

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 23<sup>rd</sup> January 2024 at 7.30pm** when it is proposed to transact the following business:

Caroline Miles, Town Clerk  
17<sup>th</sup> January 2024

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MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

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

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

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

**3. MINUTES**

3.1 Minutes of the meeting of 14<sup>th</sup> November 2023

**4. FINANCIAL MATTERS**

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

**5. WOLFE RECREATION GROUND**

5.1 To **note** the officer's report on Wolfe Pavilion and **agree** any action

5.2 To **note** the officer's report on Wolfe Tractor Shed

**6. JARVIS BROOK RECREATION GROUND**

6.1 To **review** playground tenders and **agree** any action

**7. ASHDOWN RADIO**

7.1 To **note** the officer's report and **agree** any action

**8. GOLDSMITHS**

8.1 To **note** the request to plant additional trees on Goldsmiths and **agree** further action.

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



**AGENDA ITEM NUMBER:** 4

**MEETING DATE:** 23<sup>rd</sup> January 2024

**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.

**SUPPORTING DOCUMENTS:** Appendix A – Income & Expenditure Report  
Appendix B - Earmarked Reserves

**CONTACT OFFICER:** RFO

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

#### **4.1. Income and Expenditure**

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

##### Grounds Maintenance (301)

**1051 Income Miscellaneous – This includes two payments from the Football Association for the two different agreements that are in place.**

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 £63,147.50 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

**4800 Caretaking/Cleaning – this has exceeded budget and will likely incur a further £200 of costs before the end of the financial year and is due to window cleaning now being completed each quarter**

#### 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

**4307 Cottage – has exceeded budget due to decorating costs. There isn't any further anticipated expenditure except utility costs over the winter period**

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

**4321 Pentanque Club & Car Park – Due to vandalism and a motorbike being burnt out, damage has been caused to the car park surface. Additional costs have been incurred for safe removal of the bike and repairs to the tarmac**

**4323 Changing Rooms – has exceeded budget whilst undergoing some renovation works. A further £2,000 will be added to this overspend before the end of the financial year which covers the cleaning and utility costs. In order for the expenses to be clearly identified it is suggested that separate budget codes are used for cleaning and utility costs for both the changing rooms and the kiosk/toilet (as is the case for many other cost centres). This will be in place for the start of the next financial year and will require funds to be vired from the budget line codes 4323 and 4326**

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.

RFO

## Detailed Income &amp; Expenditure by Budget Heading 10/01/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Sport &amp; Recreation</b>								
<u>301 Grounds Maintenance</u>								
1051 Income-Miscellaneous	372	10,798	500	(10,298)			2159.6%	
Grounds Maintenance :- Income	<b>372</b>	<b>10,798</b>	<b>500</b>	<b>(10,298)</b>			<b>2159.6%</b>	<b>0</b>
4009 H & S /PPE	1,605	3,082	3,000	(82)		(82)	102.7%	
4020 Telephone & Postage	3,234	2,714	3,000	286		286	90.5%	
4039 Capital Purchases	0	30,000	30,000	0		0	100.0%	
4177 Contingency	3,502	5,000	5,000	0		0	100.0%	
4253 Vehicle Costs	8,065	10,681	6,000	(4,681)	2	(4,682)	178.0%	
4254 Fuel and Oils	10,730	7,988	12,000	4,012	360	3,652	69.6%	
4255 Equipment	6,769	4,285	7,000	2,715	2	2,713	61.2%	
4260 Equipment Maintenance	7,673	2,724	6,000	3,276		3,276	45.4%	
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	7,919	20,000	12,081	445	11,636	41.8%	
4309 Workshops/yard/chemical store	5,667	68,813	5,000	(63,813)	370	(64,183)	1383.7%	
Grounds Maintenance :- Indirect Expenditure	<b>77,077</b>	<b>151,601</b>	<b>110,000</b>	<b>(41,601)</b>	<b>1,185</b>	<b>(42,786)</b>	<b>138.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(76,705)</b>	<b>(140,803)</b>	<b>(109,500)</b>	<b>31,303</b>				
<u>310 Whitehill Centre</u>								
1000 Income-Hire of Halls	6,925	5,041	6,500	1,459			77.5%	
Whitehill Centre :- Income	<b>6,925</b>	<b>5,041</b>	<b>6,500</b>	<b>1,459</b>			<b>77.5%</b>	<b>0</b>
4012 Rates	2,121	1,999	2,226	227		227	89.8%	
4250 Buildings Maintenance	1,453	2,434	15,000	12,566	1,749	10,818	27.9%	
4335 Security, Fire & Alarms	2,228	2,891	2,100	(791)		(791)	137.6%	
4800 Caretaking/ Cleaning	704	854	800	(54)	65	(119)	114.9%	
4805 Electricity	1,015	876	1,200	324		324	73.0%	
4806 Gas	3,424	1,415	2,500	1,085		1,085	56.6%	
4807 Water and Sewage	(5)	174	250	76		76	69.5%	
Whitehill Centre :- Indirect Expenditure	<b>10,939</b>	<b>10,642</b>	<b>24,076</b>	<b>13,434</b>	<b>1,814</b>	<b>11,620</b>	<b>51.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,014)</b>	<b>(5,601)</b>	<b>(17,576)</b>	<b>(11,975)</b>				
<u>311 Wolfe Recreation Ground</u>								
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 &amp; Expenditure by Budget Heading 10/01/2024

Month No: 10

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	1,650	3,000	1,350			55.0%	
1111 Income-Cottage	11,940	3,515	11,940	8,425			29.4%	
Wolfe Recreation Ground :- Income	<b>38,178</b>	<b>5,473</b>	<b>16,192</b>	<b>10,719</b>			<b>33.8%</b>	<b>0</b>
4012 Rates	3,593	0	4,192	4,192		4,192	0.0%	
4020 Telephone & Postage	694	611	684	73		73	89.4%	
4041 Grounds Maintenance	1,608	62	4,350	4,288		4,288	1.4%	
4303 Pavilion/bar/changing	15,722	6,826	2,000	(4,826)		(4,826)	341.3%	
4307 Cottage	5,230	5,690	5,000	(690)	35	(725)	114.5%	
4308 Play/Sports Areas	2,910	2,071	5,000	2,929	65	2,864	42.7%	
4335 Security, Fire & Alarms	551	1,734	850	(884)		(884)	204.0%	
4652 CCTV	250	208	250	42		42	83.3%	
4801 Refuse & Hygiene	4,186	3,489	5,200	1,711		1,711	67.1%	
4807 Water and Sewage	726	388	1,000	612		612	38.8%	
4912 Wolfe Toilet	265	748	1,000	252	355	(102)	110.2%	
Wolfe Recreation Ground :- Indirect Expenditure	<b>35,736</b>	<b>21,827</b>	<b>29,526</b>	<b>7,699</b>	<b>454</b>	<b>7,245</b>	<b>75.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,443</b>	<b>(16,353)</b>	<b>(13,334)</b>	<b>3,019</b>				
<u>312 Goldsmiths Recreation Ground</u>								
1002 Income-Recreation Grounds	4,975	7,507	5,000	(2,507)			150.1%	
1007 Income- Caravan Site	20,524	6,275	21,000	14,725			29.9%	
1008 Income-Kiosk	2,898	4,906	2,500	(2,406)			196.3%	
1016 Income-Petanque	202	0	205	205			0.0%	
1103 Income-insurance	5,710	0	0	0			0.0%	
Goldsmiths Recreation Ground :- Income	<b>34,309</b>	<b>18,688</b>	<b>28,705</b>	<b>10,017</b>			<b>65.1%</b>	<b>0</b>
4041 Grounds Maintenance	3,982	7,799	4,400	(3,399)	150	(3,549)	180.7%	
4308 Play/Sports Areas	8,381	5,036	10,000	4,964	341	4,623	53.8%	
4321 Petanque Club & Car Park	123	90	250	160	835	(675)	370.0%	
4323 Changing Rooms	17,697	26,553	25,000	(1,553)	930	(2,483)	109.9%	
4326 Toilet/Kiosk	8,062	11,526	10,000	(1,526)	930	(2,456)	124.6%	
4335 Security, Fire & Alarms	307	246	600	354	270	84	86.0%	
4807 Water and Sewage	350	80	500	420		420	16.0%	
4963 Boating Lake	1,000	566	500	(66)		(66)	113.2%	
Goldsmiths Recreation Ground :- Indirect Expenditure	<b>39,900</b>	<b>51,896</b>	<b>51,250</b>	<b>(646)</b>	<b>3,455</b>	<b>(4,101)</b>	<b>108.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,592)</b>	<b>(33,208)</b>	<b>(22,545)</b>	<b>10,663</b>				
<u>313 Alderbrook Playing Fields</u>								
1002 Income-Recreation Grounds	860	0	805	805			0.0%	
Alderbrook Playing Fields :- Income	<b>860</b>	<b>0</b>	<b>805</b>	<b>805</b>			<b>0.0%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 10/01/2024

