



## Meeting of the Parish Council Tuesday 22 April 2025 at 7:30 pm

This meeting will be held at  
The Community Room, Broomhall Recreation Ground.

### Summoned to Attend:

Cllr Buxton; Cllr Coxon; Cllr. Curtis; Cllr Evans; Cllr Grover; Cllr Hilton; Cllr Morgan (Chairman); Cllr Newman; Cllr Penney; and Cllr Pike

### Agenda Part I

#### Members of the Public are welcome to attend the meeting.

#### 157 / 24 Attendance and apologies for absence

To receive for approval any apologies for absence and if appropriate any requests to defer receiving an acceptance of office to a later meeting.

#### 158 / 24 Disclosable pecuniary interests and other registerable interests

To receive from members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Sunningdale members' Code of Conduct.

#### 159 / 24 Approval of Minutes of Council of 18 March 2025

**DECISION:** The minutes are to be signed by the Chairman as an accurate record of the meeting.

#### 160 / 24 Announcements from the Chairman

Announcements which the Chairman wishes to bring to the attention of the council members.

#### 161 / 24 Public Adjournment

The meeting will be adjourned for a maximum of 15 minutes, 5 minutes per speaker, to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Anyone wishing to address the council or ask questions is requested to inform the Clerk prior to attending the meeting, no later than 10am on the Monday proceeding the meeting. This session to be conducted in accordance with standing order 6e-h.

#### 162 / 24 Review of effectiveness of Internal Controls

**DECISION:** To approve the Review of the Effectiveness of Internal Controls and the resulting action plan.

#### 163 / 24 Proposed Scheme of Delegation for Committees and Council meetings

**DECISION:** To approve the updated Scheme of Delegation.

- 164 / 24      Grant Applications**  
To receive a report from the Finance Committee on the grant applications.
- DECISION:**      To determine the grant applications as listed below and decide funds to be awarded.
- 164 / 24 /a      Application for £200,000 CIL funding for the Novello Theatre
- 164 / 24 /b      Application for £30,000 CIL funding for Sunningdale Bowls Club
- 164 /24 /c      Application for £84,697 CIL funding for Holy Trinity Church
- 
- 165 / 24      To receive and approve the Council Risk Register**  
**DECISION:**      To approve for 2025 the proposed register of risk for the 8 areas of council as detailed.
- 
- 166 / 24      Recreation Ground Working Group**  
To receive an update from the Recreation Ground working group.
- DECISION:**      To receive a proposal on the Woodland Walk.
- DECISION:**      To receive a proposal for the car parking at the Recreation.
- DECISION:**      To receive a proposal for the drainage of the Recreation Ground.
- DECISION:**      To receive a proposal for fitness equipment in the Recreation Ground.
- 
- 167 / 24      Events Working Group**  
To receive an update from the Events working group.
- DECISION:**      To receive a proposal for Bouncy Fun days in the Recreation Ground for Summer 2025.
- 
- 168 / 24      Review of Standing Orders**  
**DECISION:**      To receive and review the Standing Orders (May 2025) for the Annual Meeting of Council
- 
- 169 / 24      Clerks Report**  
To receive a report from the Clerk.
- 
- 170 / 24      Information Sharing**  
**DISCUSSION:**      To bring forward any item at the Chairman’s discretion which is relevant to council.



## Agenda Part 2 : Confidential Session

**171/ 24** To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following item by reason of the confidential nature (staffing matters) of the business to be transacted.

**172 / 24** **Report of the HR Sub-Committee**

**TO NOTE:** To consider a report from the Chair of the HR Sub-Committee



Natalie Hayes, Clerk

14 April 2025



## Minutes of the Meeting of the Parish Council Tuesday 18 March 2025 at 7:30 pm

held at  
**The Community Room, Broomhall Recreation Ground.**

### **140 / 24 Attendance and Apologies for absence**

Attendance: Cllr Buxton, Cllr Coxon, Cllr Curtis, Cllr Evans, Cllr Grover, Cllr Hilton,  
Cllr Morgan (Chairman) Cllr Newman and Cllr Pike  
Apologies for absence: Cllr Penney  
Present: Natalie Hayes – Clerk

There was one member of the public in attendance.

### **141 / 24 Disclosable pecuniary interests and other registerable interests**

Cllr Coxon declared a personal interest in agenda items 149/ 24 and 152 / 24 on the grounds that she is a season ticket holder for Broomhall Tennis and an allotment holder.

Cllr Morgan declared a personal interest in agenda item 149 / 24 on the grounds that he is a season ticket holder for Broomhall Tennis.

### **142 / 24 Approval of Minutes of Council 18 February 2025**

**RESOLVED:** That the council approved minutes of the council meeting held on 18 February 2025.  
The Chairman signed the minutes as an accurate record of the meeting.

### **143 / 24 Announcements from the Chairman**

The Chairman informed the Council of his visit to the Ascot Day centre where he was invited to attend for lunch.

### **144 / 24 Public Adjournment**

There were no questions received from any members of the public before the meeting or at this point of the agenda.

### **145 / 24 Review of proposed budget for 2025/26**

**RESOLVED:** The proposed budget for 2025/26 was approved.

**ACTION:** Finance Committee were asked to review the budget setting process and circulate the proposed process for the next budget (2026/27).

**146 / 24     Draft Scheme of Delegation for Committees and Council meetings**

Cllr Morgan presented the scheme of delegation proposal to full council. A discussion was had, and various feedback was received and noted.

[A question was raised regarding not referencing Section 101 of the Local Government Act 1972, as we are not a local authority. After the meeting, the Clerk checked this and confirmed that Sunningdale Parish Council is a local authority for the purposes of the Local Government Act 1972.]

**147 / 24     To receive and approve the Council Risk Register**

It was agreed that Cllr Pike would take the lead on this with Cllr Coxon and Cllr Evans.

It will be on the agenda for the council meeting in April for approval.

**148 / 24     Annual Parish Meeting agenda and communications.**

A discussion was had in relation to the items on the agenda and how they should be communicated for the Annual Parish Meeting on Tuesday 29<sup>th</sup> April.

**149 / 24     Tennis Maintenance equipment**

**RESOLVED:** The cost of £3,709 for a tractor mower and drag brush was approved.

**150 / 24     Removal of spoil from Cemetery**

**RESOLVED:** The costs to remove the spoil from the cemetery was approved.

**TO NOTE:** The clerk would use delegated authority each year to address the issue of removing spoil from the cemetery.

The Chairman proposed that the meeting be extended by a further 15 minutes and this was agreed.

**151 / 24     CAEB Outreach update**

**TO NOTE:** Cllr Buxton updated the council that the CAEB outreach services would come to an end at the end of March. The council agreed that alternative provisions could be investigated.

**152 / 24     Allotment Deer fence**

**RESOLVED:** To authorise a budget of £5,000 for the Deer Fence in the allotments. Cllr Grover and Cllr Newman to work together to obtain updated costs for materials and labour and work with the officers to carry out the works required.

The meeting concluded at 9.47pm

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

DRAFT

# Review of the Effectiveness of Internal Control

## Background

The Accounts & Audit Regulations 2015 regulation 6 requires smaller authorities, to conduct a review of the effectiveness of the system of internal control.

