complete
Jarvis Brook Youth Area	Wheeled Sport - Pyramid	The transition between ground and unit exceeds 5 mm.		Modify.	12	Medium	28/07/2023	Craig Owen		Complete
Jarvis Brook Youth Area	Wheeled Sport - Pyramid	The surface is cracking.		Repair.	6	Low	28/07/2023	Craig Owen		Complete
Silver Jubilee	Carousel - Accessible	The free space is intersected by main travelling routes at / or through the carousel.	Monitor.	No reasonably practicable action is identified.	5	Low	26/07/2023	Craig Owen		Complete
Silver Jubilee	Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat	Swing shackles have been over-tightened causing them to jam.		Free off and check for damage.	9	Medium	26/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Ball Court End	Surface is uneven.		Make good.	8	Medium	28/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Bridge - Hedgehog	Item has some parts missing.	Parts missing leaving holes exposed.	Replace the missing parts.	5	Low	28/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Cableway	Surface is compacted or displaced.		Rake and fork over and top up as required to maintain minimum depth (use rake).	8	Medium	28/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Climber - Tower	Cap missing.		Replace.	5	Low	28/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Rotator - Supernova	Surface is compacted or displaced.		Rake and fork over and top up as required to maintain minimum depth (use rake).	6	Low	28/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Sand Digger	Fixtures loose or missing.		Tighten.	6	Low	28/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Sand Works - Multiplay	The geo-textile is exposed.		Secure beneath surface and ensure minimum depths are maintained.	8	Medium	28/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Sand Works - Multiplay	Finger entrapment.		No reasonably practicable action is identified.	6	Low	28/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Sand Works - Multiplay	Item has some parts missing.	Buckets missing.	Replace the missing parts.	5	Low	28/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Sand Works - Multiplay	Item is not working.	Conveyor belt is not turning fully.	Repair.	4	Low	28/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Slide - Tower - With Twin Slides	Surface is compacted or displaced.		Rake and fork over and top up as required to maintain minimum depth (use rake).	8	Medium	28/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Swing - Group	Surface is compacted or displaced.		Rake and fork over and top up as required to maintain minimum depth (use rake).	8	Medium	28/07/2023	Craig Owen		Complete
Wolfe Recreation Ground	Swing - Toddler - 1 Bay 2 Seat	Surface is compacted or displaced.		Rake and fork over and top up as required to maintain minimum depth (use rake).	8	Medium	28/07/2023	Craig Owen		Complete