Month No: 10

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	<b>202</b>	<b>64</b>	<b>525</b>	<b>461</b>	<b>0</b>	<b>461</b>	<b>12.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>658</b>	<b>(64)</b>	<b>280</b>	<b>344</b>				
<u>314 Jarvis Brook Recreation Ground</u>								
4013 Lease - annual charge	1,100	1,100	1,100	0		0	100.0%	
4041 Grounds Maintenance	249	203	263	61		61	77.0%	
4308 Play/Sports Areas	3,054	5,854	3,000	(2,854)	1,689	(4,543)	251.4%	
Jarvis Brook Recreation Ground :- Indirect Expenditure	<b>4,403</b>	<b>7,157</b>	<b>4,363</b>	<b>(2,794)</b>	<b>1,689</b>	<b>(4,483)</b>	<b>202.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,403)</b>	<b>(7,157)</b>	<b>(4,363)</b>	<b>2,794</b>				
<u>315 Limekiln Recreation Ground</u>								
1002 Income-Recreation Grounds	5,707	2,800	7,000	4,200			40.0%	
Limekiln Recreation Ground :- Income	<b>5,707</b>	<b>2,800</b>	<b>7,000</b>	<b>4,200</b>			<b>40.0%</b>	<b>0</b>
4041 Grounds Maintenance	757	376	1,750	1,374		1,374	21.5%	
Limekiln Recreation Ground :- Indirect Expenditure	<b>757</b>	<b>376</b>	<b>1,750</b>	<b>1,374</b>	<b>0</b>	<b>1,374</b>	<b>21.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,950</b>	<b>2,424</b>	<b>5,250</b>	<b>2,826</b>				
<u>390 Capital Projects - SRC</u>								
4113 Wolfe Pavilion	0	0	20,000	20,000		20,000	0.0%	
4316 Pump Track	29,801	0	0	0		0	0.0%	
Capital Projects - SRC :- Indirect Expenditure	<b>29,801</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(29,801)</b>	<b>0</b>	<b>(20,000)</b>	<b>(20,000)</b>				
<u>401 Silver Jubilee Recreation Gnd</u>								
4041 Grounds Maintenance	278	91	300	209		209	30.4%	
4308 Play/Sports Areas	513	194	2,000	1,806	65	1,741	12.9%	
Silver Jubilee Recreation Gnd :- Indirect Expenditure	<b>792</b>	<b>286</b>	<b>2,300</b>	<b>2,014</b>	<b>65</b>	<b>1,950</b>	<b>15.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(792)</b>	<b>(286)</b>	<b>(2,300)</b>	<b>(2,014)</b>				
<u>402 Other Areas and Open Spaces</u>								
1002 Income-Recreation Grounds	1,134	914	260	(654)			351.6%	
1051 Income-Miscellaneous	1	150	0	(150)			0.0%	
1120 Income- Rechargeable	0	720	0	(720)			0.0%	
Other Areas and Open Spaces :- Income	<b>1,135</b>	<b>1,784</b>	<b>260</b>	<b>(1,524)</b>			<b>686.2%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 10/01/2024

Month No: 10

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	934	2,000	1,066	120	946	52.7%	
4408 Chapel Green Water & Electric	1,968	341	300	(41)		(41)	113.8%	
4476 M O D Park	0	0	500	500		500	0.0%	
4805 Electricity	(362)	149	1,200	1,051		1,051	12.4%	
Other Areas and Open Spaces :- Indirect Expenditure	<b>3,939</b>	<b>1,425</b>	<b>4,000</b>	<b>2,575</b>	<b>120</b>	<b>2,455</b>	<b>38.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,804)</b>	<b>359</b>	<b>(3,740)</b>	<b>(4,099)</b>				
<u>403 Adams Field</u>								
4041 Grounds Maintenance	108	101	250	149		149	40.2%	
4308 Play/Sports Areas	1,744	2,676	3,000	324	129	194	93.5%	
Adams Field :- Indirect Expenditure	<b>1,852</b>	<b>2,777</b>	<b>3,250</b>	<b>473</b>	<b>129</b>	<b>344</b>	<b>89.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,852)</b>	<b>(2,777)</b>	<b>(3,250)</b>	<b>(473)</b>				
<u>900 Restricted - Section 106</u>								
9059 S106-Southdown Warehouse proje	14,032	21,185	0	(21,185)		(21,185)	0.0%	21,185
9060 S106-Wolfe Play Equipment	0	14,631	0	(14,631)		(14,631)	0.0%	14,631
9062 S106-Recreational Use	6,958	0	0	0		0	0.0%	
9063 S106-Rose Cottage - Wolfe tenn	4,111	0	0	0		0	0.0%	
Restricted - Section 106 :- Indirect Expenditure	<b>25,100</b>	<b>35,816</b>	<b>0</b>	<b>(35,816)</b>	<b>0</b>	<b>(35,816)</b>		<b>35,816</b>
<b>Net Expenditure</b>	<b>(25,100)</b>	<b>(35,816)</b>	<b>0</b>	<b>35,816</b>				
6001 plus Transfer from EMR	25,100	35,816						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<u>902 Earmarked S &amp; 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	34,099	0	(34,099)		(34,099)	0.0%	34,099
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	7,533	0	(7,533)	421	(7,954)	0.0%	7,533
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	<b>196,209</b>	<b>74,622</b>	<b>0</b>	<b>(74,622)</b>	<b>421</b>	<b>(75,043)</b>		<b>74,622</b>
<b>Net Expenditure</b>	<b>(196,209)</b>	<b>(74,622)</b>	<b>0</b>	<b>74,622</b>				
6001 plus Transfer from EMR	196,209	74,622						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						