The parish council is required to be in a position to make a positive response to the statement “We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness” Assertion 2 in the Annual Governance Statement in the Annual Governance and Accountability Return (AGAR) which forms part of the external audit. For the last two years (2022-23 and 2023-24) the parish council has not felt in a position to give a positive answer to Assertion 2. This report will address some of the requirements of Assertion 2 and give parish councillors more confidence when considering its response the Annual Governance Statement in May/June 2025.

Further guidance on Assertion 2 is to be found in the Joint Panel on Accountability and Governance (JPAG) Practitioners’ Guide published by NALC (and available on-line on the NALC website – Councillors may register as users on the NALC website using their parish council email address. Alternatively a copy may be requested from the Locum RFO). Paragraphs 1.14-1.21 and 5.40- 5.70 of the Practitioners’ Guide refer.

The guidance contained in paragraphs 1.14-1.21 of the Practitioners’ Guide is reproduced below at Section 2 of this report. The guidance has been used as a framework for the review and the outcome of the review and comments are shown below in bold italic type.

## Processes Reviewed

**Standing Orders and Financial Regulations.** The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the manner in which tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.

***Sunningdale Parish Council has demonstrated a pattern of keeping Standing Orders and Financial Regulations under review. Most recently Standing Orders were reviewed and adopted by Full Council at the Annual Meeting of the Council held on 14<sup>th</sup> May 2024 and Financial Regulations were reviewed and adopted on 19<sup>th</sup> November 2024. Both Standing Orders and Financial Regulations have been based upon the most recent NALC model versions and have been specifically tailored to the parish council and so may be said to be fit for purpose.***

**Safe and Efficient Arrangements to Safeguard Public Money.** Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts. Authorities need to have in place safe and

efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that it falls within the scope of this guidance.

Authorities need to have in place safe and efficient arrangements to safeguard public money.

***Arrangements are covered by Financial Regulations and monitored by the Clerk, RFO, Internal Auditor and the Finance Committee. Payments are made in accordance with Financial Regulations***

***There is no petty cash.***

***Fees and charges are reviewed annually and all sums due to the Council are collected.***

Authorities need to review regularly the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs.

***Covered by Financial Regulations and monitored by the Clerk, RFO, Internal Auditor and the Finance Committee. While there has been a turnover of officers during the financial year the parish council has had an RFO throughout. The current RFO is a locum – but a plan is in place to hand the role over to the Clerk by the end of September 2025.***

Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations.

***Adequately covered by Standing Orders and Financial Regulations based respectively on NALC Models. These are reviewed by the Internal Auditor and scrutinised by the Finance Committee and Full Council.***

Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter into 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.

***Banking arrangements are kept under review by the Finance Committee which makes recommendation to Full Council . There are no sweep arrangements.***

If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. Credit card balances are not acceptable reconciling items for bank reconciliation purposes.

***The parish council does not currently have any corporate credit card accounts.***

The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.

***As already identified banking arrangements are reviewed by Finance Committee and ratified by Full Council.***

Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.

***The risk assessment and internal controls do focus on the safety of assets particularly money and the current RFO is adequately trained. An induction programme for a new RFO should include appropriate training.***

**Employment.** The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.

***All staff are employed on national terms and conditions which are subject to national review; specific remuneration of staff is subject to review by the Human Resources Sub-Committee. Payroll and employee expenses are processed by the RFO.***

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***None of the contractors engaged medium to long-term to carry out the authority's services are self-employed.***

***The parish council has £10m employers' liability insurance and £1m fidelity guarantee insurance.***

**VAT.** The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT.

***The council is VAT registered, VAT returns are submitted quarterly using accounting software to access "Making Tax Digital". (MTD) The September quarter VAT claim was submitted late because migrating from Rialtas Alpha to Rialtas Omega broke the automatic MTD link and it took some weeks to access the council's Government Gateway account to re-establish the link. All other VAT claims have been submitted on time.***

**Fixed Assets and Equipment.** The authority's assets need to be secured, properly maintained and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.

***Covered by Financial Regulations, the asset register is reviewed annually.***

**Loans and Long Term Liabilities.** Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.

***Covered by Financial Regulations. The parish council has no loans or long term liabilities.***

**Review of effectiveness.** Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.

*The purpose of this report is to conduct the review required for 2024/25 and identify any weaknesses and an action plan for dealing with them.*

## Action Plan

Weakness Identified	Action required	By whom?	By when?
Absence of permanent RFO	Finance induction training/handover to Clerk	Locum RFO	30 September 2025

## Recommendation

Council is recommended to **CONSIDER** and **APPROVE** the action plan above to address the weakness identified in the systems of internal control.



# SUNNINGDALE PARISH COUNCIL

## SCHEME OF DELEGATION

Draft version 1 April 2025

### CONTENTS

<b>1</b>	Discharge of the Scheme	<b>2</b>
<b>2</b>	Principles of Delegation	<b>2</b>
<b>3</b>	Authority to Act	<b>2</b>
<b>4</b>	Conflicts of Interests	<b>3</b>
<b>5</b>	Council Reserved Powers	<b>3</b>
<b>6</b>	Delegation to Committees - Safeguards	<b>3</b>
<b>7</b>	Delegation to Committees	<b>3</b>
	7.1 Finance Committee	<b>3</b>
	7.2 Facilities & Services Committee	<b>5</b>
	7.3 Human Resources Committee	
	7.4 Planning Committee	<b>6</b>
<b>8</b>	Delegation to Officers	<b>7</b>
	8.1 Proper Officer	
	8.2 Responsible Financial Officer	<b>8</b>

## **1. DISCHARGE OF THE SCHEME**

- 1.1 This Scheme of Delegation forms part of the Council's governance documents along with Standing Orders, Financial Regulations and the Code of Conduct. The Scheme will be reviewed every year at the Annual Meeting of Council and if there are significant staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title e.g. Clerk.
- 1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

## **2. PRINCIPLES OF DELEGATION**

- 2.1 Section 101 of the Local Government Act 1972 provides:
  - That a Council may delegate its powers (except those incapable of delegation) to a committee; or an officer.
  - A Committee may delegate its powers to an officer.
  - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Clerk shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 In an emergency the Clerk is empowered to carry out any function of the Council.
- 2.4 Where the Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chairman of the Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

## **3. AUTHORITY TO ACT**

- 3.1 It will be appropriate for the Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.
- 3.2 The Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

## **4 CONFLICTS OF INTEREST**

- 4.1 Under the Local Government Act 1972, section 117 the Clerk must make a formal declaration about council contracts where they have a financial interest.
- 4.2 Where the Clerk has a conflict of interest in any matter, the Officer shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

## **5 COUNCIL RESERVED POWERS**

- 5.1 The following matters are only to be resolved by the Full Council:
- Appointment of the Proper Officer/Responsible Financial Officer and any other council officers following a recommendation from the HR Committee
  - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
  - To approve and adopt the Budget.
  - To set the Precept.
  - To agree and/or amend the terms of reference for committees
  - To adopt the schedule of meetings for the ensuing year.
  - To determine matters involving expenditure for which budget provision is not made or is exceeded.
  - To address recommendations from internal or external auditors.
  - To make byelaws.
  - To borrow money.
  - To annually approve the annual governance statement and the accounting statements
  - To declare eligibility for the General Power of Competence
- Furthermore
- Unless specifically delegated then a matter remains with Full Council. This includes, but is not limited to:
    - o Approval of the Council's Business Plan and any amendments to it.
    - o Approval of CIL Projects
    - o Approval of Regulation 14 and Regulation 16 drafts of the Neighbourhood Plan and any amendments to the extant plan

## **6 DELEGATION TO COMMITTEES - SAFEGUARDS**

- 6.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

## **7 DELEGATION TO STANDING COMMITTEES**

### **7.1 Finance Committee**

**Purpose:** To oversee the annual budget process and to liaise and advise other Committees with the setting of their budgets and to be responsible for proposing short-term and long-term objectives for the Council for Full Council to approve.