Site Name	Asset Name	Standard Description	Finding Notes	Task Title	Risk Score	Risk Level	Finding Date	Inspector	Priority	Complete
Adams Field Junior Playground	Rocker - Arch - Spring	The supporting components should be dismantled and inspected according to manufacturer's instructions.	Dismantle for internal inspection of bearings. Replace and worn parts.	Dismantle and inspect according to manufacturer's instructions.	7	Low	28/07/2023	Craig Owen		Monitor
Adams Field Junior Playground	Stepping Posts x 2	Vandalised.	Item has been cut. Monitor.	No reasonably practicable action is identified.	0		28/07/2023	Craig Owen		Monitor
Adams Field Youth Area	Combination Goal End	Item is damaged.	Mesh railings.	No reasonably practicable action is identified.	5	Low	28/07/2023	Craig Owen		Monitor
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.		Dismantle and inspect according to manufacturer's instructions.	8	Medium	28/07/2023	Craig Owen		Monitor
ErIDGE Road Skate Park	General Surface - Tarmac	Surface is uneven.	Surface is uneven around patches.	Make good.	7	Low	28/07/2023	Craig Owen		Monitor
ErIDGE Road Skate Park	Seating	Vandalised (arson).		No reasonably practicable action is identified.	7	Low	28/07/2023	Craig Owen		Monitor
ErIDGE Road Skate Park	Skate - Half Pipe - Double - With Tombstone Extension	Edges not radiused or chamfered.		Provide a minimum 3 mm radius.	8	Medium	28/07/2023	Craig Owen		Monitor
ErIDGE Road Skate Park	Skate - Half Pipe - Double - With Tombstone Extension	The spacing between the barrier bars is in excess of 89 mm.		No reasonably practicable action is identified.	6	Low	28/07/2023	Craig Owen		Monitor
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.		No reasonably practicable action is identified.	7	Low	28/07/2023	Craig Owen		Monitor
ErIDGE Road Skate Park	Skate - Quarter Pipe - Double - With Shoulder	The spacing between the barrier bars is in excess of 89 mm.		No reasonably practicable action is identified.	6	Low	28/07/2023	Craig Owen		Monitor
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.		No reasonably practicable action is identified.	7	Low	28/07/2023	Craig Owen		Monitor
ErIDGE Road Skate Park	Wheeled Sport - Quarter Pipe & Grind Box	The spacing between the barrier bars is in excess of 89 mm.		No reasonably practicable action is identified.	6	Low	28/07/2023	Craig Owen		Monitor
Goldsmiths Play Area	Multiplay	Chain covers prevent a thorough inspection of all chain links.		Remove chain covers to inspect according to manufacturer's instructions.	4	Low	28/07/2023	Craig Owen		Monitor
Goldsmiths Play Area	Multiplay - Slide Climber	Chain covers prevent a thorough inspection of all chain links.		Remove chain covers to inspect according to manufacturer's instructions.	4	Low	28/07/2023	Craig Owen		Monitor
Goldsmiths Play Area	Rocker - Seesaw	The supporting components should be dismantled and inspected according to manufacturer's instructions.	Dismantle central components for internal inspection of parts.	Dismantle and inspect according to manufacturer's instructions.	0		28/07/2023	Craig Owen		Monitor
Goldsmiths Running Track	Adult Fitness x 9	Item is not working.	Variable resistance not working.	Repair.	4	Low	28/07/2023	Craig Owen		Monitor
Goldsmiths Running Track	Adult Fitness x 9	The supporting components should be dismantled and inspected according to manufacturer's instructions.	Dismantle all moving components for internal inspection.	Dismantle and inspect according to manufacturer's instructions.	0		28/07/2023	Craig Owen		Monitor
Jarvis Brook Outdoor Gym	Adult Fitness - Crossrider Duo	The supporting components should be dismantled and inspected according to manufacturer's instructions.	Dismantle for internal inspection of bearings as there is knocking when in use.	Dismantle and inspect according to manufacturer's instructions.	7	Low	28/07/2023	Craig Owen		Monitor
Jarvis Brook Outdoor Gym	Adult Fitness - Skier	See the notes.	No rubber impact attenuation has been provided on the leading edges of the skis.	Monitor.	6	Low	28/07/2023	Craig Owen		Monitor
Jarvis Brook Outdoor Gym	Fitness - Air Walker Duo	Loose in ground.	Supports are loose in ground. This could be due to corrosion, strip soil level.	Read the notes for further action.	7	Low	28/07/2023	Craig Owen		Monitor
Jarvis Brook Outdoor Gym	Fitness - Air Walker Duo	See the notes.	No rubber impact attenuation has been provided on the leading edges of the skis.	Monitor.	6	Low	28/07/2023	Craig Owen		Monitor