## Detailed Income &amp; Expenditure by Budget Heading 10/01/2024

Month No: 10

## 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	44,584	59,962	15,378			74.4%	
Expenditure	426,708	358,488	251,040	(107,448)	9,331	(116,780)	146.5%	
<b>Net Income over Expenditure</b>	<b>(339,222)</b>	<b>(313,904)</b>	<b>(191,078)</b>	<b>122,826</b>				
plus Transfer from EMR	221,309	110,438						
<b>Movement to/(from) Gen Reserve</b>	<b>(117,913)</b>	<b>(203,466)</b>						
Grand Totals:- Income	87,486	44,584	59,962	15,378			74.4%	
Expenditure	426,708	358,488	251,040	(107,448)	9,331	(116,780)	146.5%	
<b>Net Income over Expenditure</b>	<b>(339,222)</b>	<b>(313,904)</b>	<b>(191,078)</b>	<b>122,826</b>				
plus Transfer from EMR	221,309	110,438						
<b>Movement to/(from) Gen Reserve</b>	<b>(117,913)</b>	<b>(203,466)</b>						

<u>Nominal Code</u>	<u>Cost Centre</u>	<u>Earmarked Reserves</u>	<u>Opening Balance</u>	<u>In</u>	<u>Out</u>	<u>Balance as at</u>	<u>Committed</u>	<u>Projected</u>
			<u>01/04/2023</u>			<u>10/01/2024</u>		
<b>315</b>		<b><u>Sports &amp; Recreation</u></b>						
9026	902	Wolfe Community Building	60,273		31,062	<b>29,211</b>	26,031	3,180
9042	902	Goldsmiths band banding/Pitch Maintenance (all	9,184			<b>9,184</b>	5,000	4,184
9049	902	Capital Purchases	40,000		34,099	<b>5,901</b>		5,901
9052	902	Goldsmiths	2,533			<b>2,533</b>		2,533
9057	902	Fields in Trust land / MOD pitch	540			<b>540</b>		540
9064	902	Buildings Maintenance	2,138			<b>2,138</b>		2,138
9067	902	Workshop / Yard	9,000		7,533	<b>1,467</b>		1,467
9068	902	Grounds Maintenance	3,450		1,928	<b>1,522</b>		1,522
<b>315</b>		<b>S &amp; R Total</b>	<b>127,118</b>	<b>0</b>	<b>74,622</b>	<b>52,496</b>	<b>31,031</b>	<b>21,465</b>

Drying room and Chemical toilets / Design £2500 and QS £5000 / Compensation £8000 / Fees £9200  
Two pitches to silver standard at £5000 per pitch - res 9659 + Tractor Hire res 9657  
Tractor Hire  
  
Balance to go towards Wolfe Pavilion project



<b>AGENDA ITEM NUMBER:</b>	5.1
<b>MEETING DATE:</b>	23 <sup>rd</sup> January 2024
<b>COUNCIL/COMMITTEE:</b>	Sports and Recreation
<b>TITLE:</b>	Wolfe Pavilion Report
<b>PURPOSE OF REPORT:</b>	Asbestos Removal Quotes/ Update on progress
<b>SUPPORTING DOCUMENTS:</b>	Appendix A – Quotes Received
<b>OFFICER CONTACT:</b>	Operations Manager

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

**Background**

Enquiries into obtaining a structural survey on the building has been made. The structural engineer will need to have full access across the building to be able to produce a report. The building is not safe to fully enter all areas due to asbestos ceiling collapsing. Therefore, the structural survey cannot take place until all asbestos is removed from the site.

Regardless of renovation or demolition the asbestos will need to be removed. Therefore, it is recommended that the asbestos is removed now so that work can progress to getting a structural survey completed which will help guide members on the future of the building.

On receipt of the structural survey, members can review the report to decide on the next stage.

Three quotes received:

Willbea Demolition - £13,920.00

Southern Asbestos Ltd - £24,320.00

Amstech - £11,031.00

None of the companies can remove the asbestos from the damp proof course in the building as this would only be able to be completed if the building was demolished. This will mean

that although all asbestos containing material within the building and from the roof will be removed, the building even refurbished will still contain asbestos in the damp proof course.

This however is low risk and unlikely to pose any issues.

**For Councillors to decide if they wish to accept any of the three quotes received for the removal of asbestos from the building.**

The cost of these removals will be able to come from the CiL funds already earmarked for this project.



**Constructionline**  
Gold Member

Specialise In:  
DEMOLITION, Residential & Commercial  
REFURB, Strip-out  
ASBESTOS, Removal  
FIRE, Damage Clearance  
CLEARANCE, Residential & Commercial properties

7<sup>th</sup> December 2023

Estimate Number: C903

Lisa Parchment  
Crowborough Town Council  
Council Offices  
Pine grove  
Crowborough  
East Sussex  
TN6 1DH

Dear Lisa

**RE: Wolfe Pavilion, Wolfe Recreation Ground, Blackness Road, Crowborough, East Sussex TN6 2NA – Asbestos Only**

Thank you for giving us the opportunity to offer our best possible estimate demolition works relating to the above address.

We have much pleasure in submitting our estimate as follows:

**£13,920.00 Nett** (Thirteen Thousand, Nine Hundred and Twenty Pounds) + VAT. – Asbestos works only.

**The above prices include:**

- Acting as Principal Contractor on this project as one phase.
- Supply & erect Heras fencing around the car park area only during demolition works only.
- Removal of asbestos as per survey no. S-03616 dated 20th November 2023.
- All labour and tools.
- Leaving the site clean and tidy to your satisfaction.
- Allowing 2 weeks to complete works.
- Estimate valid until 1<sup>st</sup> February 2024.

**The above price does NOT include:**

- Removal of any asbestos that may be found on site, that has not been reported in the above survey.
- Welfare Set-up.
- Removal of DPC.
- Removal of roof soffit tiles.
- Any tree protection.
- Any scaffolding.
- Carrying out CAT Scan electronic trace survey.
- Any other contaminants.
- Any standpipes for dusting down.
- VAT at 20% standard rate. Evidence of Zero Rated Vat from Local Planning, if applicable.
- Any disconnection charges found for Gas, Telephone and electrical services.
- Local authority demolition Section 80/81 planning or conservation consents.

We trust that this meets with your approval and please do not hesitate to contact us on the below number or my mobile number 07976 707714.

Yours sincerely

Ian Simmons



**SOUTHERN ASBESTOS  
SERVICES LIMITED**

Established 1986

Riverside Business Centre,  
River Lawn Road,  
Tonbridge,  
Kent. TN9 1EP

Telephone: (01892) 723171

Fax: (01892) 725520

Email: [info@sasbestos.com](mailto:info@sasbestos.com)

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

Date: 7<sup>th</sup> December 2023  
Quote ref: 230583

**For the attention of Lisa Gibson**

Dear Madam,

**Re: Asbestos Removal from Wolfe Pavilion, Wolfe Recreation Ground, Crowborough, TN6 2NA**

Further to your recent enquiry we have pleasure in submitting our proposals for the removal of asbestos as detailed in this quotation.