**Membership:** Up to six Parish Councillors

**Quorum:** Three Parish Councillors

**Meetings:** A minimum of four times per civic year

**Officer Support:** The Clerk or other officer as appropriate.

**Terms of Reference:**

The Finance Committee will be responsible for the following:

- 1) Ensuring that financial procedures are being carried out in accordance with Financial Regulations;
- 2) Appointing a member (not a bank signatory) to verify bank reconciliations in accordance with Financial Regulation 2.6;
- 3) Working with, supporting, and co-operating with officers in their duties to comply with financial processes and to prepare any financial documentation on behalf of Full Council;
- 4) Ensuring that the Council's agreed spending objectives are met and regularly monitored against the Council's Budget and reserves position. Material variances should be reported to Full Council;
- 5) Considering loan and grant (including CIL) applications and making recommendations to Full Council;
- 6) Authorising small grants up to and equal to £500;
- 7) Reviewing and amending the Risk Register (quarterly) to identify, assess and evaluate risks including financial and H&S. Alerting Full Council to material changes and take appropriate action when necessary;
- 8) Producing, amending and annual review of Finance Committee Terms of Reference, Financial Regulations, and all finance related council policies each April in preparation for approval by Full Council in May. Currently:
  - Scheme of Delegation
  - CIL and Grants Policy
  - Financial Reserves Policy
  - Investment Policy
- 9) Considering any financial risks on behalf of the Full Council and recommending actions arising from any risks identified;
- 10) Preparing an annual budget in order to meet the council's objectives for recommendation to Full Council;
- 11) Recommending a precept to Full Council;
- 12) Ensuring the reserves are managed;
- 13) Overseeing all legal matters pertaining to leases, mortgages, insurance claims, easements, tenancies, contracts, loans, damage to property, vehicle insurance, debt recovery, and any other similar constructs and make recommendations to Full Council;
- 14) Verifying that the Council is adequately insured and reviewing insurance annually;
- 15) Setting the Chairman's allowance and Councillors' expenses and recommending to Full Council accordingly;
- 16) Seeking grant aid and appropriate financial support including S106 and CIL to meet the responsibilities of the Full Council. And recommending any CIL expenditure in accordance with the guidelines;
- 17) Making recommendation to Full Council on banking matters, short- and long-term investments, borrowings and Loan Sanction Applications for capital projects;
- 18) Verifying, as and when appropriate, that all loans and grants have been used by claimants for the purpose as described in the applications. If, in the opinion of the Committee, the funds have not been used appropriately a recommendation will be made to Full Council that the monies are recalled.

- 19) Making recommendations to Full Council on appropriate financial training needs for Council members and staff;
- 20) Producing an annual financial report for the Annual Parish Meeting, and ensure the completion of the Annual Governance and Accountability Return covering Year End until 31 March each year; and
- 21) Reviewing and considering any Internal and External auditors' reports and arranging for implementation of any recommendations
- 22) Receiving schedules of payments and authorising payments in accordance with the requirement of Financial Regulation 6.

## **7.2 Facilities & Services Committee**

**Purpose:** To oversee the provision, maintenance and enhance of all the Councils services and facilities including the recreation ground, play area, tennis courts, allotments, cemeteries to ensure they are functional, attractive, well maintained and meet ROSPA safety requirements

**Membership:** Up to six Parish Councillors

**Quorum:** Three Parish Councillors

**Meetings:** A minimum of four times per civic year

**Officer Support:** The Clerk or other officer as appropriate

### **Terms of reference:**

The Facilities and Services Committee will be responsible for the following:

- 1) Managing and maintaining the cemeteries at Kiln Lane and Holy Trinity Church
- 2) Providing and maintaining the Councils shelters, seats, noticeboards, litter bins and dog waste bins
- 3) Considering and determining any new contracts and any renewals of contracts under the jurisdiction of this committee.
- 4) Reviewing and revising budgets for all Facilities and Services income and expenditure for the following year and submitting to full council, via the Finance Committee in line with the budget programme.
- 5) Setting the level of charges for facilities in respect of all the services of the Committee.
- 6) Reviewing, annually, the Council's inventory of land and assets including buildings.
- 7) Monitoring all matters relating to leases and byelaws in connection with the facilities under the control of the Committee
- 8) Managing the Council's woodland to enhance nature, sustainability, biodiversity, and conservation and overseeing the management of council owned trees including provision of the Tree Safety Inspection Programme.
- 9) Promoting safe walking and cycling routes.
- 10) Overseeing the management of Health & Safety policy and risk assessments and routine inspections to ensure safe practices are followed and tasks identified.
- 11) Verifying that agreed service levels are met by contractors.
- 12) Verifying that contractors working in public spaces have appropriate insurance and have undertaken risk assessments and health and safety checks. Providing specifications and contract conditions for all contracted services and projects.
- 13) Verifying that equipment is inspected as required by the council's insurance policy.
- 14) Monitoring burial and allotment usage and propose projects to enhance these services.
- 15) Promoting the use of services and liaise with stake holders.

- 16) Verifying that council provides a consistent and high-quality service to all users.
- 17) Authorising individual purchases up to £5,000 within its agreed operating budgets (as above) in accordance with Financial Regulation 5.15

### **7.3 Human Resources (HR) Committee**

**Purpose:** To be responsible for the Council's policies and procedures related to its employed staff, contracted staff, and volunteers and to make recommendations to Full Council about all human resources matters.