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.		The protective surface under all bars and rings must be kept in good condition.	8	Medium	28/07/2023	Craig Owen		Monitor
Jarvis Brook Playground	Multiplay - Senior	In the inspector's opinion the protective surface may not meet the head in the foot zone.	The free height of fall for this section of the equipment is 2.8 m. Ensure the protective surface is maintained.	Read the notes for further action.	8	Medium	28/07/2023	Craig Owen		Monitor
Jarvis Brook Playground	Rocker - Seesaw	There is wear in the bearings.	Dismantle for internal inspection of bearings.	Read the notes for further action.	6	Low	28/07/2023	Craig Owen		Monitor
Jarvis Brook Playground	Swing - Toddler - 1 Bay 2 Seat	Chain link connectors notched.	Monitor and replace as necessary.	Read the notes for further action.	7	Low	28/07/2023	Craig Owen		Monitor
Jarvis Brook Youth Area	Ball Sports Area	Risk assessment.	Entrance to the MUGA area is adjacent to a goal. Recommend relocating to a safer area.	Read the notes for further action.	7	Low	28/07/2023	Craig Owen		Monitor
Silver Jubilee	Balance Trail	Edges not radiused or chamfered.		Provide a 3 mm radius or 3 mm chamfer.	8	Medium	26/07/2023	Craig Owen		Monitor
Silver Jubilee	Multiplay	Shrinkage / separation of the surface. This may give a trip hazard.		Re-glue and fill gaps and joints as necessary.	7	Low	26/07/2023	Craig Owen		Monitor
Silver Jubilee	Multiplay	Finger entrapment.		Eliminate the entrapment.	6	Low	26/07/2023	Craig Owen		Monitor
Silver Jubilee	Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat	Some chain wear.		Monitor for further deterioration and replace before 40% wear.	6	Low	26/07/2023	Craig Owen		Monitor
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 decay.		Consider replacing the bark with a synthetic surface or closely monitor the timbers at ground level for decay through the life of the asset.	5	Low	28/07/2023	Craig Owen		Monitor
Wolfe Recreation Ground	Ball Court End	Loose in ground.		Reset.	5	Low	28/07/2023	Craig Owen		Monitor
Wolfe Recreation Ground	Boulders	Additional comments are noted below.	The spacing of the boulders may give rise to falls as the distance may be between 1.5m and 2.0m.	Read the notes for further action.	7	Low	28/07/2023	Craig Owen		Monitor
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.		Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually.	28/07/2023		Craig Owen		Monitor	
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 decay.		Consider replacing the bark with a synthetic surface or closely monitor the timbers at ground level for decay through the life of the asset.	28/07/2023		Craig Owen		Monitor	
Wolfe Recreation Ground	Carousel - Accessible	Surface is wearing.	Monitor.	Read the notes for further action.	4	Low	28/07/2023	Craig Owen		Monitor
Wolfe Recreation Ground	Climber - Tower	Fixtures loose or missing.	Base of ladder and some barrier/guard rail fittings are loose.	Tighten.	10	Medium	28/07/2023	Craig Owen		Monitor
Wolfe Recreation Ground	Climber - Tower	Finger entrapment.	Repair wall as this has dropped due to missing bolts and formed finger entrapment.	Eliminate the entrapment.	6	Low	28/07/2023	Craig Owen		Monitor
Wolfe Recreation Ground	Fencing	Monitor.	Monitor for decay and stability.	Monitor.	6	Low	28/07/2023	Craig Owen		Monitor
Wolfe Recreation Ground	Multiplay - Galaxy Unit - With Rotators x 2	Fixtures loose or missing.	Suspended chair.	Tighten.	10	Medium	28/07/2023	Craig Owen		Monitor
Wolfe Recreation Ground	Multiplay - Galaxy Unit - With Rotators x 2	The supporting components should be dismantled and inspected according to manufacturer's instructions.	Dismantle both spinners for internal inspection of bearings and replace as necessary.	Dismantle and inspect according to manufacturer's instructions.	8	Medium	28/07/2023	Craig Owen		Monitor
Wolfe Recreation Ground	Rocker - Seesaw - Spring	The supporting components should be dismantled and inspected according to manufacturer's instructions.	Dismantle to inspect inner bearings.	Dismantle and inspect according to manufacturer's instructions.	6	Low	28/07/2023	Craig Owen		Monitor
Wolfe Recreation Ground	Swing - Group	The supporting components should be dismantled and inspected according to manufacturer's instructions.	Bearing, upper D-shackles and universal joint. Also inspect the upper links.	Dismantle and inspect according to manufacturer's instructions.	12	Medium	28/07/2023	Craig Owen		Monitor