**PROCEDURE**

All works will be carried out in compliance with the Health & Safety Executive approved code of practice and guidance note, entitled HSG247 - Asbestos The Licenced Contractors Guide and L143 - Work with materials containing asbestos.

- The Control of Asbestos Regulations 2012.
- COSHH Regulations 2002.
- The Control of Pollution Regulations 2001.
- The Management of Health and Safety at Work Regulations 1999.
- The Construction (Design and Management) Regulation 2015

The company shall give 14 days' notice to the relevant enforcing authority.

As close as possible to the nearest exit we will construct an air lock system. This will consist of three separate areas that will be classified as "Dirty area", "Decontamination area" and "Clean area", the clean area being adjacent the exit. 1000 gauge polythene sheeting will be used in the construction of the partitioned areas and will be sealed at all edges to ensure they are airtight. Access between each area will be via a double envelope flap arrangement to minimise air movement. Within the working area, all doors, ventilators, airbricks etc., will be securely sealed to ensure that they are airtight.

Although every care will be taken during the sealing process to ensure that the decor is not marked, no guarantee can be given that the adhesive used in the screening process and the access equipment/plant used will not damage the paint/wall coverings or leave a film.

**LICENCE**

The company is licensed (number 982304154) for work with asbestos insulation or asbestos coating.

## **DECONTAMINATION VEHICLE**

We will provide for use during the contract period, a decontamination vehicle conforming to Health & Safety Executive guidance note "HSG247". Where it is not possible to use the decontamination vehicle, a modular unit complete with water heating will be provided and fitted in the decontamination area, adjacent to the working area (mains pressure water and power supply to be supplied by others). For this project we shall use a mobile Unit.



## **NOTICES**

On each access leading to the work area, signs will be displayed stating "Danger, asbestos removal in progress, respiratory area". All personnel entering or working within this area must wear protective clothing and respirators. Unauthorised persons strictly prohibited.

## **NEGATIVE AIR HANDLING UNIT (Where required)**

Due to the complexity of the asbestos removal programme an air-handling unit, fitted with absolute filters on the inlet side to remove microscopic matter (asbestos fibre) from the air will be used. This will provide not only hygienic safe working conditions, but also protect valuable equipment from contamination. The air filtration equipment will be capable of retaining particulate matter from the sub-micron 0.01 - 2 microns (1 micron 0.001mm). The filters to be used will have efficiency in the range of 99.97 on the sodium flame test procedure. The air volume of the negative air-handling unit will be calculated from the size of the working area.

## **REMOVAL PROGRAMME**

Prior to removal of asbestos a smoke test will be carried out to determine the effectiveness of the enclosure if present. During the removal programme, we would emphasise that no member of the household will be exposed to asbestos fibre. During the contract period there will be a fully trained supervisor on site at all times, his immediate manager will make site visits on a regular basis.

## **FIBRE SUPPRESSANT**

The Health & Safety Executive have instructed all licensed asbestos removal contractors that the asbestos fibre level within any working zone must be kept to an absolute minimum. They have stressed the importance of using a fibre suppressant fluid to assist in achieving this objective.

We as a company have investigated the use of fibre suppressants over the last twenty-five years and now on all contracts involving the removal of insulation and sprayed asbestos contamination materials we apply an approved fibre suppressant by injection, coating or spraying before actual removal takes place.

## **ASBESTOS REMOVAL**

All asbestos will be removed and sealed in 500 gauge red plastic bags, within the working area. Thereafter, the bags will be transferred to a transit area where they will be decontaminated and placed into another 500 gauge clear plastic bag, sealed and marked with the current regulations for asbestos waste bags. The waste will be disposed of at a poisonous waste tip as later described. On completion of the asbestos removal process, the entire area will be totally decontaminated.

## **AIR TEST**

As appropriate air tests external to the working area may be carried out on a periodic basis to show the concentration of asbestos levels in these areas. We maintain <0.1 f/cm<sup>3</sup> outside the enclosure. The Health & Safety Executive control limits for asbestos from 13<sup>th</sup> November 2006 is as follows:

<b>Crocidolite</b>	<b>(Blue)</b>	<b>0.1 f/cm for 4 hours</b>
<b>Amosite</b>	<b>(Brown)</b>	<b>0.1 f/cm for 4 hours</b>
<b>Chrysotile</b>	<b>(White)</b>	<b>0.1 f/cm for 4 hours</b>

On completion of the removal process an independent analyst will take adequate air tests (where required) to ensure that residual fibre concentrations are below the clearance indicator level (<0.01 f/cm<sup>3</sup>) and is ready for normal occupation. Copies of the air test reports and re-occupation certificates will be sent to you for your retention. This would not be required for works carried out in a partial enclosure.

## **DISPOSAL**

The waste resulting from these works will be disposed of at a licensed Asbestos Waste Site under the auspices of The Hazardous Waste (England and Wales) (Amendment) Regulations 2016.

## **SUMMARY**

Where required, to screen area using 1000-gauge polythene and to construct a three-stage airlock as previously mentioned. For fully sealed areas, to smoke test area prior to any asbestos removal work, to ensure the integrity of the enclosure. To remove asbestos insulation as detailed below, decontaminate the area and provide an independent analyst to undertake a strict visual inspection and four stage clearance testing. We have allowed for the following –

- Removal of low level AIB soffits to rear of pavilion, approximately 22 linear metres and dispose of same.
- Removal of high level AIB soffit to right hand gable above flat room, approximately 12 linear metres and dispose of same.
- Removal of AC undercloak to left and right hand gable, approximately 24 linear metres and dispose of same.
- Removal of AC undercloak to shed, approximately 3 linear metres and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to changing room and showers 02, approximately 16m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to cupboard 03, approximately 1m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to WCs 04, approximately 6m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to changing room and showers 05, approximately 16m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to WC 06, approximately 6m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to lobby 07, approximately 1m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to changing room and showers 08, approximately 20m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to WC 09, approximately 6m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to lobby 10, approximately 2m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to WC 11, approximately 3m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to main room, approximately 50m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to store 13, approximately 4m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to lobby, approximately 1m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to kitchen 16, approximately 6m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to store 17, approximately 4m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to bar 18, approximately 2m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to bar 18 (second location), approximately 3m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to bar 19, approximately 6m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to store 20, approximately 2m<sup>2</sup> and dispose of same.
- Removal of textured decorative coating complete with plasterboard ceiling to store 21, approximately 3m<sup>2</sup> and dispose of same.



- Removal of asbestos floor tiles to main room 12, approximately 50m2 and dispose of same
- Removal of asbestos floor adhesive to main room 12, approximately 50m2 and dispose of same
- Removal of non-asbestos floor covering to main room 12, approximately 50m2 and dispose of same
- Removal of asbestos floor tiles to kitchen 16, approximately 6m2 and dispose of same
- Removal of asbestos floor adhesive to kitchen 16, approximately 6m2 and dispose of same
- Removal of non-asbestos floor covering to kitchen 16, approximately 6m2 and dispose of same

All the above works in the sum of: **£ 24,320.00 (twenty four thousand three hundred and twenty pounds)**

Price subject to VAT.

Price does not include for any retention. (See below)

Price does not include for a Main Contractors Discount.

Terms 14 days.

For full terms and conditions, please see last page of the quotation.