**Membership:** Up to five Parish Councillors

**Quorum:** Three Parish Councillors

**Meetings:** A minimum of four times per civic year

**Officer Support:** The Clerk

#### **Terms of Reference:**

The Human Resources Committee will be responsible for the following:

- 1) Establishing and regularly reviewing the staffing structure to best meet the Council's responsibilities & workload.
- 2) Keeping under review the Clerk's Job description and ensure it reflects the requirement of the role.
- 3) Reviewing salary pay scales for all staff and recommending any changes to Full Council.
- 4) Reviewing annually the budget for salaries and wages (Financial Regulation 4.2)
- 5) Reviewing performance management (annual appraisals) and staff training programmes with the Clerk.
- 6) Overseeing the recruitment process and appointment of staff and volunteers.
- 7) Overseeing the process for co-opting new Councillors to vacancies on the Council.
- 8) Reviewing staff working conditions including health, safety and wellbeing at work.
- 9) Considering any appeal against any decision in respect of pay – including overtime.
- 10) Supporting & performance managing the Clerk's work; administering that officer's leave requests and recording and monitoring their absences and authorising their overtime.
- 11) Reviewing and making recommendations to the Council on employment contracts.
- 12) Drafting policies relating to staff employment and making recommendations thereon to Full Council. Monitoring, reviewing and recommending revisions of those policies annually or as required.
- 13) Ensuring the Council complies with all legislative requirements relating to the employment of staff.
- 14) Offering an initial point of contact for the Clerk and Councillors and a point of escalation for other officers to raise questions/concerns relating to staffing levels, performance, pay and contracts.
- 15) Offering an initial point of contact for the Clerk and Councillors to raise questions/concerns relating to the recruitment, supervision and activities of volunteers.
- 16) Appointing panels to investigate grievance or disciplinary matters (excluding appeals) and making recommendations to Full Council. Each panel to consist of a minimum of three councillors not connected to the grievance or disciplinary matter
- 17) Appointing panels to consider appeals related to grievance or disciplinary matters and making recommendations to Full Council. Each panel to consist of a minimum of three individuals not members of the original panel nor connected to the grievance or disciplinary matter - these individuals need not be members of the Parish Council

## 7.4 Planning Committee

**Purpose:** To monitor planning policy developments and planning applications and make appropriate representations

**Membership:** Up to Nine Parish Councillors

**Quorum:** Three Parish Councillors

**Meetings:** Every 28 days

**Officer Support:** The Deputy Clerk

### Terms of Reference

The Planning Committee will be responsible for the following:

- 1) Considering every planning application related to this Parish and making representations to the Borough on any application referred to the Parish Council
- 2) Making representations at Development Control Panel and at appeal hearings on applications which affect the Parish.
- 3) Considering any planning application in the neighbouring parishes which impacts on this Parish.
- 4) Considering any development (local) plan or strategy proposals under planning legislation affecting the Parish.
- 5) Upholding the principles of the Neighbourhood Plan and be party to any future update to that Neighbourhood Plan.
- 6) Considering any future development that impacts on the Parish and considering the infrastructure implications of such developments.

## 8 DELEGATION TO OFFICERS

### 8.1 Clerk

1. The Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair of Council (if practicable in the circumstances).
3. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and

the Clerk shall consult with the HR Committee members when such work is to be sanctioned.

7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Full Council
8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.
10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
11. Power to release press statements on any activities of the Council subject to prior consultation with the Chairman
12. Power to act on own initiative to implement the Council's policies and objectives.
13. Power to take appropriate steps to ensure the Council does not exceed its powers.
14. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
15. In liaison with and after conferring with the Chairman, to make such Civic arrangements as are necessary.
16. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
17. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.
18. Within an agreed budget the Proper Officer/Responsible Financial Officer may incur expenditure on revenue items on behalf of the Council in accordance with Financial Regulation 5.15.
19. Authority to authorise payments in accordance with Financial Regulation 6.9
20. The Clerk, in consultation with the Chair of Planning Committee, to make comment on planning applications submitted to Sunningdale Parish Council by The Royal Borough of Windsor and Maidenhead within the statutory 21-day consultation period.

## **8.2 Responsible Financial Officer**

21. The Clerk is designated and authorised to act as the Responsible Financial Officer in accordance with Section 151 of the Local Government Act 1972 and



all other statutes and regulations requiring the designation of a Responsible Financial Officer.

22. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
23. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
24. The Responsible Financial Officer shall ensure the approved precept request is issued to The Royal Borough of Windsor & Maidenhead (the billing authority).
25. The Responsible Financial Officer shall have authority to authorise payments in accordance with Financial Regulation 6.9

## **9. Working Groups**

Any Committee of the Council may establish a Working Group (or task and finish group). The terms of reference and deliverables of the Working Group will be established by the sponsoring Committee. Working Groups will operate in accordance with the Standing Orders 30.

Membership of working groups will include interested Councillors, a nominated officer and may also include members of the public,

### **9.1 Current Working Groups**

#### **9.1.1 Cemetery Working Group**

**Reporting to:** Facilities and Services Committee

**Responsibilities:**

- To review the council's cemetery regulations
- To review selected memorial applications

#### **9.1.2 Business Plan Engagement Strategy Working Group**

**Reporting to:** Full Council

**Responsibilities:**

- To plan and supervise community engagement about the Business Plan
- To make recommendations to Full Council

### 9.1.3 Cycling and Walking

**Reporting to:** Facilities and Services Committee

**Responsibilities:**

- To actively monitor the provision of Footpaths and Cycle paths in Sunningdale and make recommendations of improvements or new paths which would benefit the Village.
- To work with Sunninghill and Ascot Parish Council on joint plans for green infrastructure
- To liaise with RBWM on the LCWIP over the 10-year RBWM project lifecycle
- Liaise with , RBWM Public Rights of Way Officer, to agree the annual maintenance requirements and allocation of budget.
- To review the provision of cycle paths in conjunction with national bodies and potential funding opportunities to improve the network.
- To review and update where appropriate the information available on the parish website for the location of footpaths, cycle paths and walks.

### 9.1.4 Recreation Ground Working Group

**Reporting to:** Full Council

**Responsibilities:**

- Assess the feasibility, cost/benefit and indicative cost of the following improvements to the Recreation Ground: better drainage, more parking, larger cafe, padel tennis court(s), adult fitness facilities, Splash Pad and permanent area for dog walkers next to cafe.
- Create a blueprint for the Recreation Ground which accommodates those priorities
- Oversee the Woodland Walk project and bring next steps back to Full Council

### 9.1.5 Tennis Working Group

**Reporting to:** Facilities and Services Committee

**Responsibilities:**

- Investigate why tennis income has not reached budget since refurbishment
- Consult with users and coaches to recommend changes which can increase court utilisation
- Ensure the tennis courts are a safe place to play, ensuring our current maintenance schedule is meeting health and safety requirements

### **9.1.6 Events Working Group**

**Reporting to:** Full Council

**Responsibilities:**

**To develop an Events Policy and a programme of Events for 2025**

## **10. Focus Areas (to be reviewed annually)**

A Focus Area requires a more focussed and detailed approach, and managed as follows:

- Assigned to an Individual ('Lead Member') who may be a member or an officer of the council.
- The Lead Member may, optionally, work with other individuals to fulfil the activities required.
- A Focus Area can only be set-up (and disbanded) by a committee. The Committee will define the terms of reference of the Focus Area, and the scope of their activities.

7 | Page

- A Lead Member normally reports to a committee but may, exceptionally, report to the Clerk's Office or the Chairman. The Lead member is responsible for managing the activities and harnessing resources to deliver the required outcomes.
- A Focus Area can only provide advice and information to the Council or a Committee. Any recommendations will be brought forward for approval to Full Council or to a Committee if that Committee has appropriate delegated powers

### **Current Focus Areas**

#### **10.1 Allotments**

**Reporting to:** Facilities and Services Committee

**Responsibilities:**

- To represent council to ensure safe, maintained, and desirable allotments are retained in Sunningdale.
- To represent council to liaise with the day-to-day management of the allotments with the Clerk
- To represent council to monitor the allotment lease holders against the rules and regulations of their lease by conducting with the Clerk's Office team member quarterly inspections of the allotments.