Site Name	Asset Name	Standard Description	Finding Notes	Task Title	Risk Score	Risk Level	Finding Date	Inspector	Priority	Complete
Adams Field Junior Playground	Multiplay	Item has some parts missing.	Dome roof is missing leaving Finger entrapments.	Replace the missing parts.	6	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Junior Playground	Multiplay	Fixtures loose or missing.		Tighten.	5	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Junior Playground	Multiplay	Item has some parts missing.	Ground left uneven.	Replace the missing parts.	4	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Junior Playground	Multiplay	Paintwork is in poor condition.		De-scale back to good base material and coat with lead free paint, using appropriate	4	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Junior Playground	Multiplay	The equipment is dirty or algae covered.		Clean off.	3	Very Low	28/07/2023	Craig Owen		Ongoing
Adams Field Junior Playground	Swing - Toddler - 1 Bay 2 Seat	Fittings are rusty.	Nuts under cradles. Replace.	Replace.	8	Medium	28/07/2023	Craig Owen		Ongoing
Adams Field Junior Playground	Swing - Toddler - 1 Bay 2 Seat	The paint is chipped.		Touch up the paint.	3	Very Low	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Cableway	Worn ground areas.		Make good.	6	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Cableway	Timber is rotting.	Ramp logs.	Replace rotten timbers.	4	Low	28/07/2023	Craig Owen		Ongoing
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.		Conduct an appropriate dismantling inspection according to the manufacturer's instructions, and at least annually			28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Cableway	Item has some parts missing.		Replace the missing parts.			28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Climber - Net Pyramid	Vandalised.	Ground anchor tile covers are loose and can be moved. Re-secure down.	Repair.	7	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Climber - Net Pyramid	Trip points on the surface.	Around tiles.	Make level.	7	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Climber - Net Pyramid	The spatial network requires re-tensioning.		Refer to manufacturer's guidance.	6	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Combination Goal End	Paintwork is in poor condition.		De-scale back to good base material and coat with lead free paint, using appropriate	5	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Combination Goal End	The equipment is dirty or algae covered.		Clean off.	3	Very Low	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Signage	Sign is unreadable.	Replace the signage.	Read the notes for further action.	4	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Swing - Group	Worn ground areas.	Surface area is worn.	Make good.	8	Medium	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Swing - Group	Seat(s) set at incorrect height.		Adjust to give a minimum of 350 mm clearance for standard seats, and 400 mm for	7	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Swing - Group	Butterfly shackles have been used, presenting non-rounded edges.		It is recommended that an alternative type of shackle that does not have sharp	6	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Swing - Junior - 2 Bay 4 Seat	There is wear to the surfacing due to foot drag.		Although the seats are set at an acceptable height it is recommended that	6	Low	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Swing - Junior - 2 Bay 4 Seat	The equipment is dirty or algae covered.		Clean off.	3	Very Low	28/07/2023	Craig Owen		Ongoing
Adams Field Youth Area	Youth Shelter	Paintwork is in poor condition.		De-scale back to good base material and coat with lead free paint, using appropriate	5	Low	28/07/2023	Craig Owen		Ongoing
Eridge Road Skate Park	Access Steps	Surface needs repair.	Surface is curling and cracking.	Repair.	6	Low	28/07/2023	Craig Owen		Ongoing
Eridge Road Skate Park	Fencing	Monitor.	Monitor for decayed posts and stability.	Monitor.	6	Low	28/07/2023	Craig Owen		Ongoing
Eridge Road Skate Park	Fencing	Vandalised (arson).		Repair.	6	Low	28/07/2023	Craig Owen		Ongoing
Eridge Road Skate Park	Fencing	Timber is rotting.	At entrance.	Replace rotten timbers.	5	Low	28/07/2023	Craig Owen		Ongoing
Eridge Road Skate Park	Signage	Risk assessment.	This area would benefit from appropriate signage.	Read the notes for further action.			28/07/2023	Craig Owen		Ongoing
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		Move the bin or seat as appropriate.	3	Very Low	28/07/2023	Craig Owen		Ongoing
Goldsmiths Play Area	Multiplay - Slide Climber	Minor repairs are needed.	Ramps foot resets are peeling.	Repair.	5	Low	28/07/2023	Craig Owen		Ongoing
Goldsmiths Play Area	Rocker - Sit-in	Fixtures loose or missing.	Black end caps rotate.	Tighten.	4	Low	28/07/2023	Craig Owen		Ongoing
Goldsmiths Running Track	Adult Fitness x 9	Cap missing.		Replace.	3	Very Low	28/07/2023	Craig Owen		Ongoing
Goldsmiths Running Track	Basketball Court	Loose in ground.	Monitor, reset if appropriate.	Read the notes for further action.	6	Low	28/07/2023	Craig Owen		Ongoing
Goldsmiths Running Track	Basketball Court	Minor repairs are needed.	Netting is in poor condition.	Repair.	2	Very Low	28/07/2023	Craig Owen		Ongoing