### **RETENTION**

Once the independent analyst has visually inspected the working area and has passed the air in the enclosure ready for normal occupancy a certificate will be issued confirming all asbestos removal works involved in this particular project are complete. This certificate guarantees all asbestos has been removed from our working area so therefore no provision can be allowed for retention.

We trust the above quotation meets with your approval, but should you have any queries, please do not hesitate to contact the undersigned.

Yours faithfully,



**Robert Carney**  
**Manager**

## **Terms & Conditions**

- Although every care will be taken during the sealing process to ensure that the decor is not marked, no guarantee can be given that the adhesive used in the screening process and the access equipment/plant used will not damage the paint/wall coverings or leave a film.
- Work areas must be the same at commencement of works as it was when initially assessed. Should this not be the case you agree that an abortive charge may become payable (up to 50% of the value of the works).
- If you cancel the works less than 24 hours prior to works commencing, then the above abortive charge becomes payable.
- All areas of which work is to be provided must be cleared of all moveable items before our arrival on site.
- You will provide for us free of charge with a supply of mains water and 240-volt power in the vicinity of our work area and to our decontamination facilities.
- You are responsible for isolating any electrical/plumbing fittings attached to the asbestos being removed prior to our arrival on site.
- Parking will be made available for our vehicles and decontamination unit as close as possible to the working area.
- The requirement for adequate welfare facilities is not included within our quotation and is to be provided by you for the duration of our works.
- Any works not specifically mentioned under our scope of works has not been allowed for within our price.
- Our price is for the works specified within this quotation based upon our estimator's opinion, and not for the number of hours/days on site.
- Whereas we will use all reasonable endeavours to commence work on the start day and to complete it within the estimated duration, time is not of the essence and we will have no liability to you if for whatever reason we can not commence works on the agreed start date or complete within the proposed duration.
- Our price is valid for 3 months from the date of this quotation.



Unit F  
The Rich Industrial Estate  
Avis Way Newhaven  
East Sussex BN9 0DU

Tel: 01273 510011

Fax: 01273 510012

**Crowborough Town Council  
Town Hall  
The Broadway  
Crowborough  
East Sussex  
TN6 1DA**

**For the attention of: Lisa Gibson**

04 December 2023

**Our Ref. E41526**

Dear Sirs,

**RE: Asbestos Removal Works at: Wolfe Pavilion Wolfe Recreation Ground Crowborough East Sussex TN6 2NA**

We thank you for your valued enquiry concerning the above and take this opportunity in submitting Our quotation for your consideration as follows.

### SCOPE OF WORK

- To remove and dispose of textured coating complete with plasterboard ceiling circa 16m<sup>2</sup> to room 02.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 1m<sup>2</sup> to room 03.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 6m<sup>2</sup> to room 04.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 16m<sup>2</sup> to room 05.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 6m<sup>2</sup> to room 06.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 1m<sup>2</sup> to room 07.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 20m<sup>2</sup> to room 08.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 6m<sup>2</sup> to room 09.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 10m<sup>2</sup> to room 010.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 3m<sup>2</sup> to room 11.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 50m<sup>2</sup> to room 12.
- To remove and dispose of asbestos containing floor tiles & bitumen adhesive circa 50m<sup>2</sup> below carpet & lino to room 12.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 4m<sup>2</sup> to room 13.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 1m<sup>2</sup> to room 15.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 6m<sup>2</sup> to room 16.
- To remove and dispose of asbestos containing floor tiles & bitumen adhesive circa 6m<sup>2</sup> below carpet & lino to room 16.
- To remove and dispose of textured coating complete with plasterboard ceiling circa 4m<sup>2</sup> to room 17.



To remove and dispose of textured coating complete with plasterboard ceiling circa 2m<sup>2</sup> to room 17.  
To remove and dispose of textured coating complete with plasterboard ceiling circa 3m<sup>2</sup> to room 18.  
To remove and dispose of textured coating complete with plasterboard ceiling circa 3m<sup>2</sup> to room 19.  
To remove and dispose of textured coating complete with plasterboard ceiling circa 2m<sup>2</sup> to room 20.  
To remove and dispose of textured coating complete with plasterboard ceiling circa 3m<sup>2</sup> to room 21.  
To remove and dispose of AC undercloak circa 2Lm to the shed.  
To remove and dispose of AIB soffit circa 6Lm.  
To remove and dispose of AC undercloak circa 24Lm.  
To remove and dispose of AIB soffits circa 26Lm.

### **METHOD (s) OF REMOVAL**

All work will be carried out strictly in accordance with current legislation and relevant HSE Guidance Notes

### **DURATION OF WORK**

We would be able to complete the work in: 8 Days.

### **PRICE**

Our price, excluding VAT, to carry out the above works would be:

Asbestos Removal	£ 10, 726.00	
Air Testing	<u>£ 305.00</u>	(mandatory)

**Total Price:                    £ 11, 031.00**

For your convenience a cost for mandatory 4 Stage Air Monitoring has been included. Should you wish to booked your own analytical company please see list below for your reference:

**Core Surveys 01273 287390 (Lewes East Sussex)**

**Tersus 07455 080883 (Brighton)**

**Full Circle 01245 690606 (Chelmsford)**

**Ayerst 0208 658 8050 (Beckenham)**

## TERMS AND CONDITIONS

- In these terms and conditions, “we” or “us” means Amstech Asbestos Removals Limited, and “you” means the company or other legal entity to whom the letter or quotation incorporating these terms and conditions is addressed. All work done by us will be subject to these terms and conditions. All other terms and conditions, including any terms and conditions set out in or referred to in any order or other document provided by you are specifically excluded. These terms and conditions may not be varied unless agreed in writing by you and us.
- Unless we agree otherwise, any order by you following receipt of these terms and conditions is an offer by you and will not form a binding contract between us until accepted by us.
- You will provide to us free of charge with a supply of mains water and 240 volt power adjacent to the work area and to our decontamination facilities.
- Parking will be made available for our vehicle and decontamination unit as close as possible to the working area.
- AIB** These works are subject to notification to the HSE under the Control of Asbestos Regulations 2012. No work can take place until the statutory 14 day notification period has passed.
- AIB** Our price allows for mandatory “Four Stage Clearance Air testing”, carried out within our working enclosure on the completion of our work before and after our polythene barriers are removed.
- Although care will be taken, due to the nature of removing ARTEX ceilings we cannot be held liable for damage to carpets, built in furniture attached to the ceiling being removed, decorations and paintwork/ surface finishes. Any specific concerns should be highlighted so that additional protection can be made or the items should be removed prior to our arrival on site.
- During the course of our work any specific concerns regarding any items / fixtures and fittings should be highlighted so that additional protection can be made or the items should be removed prior to our arrival on site.
- We will not be liable for damage caused to decorations upon the removal of protective polythene sheeting and adhesive tape used to create an airtight working enclosure.
- All prices are quoted excluding an allowance for Main Contractors Discount and Retention being taken.
- NON\_LICENCED** Our price does not include for any Air Monitoring.
- Our price is for carrying out the work during normal working hours.
- You are to arrange for the provision of access equipment / scaffolding.
- Scaffold for AIB soffit works will need to be in place at least three weeks prior to start of works to enable submission of ASB5 to HSE. This is an HSE requirement.
- We have assumed that full continuity of work will be available to enable us to complete the works in one visit to site.
- AIB** Please note that our works will obstruct access by others to our working area until air clearance testing has been carried out.