- To attend 3 separate judging sessions from May to August at the Allotments as organised by the Clerk's Office team member to confirm the annual winners of the William Pack Cup
- To represent council and host the Allotment Tea in early September along with the Chairman of the Council and award the William Pack Cup prizes.
- To annually review with the Clerk's Office team member the regulations for the allotments and suggest changes where appropriate.

DRAFT

## 10.2 Cemeteries

**Reporting to:** Facilities and Services Committee

**Responsibilities:**

- To provide the Clerk, as the Cemetery Authority representative and the Assistant to the Clerk, as the day-to-day manager of the Cemetery with support when additional cemetery requests are made that are not provided for in the standard terms.
- To review the infrastructure and ongoing maintenance of the cemetery and make recommendations in conjunction with the Clerk's Office for future works.
- To actively review the annual regulations and charging schedules in conjunction with any legislative changes and working with the Clerk's Office team member, make recommendations for changes.
- To represent Council if required in meeting with bereaved family members in relation to cemetery queries.
- To monitor the use and requirement for extension of the cemetery and potential of the option for a future purchase of a new cemetery

8 | Page

## 10.3 Property

**Reporting to:** Facilities and Services Committee

**Responsibilities**

- Oversight of the Property Portfolio of the Council, namely
  - The Pavilion building, offices therein and staff accommodation.
  - The toilets
  - Refreshment chalet
  - Allotments
  - Cemetery
  - Tennis Courts
  - Bus shelters & Telephone kiosks.
  - Chobham Road grass area, A30 flower baskets, benches, noticeboards, rubbish bins and dog bins
  - The Village Hall

9 | Page

**Appointed representatives to external organisations:**

Responsibilities:

- To act as a point of contact for each organisation with the Council
- To promote 2-way communication and engagement with those organisations

Traders

DALC

NAG

Charters School and Leisure

Holy Trinity School

DRAFT

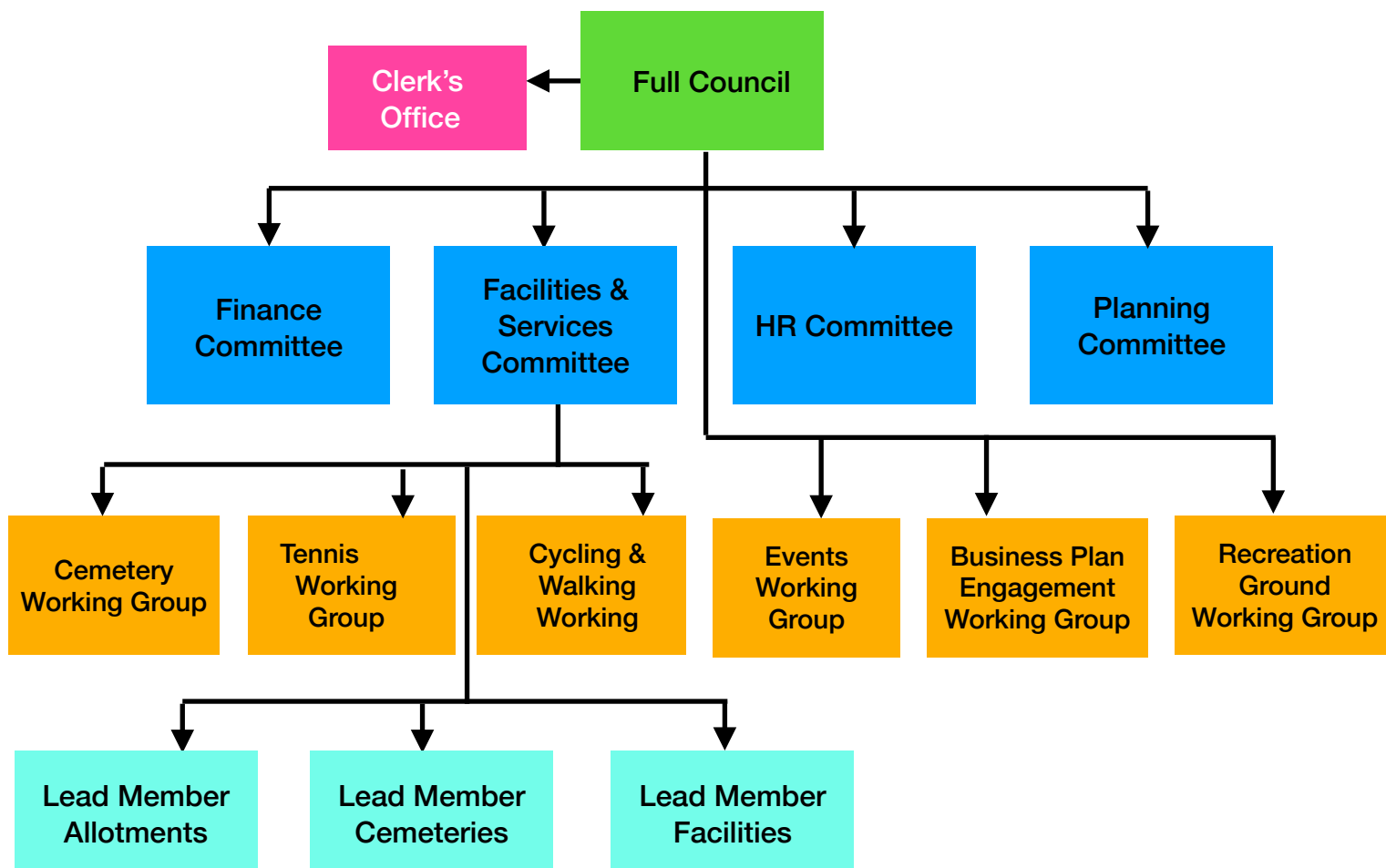
DRAFT

# SUNNINGDALE PARISH COUNCIL

## COMMITTEE STRUCTURE 2025/26

Draft Version 25 March 2025

NB. To be viewed in conjunction with Draft Scheme of Delegation dated 25 March 2025 which contains the Terms of Reference of all Committees and all (current) Working Groups. Full Council or its Committees may form additional Working (Task & Finish) Groups. The Terms of Reference of any new working groups will be recored in the Minutes of the relevant Committee.



### Responsibilities of Representatives to external organisations:

- To act as a point of contact for each organisation with the Council
- To promote 2-way communication and engagement with those organisations

Traders  
DALC  
NAG  
Charters School & Leisure  
Holy Trinity School



### **Feedback from Cllr Buxton**

- Please find my thoughts below in no specific order:
- Does a councillor have a maximum number of Committees or Working Groups, or Representations that they can serve on? If a councillor takes on too many responsibilities, there is always a risk to both the councillor and Council – undue influence.
- Which Working Grouping will be allotted officer time? Will those who don't produce meeting minutes or notes for the Council to view? In what location should those meetings be held? Should all meetings held outside the Council Office be reported to the Clerk along with meeting notes/minutes?
- Would you reconsider the numbers of councillors per committee to five and, if necessary, have substitutes for Finance and Faculties if required?