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.		Adjust the gate to provide the correct minimum 18 mm gap.	6	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Outdoor Gym	Fitness - Air Walker Duo	Paintwork is in poor condition.		De-scale back to good base material and coat with lead free paint, using appropriate	5	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Outdoor Gym	Fitness - Chest Press	Paintwork is in poor condition.		De-scale back to good base material and coat with lead free paint, using appropriate	5	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Outdoor Gym	Fitness - Chest Press	Hand grip is missing.		Replace missing grip.	4	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Outdoor Gym	Fitness - Leg Press	The paint is chipped.		Touch up the paint.	3	Very Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Bouncing Facility - Large	There is an obstacle in the falling space or minimum space.	The extent of the impact area for a large bouncing facility is 2 m. Consider	Read the notes for further action.	6	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Bouncing Facility - Large	Item has been immobilised, fenced or removed to prevent use.	Unit is being repaired.	Reinstate properly.			28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Fencing	Item is bent.		Repair.	3	Very Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Multiplay - Senior	Surface needs repair.	Damaged matting and uneven surfaces.	Repair.	7	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Rocker - Seesaw	Surface needs repair.	Matting is rising and separating. Repair.	Repair.	7	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Sand Play Area	Timber is decayed.	Some timber posts are decaying at ground level. Monitor and replace when	Check on a routine basis.	8	Medium	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Sand Play Area	Edges not radiused or chamfered.	Edges of boards.	Provide a 3 mm radius or 3 mm chamfer.	8	Medium	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Slide - Embankment	Ground erosion present.		Consider adding grass matting to prevent wear.	6	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Swing - Basket	Bolt(s) loose.	Hangers are loosening to the cross beam.	Tighten.	10	Medium	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Swing - Basket	Surface needs repair.	Damaged and separating matting.	Repair.	6	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Swing - Basket	Finger entrapment.	Basket.	No reasonably practicable action is identified.	5	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Swing - Basket	Chain covers prevent a thorough inspection of all chain links.		Remove chain covers to inspect according to manufacturer's instructions.	4	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Swing - Junior - 1 Bay 2 Seat	Timber is decayed.	Replace decayed leg.	Replace affected parts.	16	High	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Swing - Junior - 1 Bay 2 Seat	Surface needs repair.	Damaged matting.	Repair.	7	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Playground	Tunnel	Surface is wearing.		Repair.	7	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Youth Area	Ball Sports Area	Edges not radiused or chamfered.	Almost all timbers have non radiused edges.	Provide a 3 mm radius or 3 mm chamfer.	8	Medium	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Youth Area	Ball Sports Area	Surface needs repair.	Tarmac over damaged concrete at entrance.	Repair.	8	Medium	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Youth Area	Cycle Rack	Item is bent.		Repair.	2	Very Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Youth Area	Fencing - Post & Rail	Monitor.	Monitor for decay and stability.	Monitor.	6	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Youth Area	Seating - Benches - Timber	The material is not in good condition.	Timbers have been cut and damaged. Repair.	Repair.	7	Low	28/07/2023	Craig Owen		Ongoing
Jarvis Brook Youth Area	Seating - Benches - Timber	Item has some parts missing.	Bench missing.	Replace the missing parts.			28/07/2023	Craig Owen		Ongoing
Jarvis Brook Youth Area	Signage	Provide appropriate skate signs according to EN 14974.		Provide the correct signage.	9	Medium	28/07/2023	Craig Owen		Ongoing
Silver Jubilee	Balance Trail	Worn ground areas.		Build up ground levels to remove trip hazard.	8	Medium	26/07/2023	Craig Owen		Ongoing
Silver Jubilee	Balance Trail	Minor repairs are needed.	Minor damage to the mushrooms edge.	Repair.	5	Low	26/07/2023	Craig Owen		Ongoing
Silver Jubilee	Seating - Picnic Tables	Projecting bolt thread.	Or fit suitable caps.	Cut off and file down to remove sharp edges or use the correct length of bolt	6	Low	26/07/2023	Craig Owen		Ongoing
Silver Jubilee	Seating - Picnic Tables	Timber is rotting.	Monitor and replace when necessary.	Read the notes for further action.	3	Very Low	26/07/2023	Craig Owen		Ongoing
Silver Jubilee	Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat	Shrinkage / separation of the surface. This may give a trip hazard.		Re-glue and fill gaps and joints as necessary.	8	Medium	26/07/2023	Craig Owen		Ongoing
Wolfe Recreation Ground	Ball Court End	Cap missing.		Replace.	5	Low	28/07/2023	Craig Owen		Ongoing
Wolfe Recreation Ground	Carousel - Accessible	There is wear in the bearings.	Asset difficult to operate. Dismantle to establish the cause. Repair as appropriate	Read the notes for further action.	6	Low	28/07/2023	Craig Owen		Ongoing
Wolfe Recreation Ground	Multiplay - Galaxy Unit - With Rotators x 2	Surface is compacted or displaced.		Rake and fork over and top up as required to maintain minimum depth (use	8	Medium	28/07/2023	Craig Owen		Ongoing
Wolfe Recreation Ground	Seating - Picnic Tables	Vandalised (arson).		Repair.	3	Very Low	28/07/2023	Craig Owen		Ongoing