- All areas at which the work is to be provided must be cleared of all moveable items and equipment before our arrival on site.
- You are responsible for isolating any electrical fittings attached to the asbestos being removed prior to our arrival on site.
- Any work not specifically mentioned under our scope of works has not been allowed for in our price.
- Once we agree to provide the work you must issue a written order, prior to works commencing, to comply with our ISO 9001: 2015 certification
- Our price assumes that the soffit board is not 'Pinched' by brickwork.
- Our price does not include for the cost of hiring a powered mechanical floor tile lifter, and the cost of this will be charged to you if one is required to complete out works. We would inform you prior to hiring the equipment.
- Our price and duration of works quoted are based on our Estimators opinion of the number of operatives to be allocated to the work. Amstech reserve the right to change the allocation of labour in order to complete the works sooner than the quoted number of days.
- Our price and duration of works is also based on information provided by you, and we have the right to amend both price and or duration if any of this information is inaccurate or incorrect.
- Our price is valid for 3 months from date of quotation (except that we may increase the price in the event of any price increase in materials and waste disposal by our suppliers).
- We will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed credit terms.
- If you cancel the work less than 24 hours before the work is due to commence we will charge a cancellation charge of ½ day's allocated labour costs.
- The work may involve an independent analytical company or surveyor (the "Certifier") providing a Certificate of Reoccupation ("the Certificate") relating to the work on completion (or at any other stage) of the work. The issue of any such Certificate will be deemed to be conclusive that the work has been completed properly.
- You will be responsible for the fees and costs of any Certifier whether engaged by you or by us, and agree to indemnify us in respect of any such fees or costs. We will have no liability for the services provided by the Certifier whether engaged by you or by us.
- Whereas we will use all reasonable endeavours to commence the work on the start day and to complete it within the duration notified by you, time is not of the essence and we will have no liability to you if for whatever reason we do not commence the work on the start date or complete it within the proposed duration.
- Unless specifically stated, Amstech Asbestos Removals Limited will not be the Principle Contractor under the CDM Regulations 2015 and as such do not take on any duties defined under that role; this role will need to be carried out by other persons / contractors.
- The requirement for adequate welfare facilities is not included within our quotation and is to be provided by you for the duration of our works.

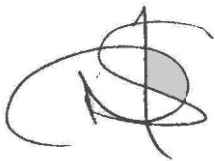
- ❑ Our liability for negligence and or breach of contract relating to the work will (other than in the event of personal injury or death liability for which it is not possible to limit by law) be limited in total to any payment by our insurers in respect of the negligence / breach or, to the extent that there is no such payment or any such payment is less than the amount of the loss, to the price for the work.
- ❑ We will in no event have any liability for any indirect, consequential or pure loss (including any loss of profits)
- ❑ On you and us agreeing that we are to proceed to carry out the works in accordance with these terms and conditions we will assume that you have read and understood them. If you do not understand any of these terms and conditions please contact us and we will do our best to deal with any queries you may have.

## TERMS OF PAYMENT

- 30 days from invoice date

We trust we have dealt with your requirements in full and look forward to hearing further from you. Assuring you of our best attention at all times we remain.

Yours faithfully

A handwritten signature in black ink, appearing to be 'N. Streeter', written over a large, stylized 'S' or 'A' shape.

Mr Nick Streeter  
Managing Director  
Amstech Asbestos Removals Limited

### **NB**

Amstech Also provide the following services:

UKAS accredited department for Asbestos Management & Refurbishment/ Demolition Surveys in compliance with HSG264.

24-48 Bulk Sample Analysis in our own UKAS accredited Laboratory.

In order to attain UKAS accreditation our Surveying Department must demonstrate total independence from our Asbestos Removal Department.

**Amstech has a Thermal Insulation Division specialising in boilers, pipework, and trunking / ducting and would be delighted to quote for any works that you may have.**



Amstech Asbestos Removals Limited  
Unit F, Rich Industrial Estate  
Avis Way  
Newhaven  
East Sussex  
BN9 0DU

Dears Sirs

I/We **Crowborough Town Council** have read the above quotation **E41526** Terms and conditions and instruct you to proceed as per the scope of works referenced above for the quoted sum of **£11,031.00** plus VAT.

Name of invoice payee .....

CIS Registered? .....

If so are you the end user Yes/NO .....

Invoice address .....

.....

.....

Email address for invoice .....

Site contact name & phone no .....

Any site specific Access Arrangements.....

.....

Required start date.....

Signed ..... Print Name .....

Contact phone number ..... Date .....



<b>AGENDA ITEM NUMBER:</b>	5.2
<b>MEETING DATE:</b>	23 <sup>rd</sup> January 2024
<b>COUNCIL/COMMITTEE:</b>	Sports and Recreation
<b>TITLE:</b>	Wolfe Yard Report
<b>PURPOSE OF REPORT:</b>	Update on the new Staff facilities
<b>SUPPORTING DOCUMENTS:</b>	None
<b>OFFICER CONTACT:</b>	Operations Manager

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

### **Background**

Drakemoor were awarded the tender for the refurbishment works to take place at Wolfe Tractor shed.

The works were carried out starting on the 23<sup>rd</sup> October 2023 and completion and handover and completion occurred on the 30<sup>th</sup> November 2023.

All minor snagging was resolved straight away without question and the finish received exceeds expectations.

Due to the floor height increasing from the added insulation building control required the external steps for the fire exits to be altered to comply with building regulations. This came at an additional cost of £4,870.00 for all three exits to be made compliant. This was taken from the EMR contingency.

During the project build, various changes had to be discussed and resolved. These are detailed as below, but overall the total additional cost for variations was £180.68 over the tender value. This came from the EMR contingency.

VO001	To decrease the size of the shower tray and all associated Items. To omit the pedestals. To reduce the size of the 2 no. Basins.	126.34
VO002	To dot and dab the walls and plaster.	1,262.13
VO003	New stud wall 12mm Plasterboard and ply.	692.60
VO004	To omit 2 no. internal doors from the cost.	-1,056.48
VO005	To supply and install 2 no. hand dryers.	567.29

VO006	To supply and install extra boiler (1 to feed WC and 1 to feed kitchen)	-686.65
VO007	To omit the 300mm wall cabinet in the kitchen.	-156.47
VO010	To Form New Steps	4,870.00
VO012	To complete flashing works.	466.40
VO013	Saving from damaged Seton Barriers.	-150.00

**Photo's of Staff Areas**









**Additional**

Since the works have been completed by Drakemoor, the grounds team have repainted the internal shed storage area walls and flooring to finish off the vehicle storage area.