### **Feedback from Cllr Pike**

“The individual purchasing limit of the Facilities and Services Committee has been reduced from £10,000 to £5,000 - within its agreed operating budgets. This is the limit already set in our current Financial Regulations 5.15”

I believe the key change being proposed is in fact, the delegation specifically to the Facilities and Services Committee to authorise all items of expenditure within their delegated budgets for items under £5,000 excluding VAT

Apologies if I have missed it, but I have not seen any rationale or evidence provided to justify this change to the Terms of Reference.

I am also concerned at the lack of scrutiny by all Council members.

### **Feedback from Cllr Grover**

While it pains me to say so; I really feel the Recreation Ground Working Group should sit under or (probably) within facilities.

Otherwise, we are in danger of having the main facilities i.e. the park, playground, chalet and woodland separated from Tennis and walking & cycling and it seems to me that they should all be wrapped up in one.

April

2025

NOTES:

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8 Finance Committee - 2pm  Planning Committee - 7.30pm	9	10	11	12
13	14	15	16	17	18 GOOD FRIDAY	19
20	21 BANK HOLIDAY	22  Full Council - 7.30pm	23	24  HR Committee - 10AM	25	26
27	28	29 Annual Parish meeting - 7pm	30			

May

2025

NOTES:

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 BANK HOLIDAY	6 Planning Committee - 7.30pm	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Annual Council Meeting - 7.30pm	21	22	23	24
25	26 BANK HOLIDAY	27	28	29	30	31

June

2025

NOTES:

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 Planning Committee - 7.30pm	4	5	6	7
8	9	10	11	12 HR Committee - AM	13	14
15	16	17 Full Council - 7.30pm	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

2025

NOTES:

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8 Planning Committee - 7.30pm	9	10	11	12
13	14	15 Finance Committee - 7.30pm	16	17	18	19
20	21	22	23	24  Facilities & Services Committee - AM	25	26
27	28	29	30	31		

August2025

NOTES:

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5 Planning Committee - 7.30pm	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 - BANK HOLIDAY	26	27	28	29	30
31						

September

2025

NOTES:

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 Planning Committee - 7.30pm	3	4	5	6
7	8	9	10	11 HR Committee - AM	12	13
14	15	16 Full Council - 7.30pm	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

2025

NOTES:

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7 Planning Committee - 7.30pm	8	9	10	11
12	13	14 Finance Committee - 7.30pm	15	16 Facilities & Services Committee - AM	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



November

2025

NOTES:

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4 Planning Committee - 7.30pm	5	6	7	8
9	10	11	12	13 HR Committee - AM	14	15
16	17	18 Full Council - 7.30pm	19	20	21	22
23	24	25	26	27	28	29
30						

December

2025

NOTES:

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 Planning Committee - 7.30pm	3	4  Facilities & Services Committee - AM	5	6
7	8	9 Finance Committee - 7.30pm	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 BANK HOLIDAY	26  BANK HOLIDAY	27
28	29	30	31			

01

JANUARY  
2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 BANK HOLIDAY	2	3
4	5	6 Planning Committee - 7.30pm	7	8	9	10
11	12	13	14	15 HR Committee - AM	16	17
18	19	20 Full Council- 7.30pm	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Planning Committee - 7.30pm	4	5	6	7
8	9	10 Finance Committee - 7.30pm	11	12 Facilities & Services Committee - AM	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

03

MARCH  
2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Planning Committee - 7.30pm	4	5	6	7
8	9	10 -	11	12 HR Committee - AM	13	14
15	16	17 Full Council - 7.30pm	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

04

APRIL  
2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 BANK HOLIDAY	4
5	6 BANK HOLIDAY	7 Planning Committee - 7.30pm	8	9	10	11
12	13	14 Finance Committee - 7.30pm	15	16 Facilities & Services Committee - AM	17	18
19	20	21	22	23	24	25
		Full Council - 7.30pm				
26	27	28	29	30		

05

MAY  
2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 BANK HOLIDAY	5	6	7	8	9
10	11	12	13	14 Annual Parish Meeting - 7pm (Jack MP)	15	16
17	18	19	20	21	22	23
24	25	26 Full Council - 7.30pm	27	28	29	30
31 BANK HOLIDAY						



# SUNNINGDALE PARISH COUNCIL

## Finance Committee Meeting 1 April 2025 – 4:00pm

The Community Room, Sunningdale Parish Council, Broomhall Lane. SL5 0QS

### Agenda

**Invited to Attend:** Cllr Evans (Chairman); Cllr Coxon; Cllr Morgan; Cllr Newman and Cllr Pike

**Copied to:** Cllr Curtis – Substitute Member

Anyone wishing to address the committee are requested to register this by 10am on the day prior to the meeting. Members of the public are welcome to attend.

**FC 52 / 24      Attendance and apologies.**

Declarations of interest for items on the agenda.

**FC 53 / 24      Public Adjournment.**

The meeting will be adjourned for a maximum of 15 minutes, 5 minutes per speaker, to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Anyone wishing to address the council or ask questions is requested to inform the Clerk prior to attending the meeting, no later than 10am on the Monday proceeding the meeting.

**FC 54 / 24      CIL applications**

**DISCUSSION:** To review the grant applications as listed below and make a recommendation to Full Council.

FC / 24 / a      Application for £200,000 CIL funding for the Novello Theatre

FC / 24 / b      Application for £30,000 CIL funding for Sunningdale Bowls Club

FC / 24 / c      Application for £84,697 CIL funding for Holy Trinity Church

Natalie Hayes, Clerk

21 March 2025



Appendix 2B - Fundraising Cash Flow

	2024	2025	6 months to 30.6.26
<b>Donations</b>			
Received/Committed to date	232000		
September - December 2024	<u>15000</u>	<u>55000</u>	<u>20000</u>
<b>Total Donations</b>	247000	55000	20000
<b>Gift Aid</b>	8813	10313	3750
<b>Fundraising events</b>	3000	2000	500
<b>Grants</b>		150000	
<b>Total Fundraising activity</b>	<u>258813</u>	<u>217313</u>	<u>24250</u>

Total

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500376

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Appendix 3 - Income and Expenditure