AGENDA ITEM NUMBER: 12.1
MEETING DATE: 14th November 2023
COUNCIL/COMMITTEE: Sports and Recreation
TITLE: CiL Funding Proposal Ideas
PURPOSE OF REPORT: To review the proposal
SUPPORTING DOCUMENTS:
OFFICER CONTACT: Operations Manager

OFFICER RECOMMENDATIONS:	
1	
2	

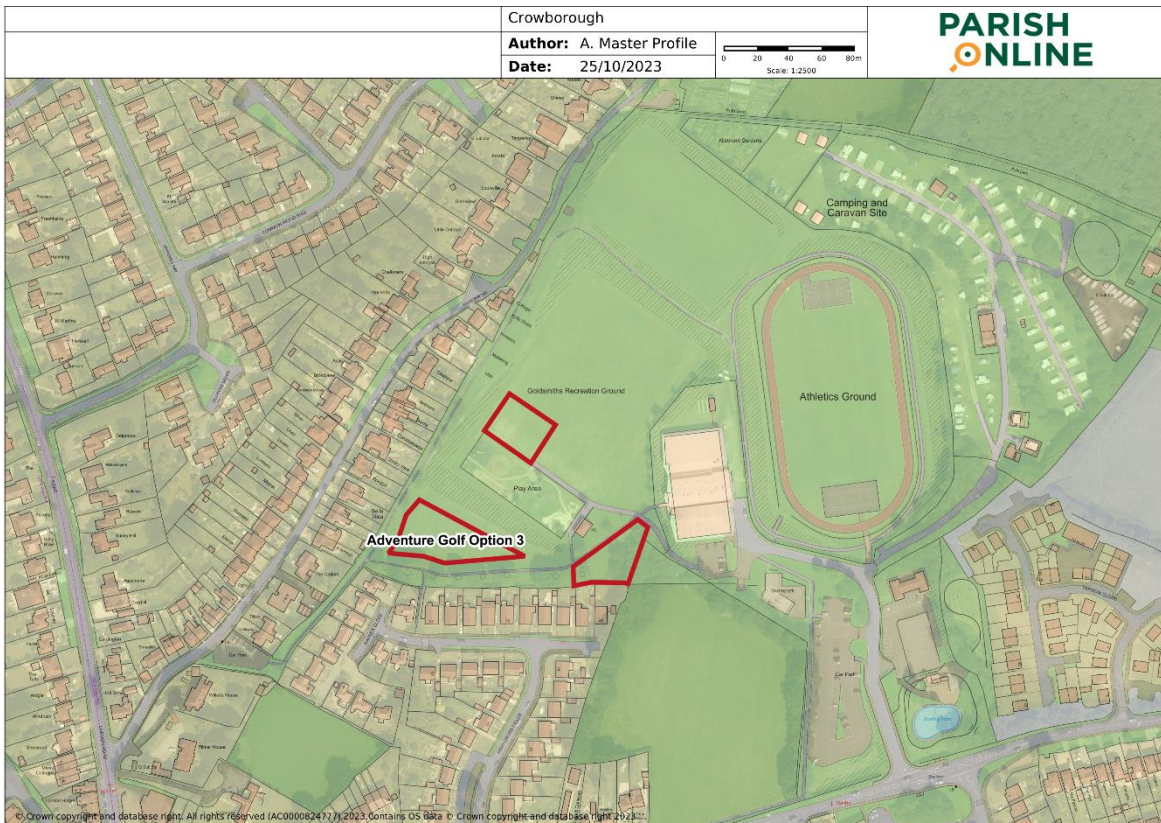
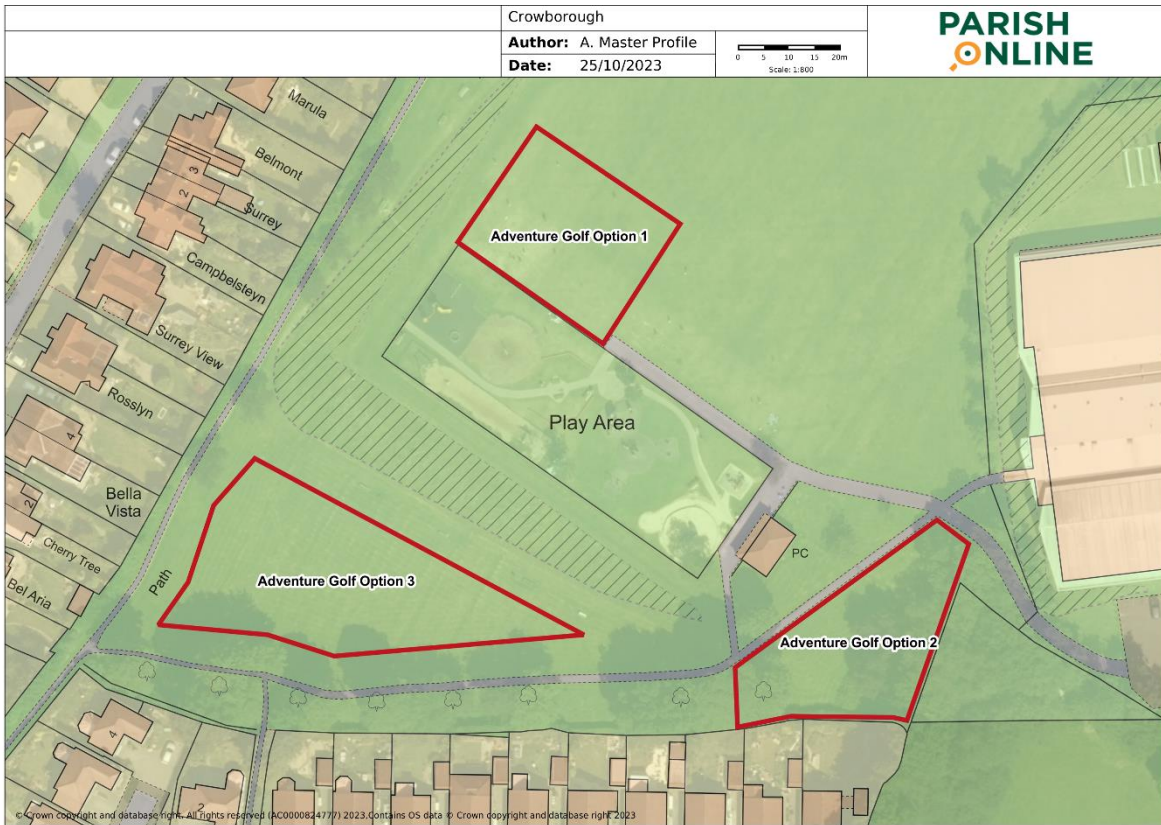
A variety of proposals are detailed below for the sports and recreation committee to consider.