<b>AGENDA ITEM NUMBER:</b>	6.1
<b>MEETING DATE:</b>	23 <sup>rd</sup> January 2024
<b>COUNCIL/COMMITTEE:</b>	Sports and Recreation
<b>TITLE:</b>	Jarvis Brook Playground Report
<b>PURPOSE OF REPORT:</b>	Tender Returns
<b>SUPPORTING DOCUMENTS:</b>	<p>Appendix A – Evaluation</p> <p>Appendix B – Confidential HAGS Tender Return</p> <p>Appendix C – Confidential Kompan Tender Return</p> <p>Appendix D – Confidential Everyday Play Tender Return (only hardcopy available which can be viewed in the Town Council Office, Pine Grove)</p> <p>Appendix E – Confidential Play Cubed Tender Return (only hardcopy available which can be viewed in the Town Council Office, Pine Grove)</p> <p>Appendix F – Confidential Playdale Tender Return (only hardcopy available which can be viewed in the Town Council Office, Pine Grove)</p> <p>Appendix G – Confidential Sutcliffe Play Tender Return</p>
<b>OFFICER CONTACT:</b>	Operations Manager

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

### **Background**

On the 14<sup>th</sup> November 2023 the Sports and Recreation committee resolved to request £100,000.00 of CiL funds from Full Council for the replacement of Jarvis Brook playground.

They also pre-approved the tender pack for submission in the event the funding was approved.

*The report was noted. Members agreed that the play area within Jarvis Brook Recreation Ground is in poor condition and should be upgraded as soon as possible. It was recommended Full Council be approached for CiL funds to enable to project to commence more swiftly. This will reduce the Sports and recreation budget by £2,000.00 which brings the percentage increase down to 5.1%.*

**10320 RESOLVED** to request Full Council for £100,000.00 plus VAT from CiL funds to replace the Jarvis Brook play equipment with new metal hardwearing equipment and new wet pour rubber surfacing.

**10321 RESOLVED** to pre-approve the tender pack to enable the tender process to start immediately should the monies be approved.

The request for CiL funds was taken to Full Council on the 21<sup>st</sup> November 2023 where it was resolved to earmark the requested funds.

**10332 RESOLVED** that £100,000 of CiL funds is earmarked for the replacement of the play equipment on Jarvis Brook Recreation Ground.

The tender was advertised and with a closing date of the 12<sup>th</sup> January 2024.

### **Received Tenders**

A total of six tender returns were received, all of which are attached for Councillors to review.

All received tenders were evaluated using the attached evaluation criteria set out in Appendix A.

None of the tenders are being evaluated on price as the tender was a set tender price of £100,000.00. Therefore, the evaluation scoring is based on the quality criteria set out in the evaluation.

Below is the overall scoring for each of the tenders received.

Overall Evaluation							
		HAGS	Kompan	Everyday Play	Play Cubed	Playdale	Sutcliffe Play
Quality	100%	73.6%	76.4%	45.8%	65.8%	65.0%	69.0%
	Total	73.6%	76.4%	45.8%	65.8%	65.0%	69.0%



Notes on the evaluation:

- None of the tenders have been scored on referencing or visiting any existing sites due to the timescales involved in receiving the tenders to producing evaluations for committee.

**For Councillors to decide if they wish to accept any of the tenders received.**

The cost of these works will be able to come from the CiL funds already earmarked for this project.

**Tender Evaluation**

Project Title

Jarvis Brook Playground

**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%	
				Programme of works provided and in line with timescales requests.	4%	
		Health and Safety	15%	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%
				Competent contractor with experience, training and qualifications.	4%	
		Service Delivery	10%	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%
					Ability to complete works before June 2024.	2%
				Insurance Cover in place sufficient	2%	
		Quality	15%	Customer Care/ Warranty of material and workmanship	4%	
					Quality of previous work from references/ local projects viewed.	3%
					Professional Membership/ Accreditation	2%
					Experience on similar projects	4%
				Aftercare provided	2%	
		Environment	20%	Policy/ Commitment to reducing greenhouse gases	4%	
					Distance from site to company for travel during project. Target of 40 miles.	4%
					Materials supplied impact. E.G recycled vs primary manufacture process.	6%
				Waste Management and disposal methods/ recycling	6%	
		Design Factors	30%	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 innovation/ added value	5
Good	Meets the standard required. Comprehensive response in terms of detail and relevance to the question.	4
Acceptable	Meets the standard in most aspects but fails in some areas. Acceptable level of detail, accuracy and relavance.	3
Limited	Fails the standard in most aspects but meets some. Limited information/ inadequate/ only partially addressess the question.	2
Inadequate	Significantly fails to meet the standard. Inadequate detail provided/ questions not answred/ answers not directly relevant to the question.	1
Not Eligible for Consideration	Completely fails to meet the standard. Response significantly deficient/ no response	0

## Evaluation 1

Company Name

HAGS

### Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

### Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 100,000.00	0%	73.60%	73.60%

### Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	10%	8.00	Capability	3	3.00	5
			Materials	3	1.80	3
			Programme	4	3.20	4
Health and Safety	15%	11.20	Accreditations	4	3.20	4
			Working Practice	3	2.40	4
			H&S Policy	4	3.20	4
			Competence	4	2.40	3
Service Delivery	10%	6.00	History	2	1.60	4
			References	2	0.00	
			Communication	2	1.20	3
			Start Date	2	1.60	4
			Insurance	2	1.60	4
Quality	15%	8.40	Customer Care	4	2.40	3
			Quality	3	0.00	
			Memberships	2	1.60	4
			Experience	4	3.20	4
			Aftercare	2	1.20	3
Environment	20%	16.00	Policy	4	3.20	4
			Distance	4	3.20	4
			Materials	6	4.80	4
			Waste Management	6	4.80	4
Design factors	30%	24.00	Play Factor	7	5.60	4
			SEN	8	6.40	4
			Age groups	7	5.60	4
			Low Maintenance	8	6.40	4

Totals	100%	73.60		100	73.60	
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## Evaluation 1

Company Name

Kompan

### Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

### Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 99,779.09	0%	76.40%	76.40%

### Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	10%	8.00	Capability	3	3.00	5
			Materials	3	1.80	3
			Programme	4	3.20	4
Health and Safety	15%	12.00	Accreditations	4	3.20	4
			Working Practice	3	2.40	4
			H&S Policy	4	3.20	4
			Competence	4	3.20	4
Service Delivery	10%	6.40	History	2	1.60	4
			References	2	0.00	
			Communication	2	1.60	4
			Start Date	2	1.60	4
			Insurance	2	1.60	4
Quality	15%	9.60	Customer Care	4	3.20	4
			Quality	3	0.00	
			Memberships	2	1.60	4
			Experience	4	3.20	4
			Aftercare	2	1.60	4
Environment	20%	16.40	Policy	4	3.20	4
			Distance	4	2.40	3
			Materials	6	6.00	5
			Waste Management	6	4.80	4
Design factors	30%	24.00	Play Factor	7	5.60	4
			SEN	8	6.40	4
			Age groups	7	5.60	4
			Low Maintenance	8	6.40	4

Totals	100%	76.40		100	76.40	
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## Evaluation 1

Company Name

Everyday Play

### Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

### Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 100,000.00	0%	45.80%	45.80%

### Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	10%	6.00	Capability	3	2.40	4
			Materials	3	1.20	2
			Programme	4	2.40	3
Health and Safety	15%	9.00	Accreditations	4	3.20	4
			Working Practice	3	1.80	3
			H&S Policy	4	0.80	1
			Competence	4	3.20	4
Service Delivery	10%	3.20	History	2	0.80	2
			References	2	0.00	
			Communication	2	0.40	1
			Start Date	2	0.40	1
			Insurance	2	1.60	4
Quality	15%	6.80	Customer Care	4	1.60	2
			Quality	3	0.00	
			Memberships	2	1.60	4
			Experience	4	2.40	3
			Aftercare	2	1.20	3
Environment	20%	6.00	Policy	4	0.80	1
			Distance	4	4.00	5
			Materials	6	1.20	1
			Waste Management	6	0.00	0
Design factors	30%	14.80	Play Factor	7	2.80	2
			SEN	8	1.60	1
			Age groups	7	5.60	4
			Low Maintenance	8	4.80	3