	2026/7		Projected Novello Income & Costs Income & Costs			
	£	£	2027/8	2028/9	2029/30	2030/31
Hire of Hall						
Rehearsals - Monday to Thursday evening	7000		7000	7000	7000	7000
Shows	5600		5600	5600	5600	5600
Weekend Events	2000		2200	2420	2662	2928
Conferences and Meetings	13200	27800	14520	15972	17569	19326
Other Revenue						
Cinema/Comedy/Band	30200		30200	30200	30200	30200
Café	12000		12000	12000	12000	12000
Grants	3000		3000	3000	3000	3000
Donations/Fundraising	2000		2000	2000	2000	2000
		47,200	47200	47200	47200	47200
					32831	34854
<b>Total Revenue</b>		<b>75,000</b>	<b>76,520</b>	<b>78,192</b>	<b>80,031</b>	<b>82,054</b>
Contingency		-7500	-7652	-7819	-8003	-8205
<b>Net Revenue</b>		<b>67500</b>	<b>68868</b>	<b>70373</b>	<b>72028</b>	<b>73849</b>
<b>Deposit Account Interest</b>		<b>1758</b>	<b>1256</b>	<b>1522</b>	<b>1823</b>	<b>2163</b>
<b>Total Income</b>		<b>69,258</b>	<b>70,124</b>	<b>71,895</b>	<b>73,851</b>	<b>76,012</b>
<b>Expenditure</b>						
Rates & Water	550					
Light & Heat	8548					
Fire & Safety	992					
Insurance	1384					
Telephone	0					
Licences	276					
Repairs	4099					
Cleaning & Waste Disposal	9446					
Hall Manager	15000					
Sundry Expenses	0					
Cinema/Comedy/Band	16300					
Website costs	159					
Accountancy	83					
		56837	56837	56837	56837	56837
<b>Net Surplus</b>		<b>12,421</b>	<b>13,287</b>	<b>15,058</b>	<b>17,014</b>	<b>19,175</b>

Appendix 4 - Balance Sheet

	31.12.24	31.12.25	30.06.26	30.06.27	30.06.28	30.06.29	30.06.30	30.06.31
Cash at Bank	258813	226126	125376	62797	76084	91142	108156	127331
Represented by:								
Renovation Reserve	258813	226126	125376	30000	30000	30000	30000	30000
General reserve				32797	46084	61142	78156	97331
Total Reserves	258813	226126	125376	62797	76084	91142	108156	127331

Appendix 5 - Cash Flow

	2024	2025	2026 (Jan-June)	2026/7	2027/8	2028/9	2029/30	2030/31
Opening Cash Balance	0	258813	226126	125376	62797	76084	91142	108156
Appeal income	258813	217313	24250					
Expenditure on renovation:		-250000	-125000	-75000				
Sub total	258813	226126	125376	50376	62797	76084	91142	108156
Surplus for the year	0	0	0	12,421	13,287	15,058	17,014	19,175
Closing Cash Balance	258813	226126	125376	62797	76084	91142	108156	127331

Phasing of Renovation expenditure

Pre-contingency total	375000	250000	125000					
Contingency	75000			75000				
Sub total	450000							
Maintenance Reserve	25000							
Appeal Requirement	475000							

Deposit account interest

Opening balance			125376	62797	76084	91142	108156	
Closing balance			50376	62797	76084	91142	108156	
Average balance			87876	62797	76084	91142	108156	
Interest @ 2% annualised			1758	1256	1522	1823	2163	

# **Save the Novello Theatre Appeal**

## **Purchase and restoration of the Novello Theatre, Sunninghill**

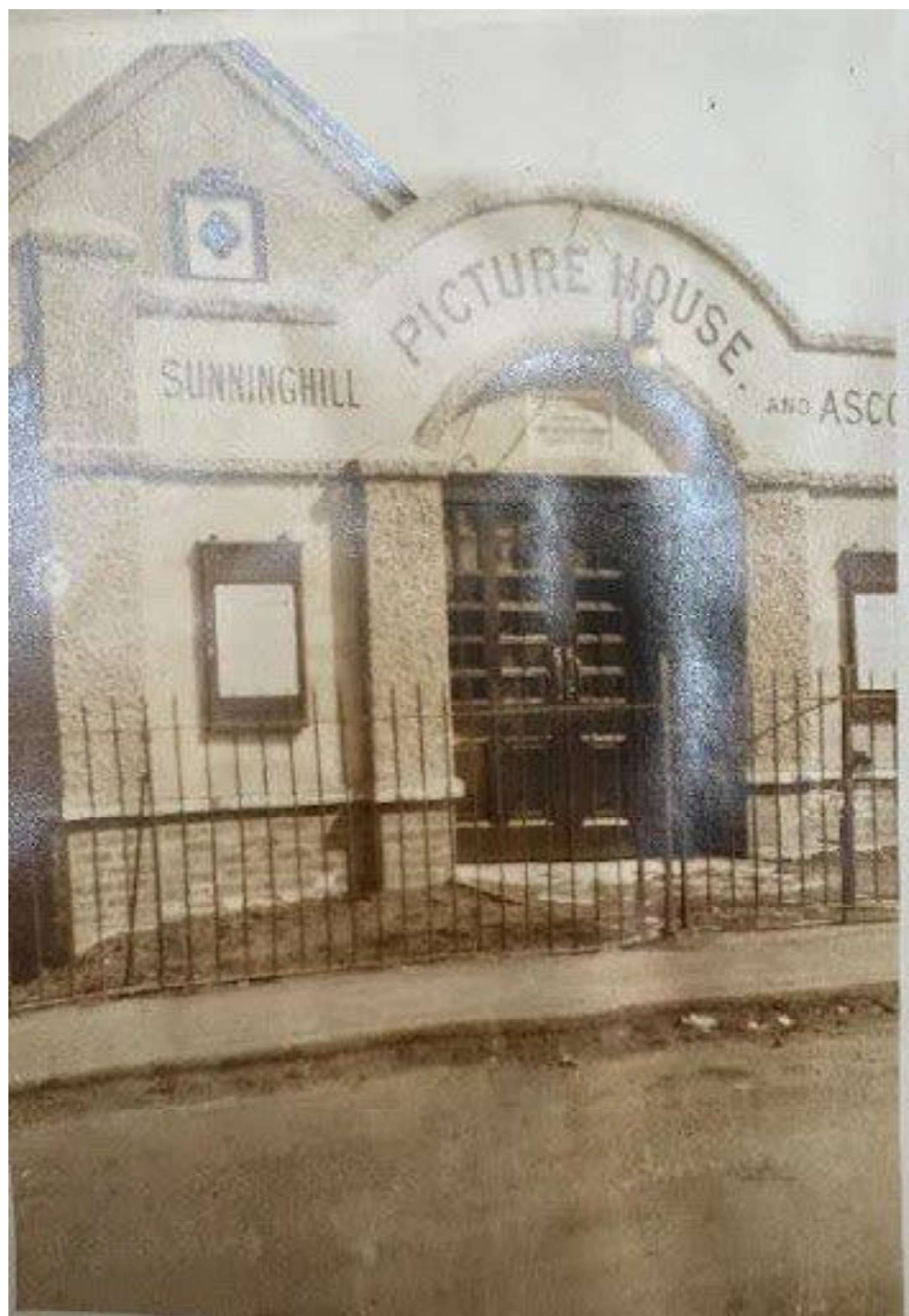
### **Business Plan**

#### **History**

The Novello Theatre has been a landmark on Sunninghill High Street for over a century.

Originally built by local resident Captain Harry Brooke, brother of the last White Rajah of Sarawak, the foundation stone of the theatre was laid by his mother, the Ranees of Sarawak, in March 1920, and the building opened its doors to the public for the first time in 1921.

Known as the Picture House, it was continually busy and very popular, with films playing to packed houses. Initially all the films were silent and were accompanied by a pianist – who for many years was the Ranees!