GOLDSMITHS ADVENTURE GOLF

Goldsmiths Recreation Ground has various facilities such as a leisure centre, running track, changing rooms, sports pitches, boating lake, railway, pétanque, and most recently a bike track. There is parking for 135 cars on the site.

Adventure golf is an activity which can be enjoyed by all ages and abilities. Crowborough doesn't have an adventure golf in the town and therefore this would be a unique feature for the Goldsmiths site. The site already has a large footfall due to the other facilities on the site which are free to use by the public.

A company have been approached to discuss the viability of the proposal and costs involved. Possible locations on the site would be as per the map below.



The location would need to be secured to prevent unauthorised entry. To do this sympathetically it would be possible initially have a fence but to plant hedgerows surrounding the location which could grow to provide a secure boundary. This would also benefit the local wildlife in the area as well. Depending on the location chosen this could

also include areas of wildflower surrounding the adventure golf to further benefit the biodiversity of the site.

The company approached have provided details in appendix A of a potential example the council could consider.

A similar project has been completed by this company at Henley on Thames Town Council Adventure Golf.

There adventure golf was themed on the town's historical features and key features of the town. Priced so that residents of the town can use it at a reduced rate. But non-residents paid a slightly higher entry fee.

It cost £270,000.00 in 2022 to build. Gross Sales in year 1 £125,000.00 with a net profit of £49,500.00. They used their own parks staff to landscape the planting. The planting increased the biodiversity of the site.

They employ five staff to run the location with differing hours in the summer and winter.

Website with video and prices: [Henley Adventure Golf Course. Fun For All The Family...](#)



If a similar golf course were to be set up at Goldsmiths this could not only provide a key attraction to visit at the location but also generate an income for the Council.

WOLFE RECREATION GROUND

Proposal

Wolfe recreation ground currently has tennis courts, outdoor gym equipment, football/ cricket sport areas, outdoor bowls, and a playground. The site is well used by residents and has parking for up to 38 cars.

This location is also home to the currently closed pavilion building which will become an improved facility in the future.