Totals	100%	45.80		100	45.80	
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## Evaluation 1

Company Name

Play Cubed

### Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

### Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 100,000.00	0%	65.80%	65.80%

### Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	10%	7.40	Capability	3	2.40	4
			Materials	3	1.80	3
			Programme	4	3.20	4
Health and Safety	15%	9.60	Accreditations	4	3.20	4
			Working Practice	3	2.40	4
			H&S Policy	4	0.80	1
			Competence	4	3.20	4
Service Delivery	10%	2.40	History	2	0.80	2
			References	2	0.00	
			Communication	2	0.80	2
			Start Date	2	0.80	2
			Insurance	2	0.00	0
Quality	15%	8.00	Customer Care	4	2.40	3
			Quality	3	0.00	
			Memberships	2	1.60	4
			Experience	4	3.20	4
			Aftercare	2	0.80	2
Environment	20%	16.00	Policy	4	2.40	3
			Distance	4	4.00	5
			Materials	6	4.80	4
			Waste Management	6	4.80	4
Design factors	30%	22.40	Play Factor	7	5.60	4
			SEN	8	4.80	3
			Age groups	7	5.60	4
			Low Maintenance	8	6.40	4
<b>Totals</b>	<b>100%</b>	<b>65.80</b>		<b>100</b>	<b>65.80</b>	

## Evaluation 1

Company Name

Playdale

### Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

### Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 99,977.72	0%	65.00%	65.00%

### Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	10%	8.60	Capability	3	2.40	4
			Materials	3	3.00	5
			Programme	4	3.20	4
Health and Safety	15%	11.20	Accreditations	4	3.20	4
			Working Practice	3	2.40	4
			H&S Policy	4	2.40	3
			Competence	4	3.20	4
Service Delivery	10%	6.40	History	2	1.60	4
			References	2	0.00	
			Communication	2	1.60	4
			Start Date	2	1.60	4
			Insurance	2	1.60	4
Quality	15%	9.60	Customer Care	4	3.20	4
			Quality	3	0.00	
			Memberships	2	1.60	4
			Experience	4	3.20	4
			Aftercare	2	1.60	4
Environment	20%	6.80	Policy	4	0.00	0
			Distance	4	3.20	4
			Materials	6	1.20	1
			Waste Management	6	2.40	2
Design factors	30%	22.40	Play Factor	7	5.60	4
			SEN	8	6.40	4
			Age groups	7	5.60	4
			Low Maintenance	8	4.80	3
<b>Totals</b>	<b>100%</b>	<b>65.00</b>		<b>100</b>	<b>65.00</b>	

## Evaluation 1

Company Name

Sutcliffe Play

### Pre Qualification Questionnaire

Appendix A	Pass	Fail
Appendix B	Pass	Fail
Appendix C	Pass	Fail
Received before end date	Pass	Fail
Methods of work and safe procedures	Pass	Fail
Resources listed/ Subcontractors	Pass	Fail
Proposed programme of works	Pass	Fail
A design of the proposed Playground	Pass	Fail
A list of all equipment proposed and age group	Pass	Fail

### Quotes Received & Scoring

		Price Matrix Percentage	EV Scoring Percentage	Total
Quote A	£ 99,991.30	0%	69.00%	69.00%

### Evaluation Criteria Scoring

Category	Maximum Score	Actual Score	Element	Maximum Score	Actual Score	Points awarded
Technical	10%	8.60	Capability	3	2.40	4
			Materials	3	3.00	5
			Programme	4	3.20	4
Health and Safety	15%	7.60	Accreditations	4	3.20	4
			Working Practice	3	1.20	2
			H&S Policy	4	0.00	0
			Competence	4	3.20	4
Service Delivery	10%	5.60	History	2	1.60	4
			References	2	0.00	
			Communication	2	1.20	3
			Start Date	2	1.20	3
			Insurance	2	1.60	4
Quality	15%	6.40	Customer Care	4	3.20	4
			Quality	3	0.00	
			Memberships	2	1.60	4
			Experience	4	0.00	0
			Aftercare	2	1.60	4
Environment	20%	16.80	Policy	4	3.20	4
			Distance	4	4.00	5
			Materials	6	4.80	4
			Waste Management	6	4.80	4
Design factors	30%	24.00	Play Factor	7	5.60	4
			SEN	8	6.40	4
			Age groups	7	5.60	4
			Low Maintenance	8	6.40	4

Totals	100%	69.00		100	69.00	
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## Overall Evaluation

		HAGS	Kompan	Everyday Play	Play Cubed	Playdale	Sutcliffe Play
Quality	100%	73.6%	76.4%	45.8%	65.8%	65.0%	69.0%
	Total	73.6%	76.4%	45.8%	65.8%	65.0%	69.0%



**AGENDA ITEM NUMBER:** 7.1  
**MEETING DATE:** 23<sup>rd</sup> January 2024  
**COUNCIL/COMMITTEE:** Sport and Recreation  
**TITLE:** Ashdown Radio  
**PURPOSE OF REPORT:** To request members provide a councillor to attend an Ashdown Radio interview  
**SUPPORTING DOCUMENTS:** None  
**OFFICER CONTACT:** Deputy Town Clerk

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

Background

C&E/17.10.23 – 12092 It was agreed that the interviews being carried out on Ashdown Radio were a worthwhile exercise and that they were a way to share good news and engage with members of the public.

**10290 RESOLVED** to continue with the Ashdown Radio interviews on a monthly basis.

Sport and Recreation Committee interview

The Deputy Town Clerk has liaised with Ashdown Radio and dates have been set for 2024. Each committee/Full Council will be asked to send a member to be interviewed. The slot for the Sport and Recreation Committee is:

**10.35am on Wednesday 14<sup>th</sup> February 2024**

The interview can take place in person or remotely. Ashdown Radio has indicated that in person interviews are preferable but if a councillor wishes to take part remotely, a strong, stable internet connection will be required.

The committee is asked to consider which member it wishes to attend the interview and whether it has any specific topics it wishes that member to discuss.



<b>AGENDA ITEM NUMBER:</b>	8.1
<b>MEETING DATE:</b>	16 <sup>th</sup> January 2024
<b>COUNCIL/COMMITTEE:</b>	Sports and Recreation
<b>TITLE:</b>	Goldsmiths
<b>PURPOSE OF REPORT:</b>	To consider planting trees for shaded areas on Goldsmiths Recreation Ground.
<b>SUPPORTING DOCUMENTS:</b>	
<b>OFFICER CONTACT:</b>	Town Clerk

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

### Background information

At the Sport and Recreation Committee of the 14<sup>th</sup> November 2023 it was suggested that that trees should be planted on Goldsmith Recreation Ground in order to provide shaded areas.

The committee is asked to consider the suggestion of additional tree planting on Goldsmiths and if it would like an officer to investigate suitable sites and costs.