Splash Pad

A splash pad would be a unique and popular addition to the recreation ground. Splash pads are a water-based play area which are accessible for all abilities, can be enjoyed by all children but provide a sensory experience for SEN particularly. They involve a porous surface drains the water and then water jets and sprays. Children can then play within the water.

The nearest publicly available splash pad is in Victoria Park, Haywards Heath. Which is 18 miles away.

Clissold Park, London Borough of Hackney recently installed a splash pad at a cost of £500,000.00. Image below:



Whilst this size park may be over budget it may be more suitable to aim for around a 200sqm splash pad like the size at Drusilla's as below:



Discussions have been held with a supplier who has provided the following information with regards to cost and design.

The supplier is an expert in the installation of splash parks completing over 140 including the two examples above.

The following is based on a 200sqm example.

There are two systems that can be used.

The first is a recirculating system. This type of system takes fresh mains water into a holding tank. The water then goes through the system out of the water jets and then is drained back into a second tank. The now dirty water is then processed through a large swimming pool style sand filter system and returned to the first holding tank to continue the cycle again. This system requires the water to be chlorinated and tested twice a day. It also requires fresh mains water to top up evaporation and water lost due to being splashed outside of the catchment area. There are benefits and drawbacks to this system.

Benefits: Reduced water consumption, more activities can be carried out at the same time and have more water volume used as not reliant on mains water pressure.

Drawbacks: System requires daily/ weekly maintenance and servicing which would cost in labour costs. Chemicals have to be used to sanitise the water. When system is cleaned it will lose on average 5000litres water, this can be captured but needs more chemicals to process it to become safe grey water. Far more expensive than other option. Requires 3-phase power, requires container sized plant room to run system.

200sqm cost estimate £350,000.00

The second system is a single use system. This type of system takes fresh mains water straight to the water jets which are on demand and activated only when the timer is on and a manual operated button is activated by the child. This reduces water usage. The water then drains to an underground grey water tank (single tank of 9,000 litres – additional can be added to increase the capture of grey water) once grey water tanks are full additional water is sent to the main public drains. The water is then able to be pumped from the grey water harvesting tanks out to be used for watering and irrigation.

Benefits: Cheaper, no need for complicated swimming pool pump room, reduced testing and maintenance, grey water recycling, single phase power required.

Drawbacks: Water not captured by harvesting tanks is wasted. Less powerful system means restricted in some activities that can be added to splash pad.

200sqm cost estimate £220,000.00.

To add an extra 9,000litre grey water harvesting tank it will cost around £20,000.00 per tank. This would add the best capture of grey water.

A budget of up to the cost estimate plus £30,000 is recommended for this proposal to allow for harvesting tank and additional design elements to incorporate it into the existing site.

Café/ Kiosk

Instead of having a Café within a new pavilion building it is proposed that Councillors could choose to have a smaller café/ kiosk at the playground site. This would be a separate project to the splash park project or the pavilion refurbishment.

Options for this café can vary depending on the size/ type of café the Councillors would like. For all options the café would require power/ water and drainage. This is estimated to cost 10-15k.

Option 1: Container kiosk.



Estimate of around £20,000.00 to have installed, on a concrete base with a hardstanding area in front for customers to stand.

This size container is within the 400m³ permitted development that the council has for our land and therefore would not require planning permission.

Option 2: Container Café.



Estimate of around £60,000.00 to have installed, on a concrete base with a hardstanding area in front for customers to stand.

This size container is within the 400m³ permitted development that the council has for our land and therefore would not require planning permission.

Option 3: Brick Built Café.

For a 6m x 6m brick construction café/ kiosk with a kitchen it is estimated that it will cost approximately £150,000.00 for the construction works. This excludes professional fees such as architects and planning.

Site Proposal



Image above showing proposed location for splashpad, kiosk and seating area. Current playpark area with blue line.

JARVIS BROOK RECREATION GROUND

Jarvis Brook recreation ground currently has a skate park, MUGA, outdoor gym equipment and a playground. There is parking onsite in the Wealden DC carpark for 54 cars.

A separate tender pack proposal has been produced under item 10.1. This is a much-needed refurbishment and replacement of the playground at this site. The value of this tender is for £100,000.00 and is requested for the funding to come from CiL funds.

Recommendation

Committee are asked to give comment of any of the proposals listed in this report. If they are supportive of any or all the proposals to then make a recommendation to Full Council to earmark CiL funds towards each project.

The proposals agreed by Full Council to have funding earmarked towards will then be investigated further by officers and brought back to committee for further comment and approval.