*£50 was handed over to the  
Red Cross*

## RED CROSS DAY

# A Special Matinee

WILL BE GIVEN AT THE

SUNNINGHILL & ASCOT  
PICTURE HOUSE

ON TUESDAY, JULY 26th, 1921,

At 2 pm.

IN AID OF THE RED CROSS SOCIETY.

ROBERT LOUIS STEVENSON'S Famous Tale of Adventure

## "TREASURE ISLAND"

WILL BE PRESENTED ON THE SCREEN.

With Piano Accompaniment by HER HIGHNESS RANEE MARGARET OF SARAWAK

Miss DORA LABBETE, the famous Soprano, has kindly consented to Sing.

TICKETS, 5s, 2s, 1s, may be obtained from H.H. RANEE MARGARET OF SARAWAK, Ascot Hill, Ascot; Hon. Mrs. CRUTCHLEY, Sunninghill Lodge, Ascot; or from the PAY BOX at the Hall any Evening between 7.30 and 9 (Sundays excepted).

DURING THE HOT WEATHER THE HALL IS COOLED BY ELECTRIC FANS.

THE ENTIRE PROCEEDS without any deduction whatever will be handed over to THE RED CROSS SOCIETY, and any Donations will be gratefully received if sent to The Hon. Mrs. CRUTCHLEY, Sunninghill Lodge, Ascot.

Printed by Messrs. G. & J. S. Taylor, London and Bristol



The Hall remained in the Brooke family for many years until after the second world war and was then acquired by Charles Searle who, followed by his son, Stafford Searle, continued to run the cinema , now with sound and the latest films.



In 1966, the theatre was in danger of closing and the building being lost to redevelopment, and the local community raised a petition to the then Windsor Rural District Council to save the cinema. The petition was successful and the Council bought the cinema for £5,500. They did not have the money, so they had to borrow this amount along with a further £3,400 for urgent renovations; however, the place was up and running again.

The next significant event occurred in 1986 when the new Windsor & Maidenhead Council, finding that the economics of running the venue as a cinema had become unaffordable, let the building on a long lease to the Redroofs theatre company of Maidenhead to use for dancing and theatre productions. The venue reopened in 1988 as a 160 seat theatre.



The theatre operated successfully until the advent of the Covid pandemic in 2020, which disrupted operations to such an extent that the theatre Redroofs surrendered the lease back to the Council and the theatre, which was once again in need of substantial renovation, and the theatre was once again in danger of closure and demolition. **The**

### **Present**

With a strong sense of déjà vu, the local community, led by local resident and AmDram enthusiast Alan Everett, again petitioned the Council – but this time in reverse, requesting that the theatre be sold back to the Community to be redeveloped not just as a theatre but, working alongside its thriving neighbour, the Cordes Hall, to become a multi-purpose community hub for Sunninghill and surrounding parishes.

The overwhelming response to the Public Petition and Public Meetings led to the theatre being classified as an Asset of Community Value and being offered to the Community at a market value of £300,000, allowing the Appeal to save the landmark building from demolition and to progress their plans for the Community Hub.

## **The Vision**

The Cordes Hall Trustees and the Appeal Committee see the purchase and restoration of the Novello theatre as a once in a lifetime opportunity to meet currently unfulfilled local demand for an enhanced community hub, offering better and more flexible theatre facilities alongside the capability to host a wide range of other community activities.

## **The Challenge**

Of course, the sense of déjà vu is not just limited to the petition – once again there is a need for essential repairs and renovation to make the building fit for 21<sup>st</sup> century construction and ESH standards, to replace theatre equipment (such as the seats, stage lighting, curtains etc) that was removed at the end of the lease and to carry out necessary internal modifications to create the multi-purpose environment required for the theatre and the Cordes Hall to jointly provide a suitable environment for the Community Hub. This time, there is no intention to borrow money for the purchase and renovation – the Appeal is intending to raise the circa £1.225m required through public donations, fund raising events, grants from bodies such as local Parish Councils and support from local charitable organisations.

We have had a wonderful response to our early fundraising outreach. The Sunninghill Trust has committed to buy and structurally renovate the building, which accounts for around £0.75m of the required sum. Members of our local community have already given £232k, leaving the fundraising appeal programme to raise a further £243k, which we plan to achieve through private donations, fundraising events and grants from our local Parish Councils.

## **The Restoration Programme**

The building will, to capture and preserve its history and, to herald its future, be re-named as the Picture House Theatre.

The renovation of the building will seek, while meeting modern standards of construction and delivering a high quality user experience, including disabled access, to reflect the heritage of the building as well as introducing a new level of operational flexibility for both the theatre as a standalone venture and for the operation of the theatre alongside the Cordes Hall as a vibrant community hub.

This is illustrated by the following artist's impressions drawn up by the architect to the Appeal:



*View of the theatre from the High Street, recapturing in a clean, modern way important, heritage design elements of the original Picture house.*





Nordon Farm

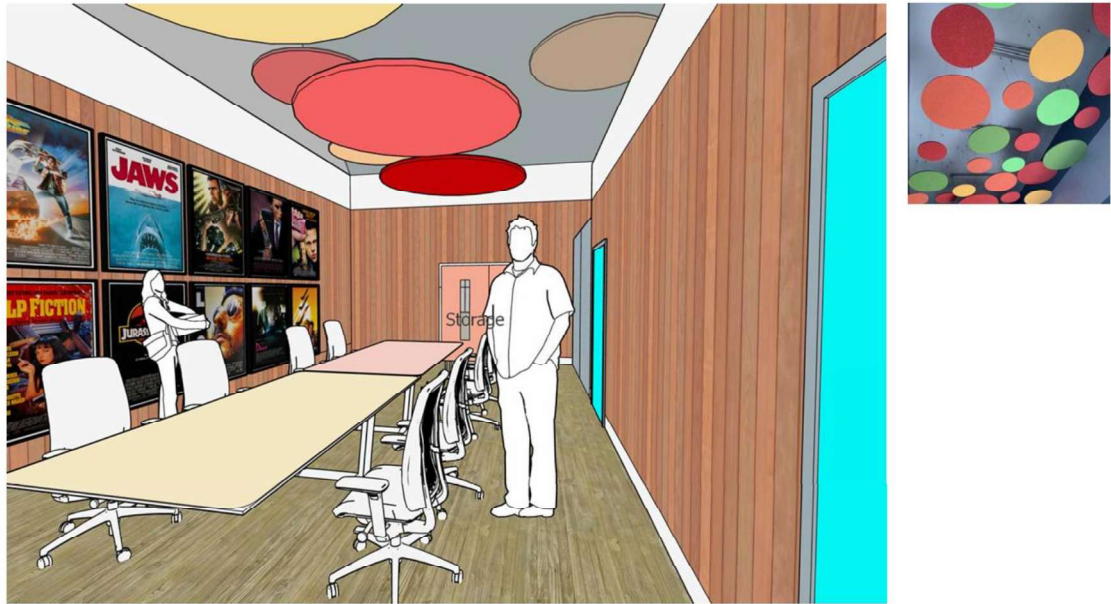


Cecil Hepworth Playhouse

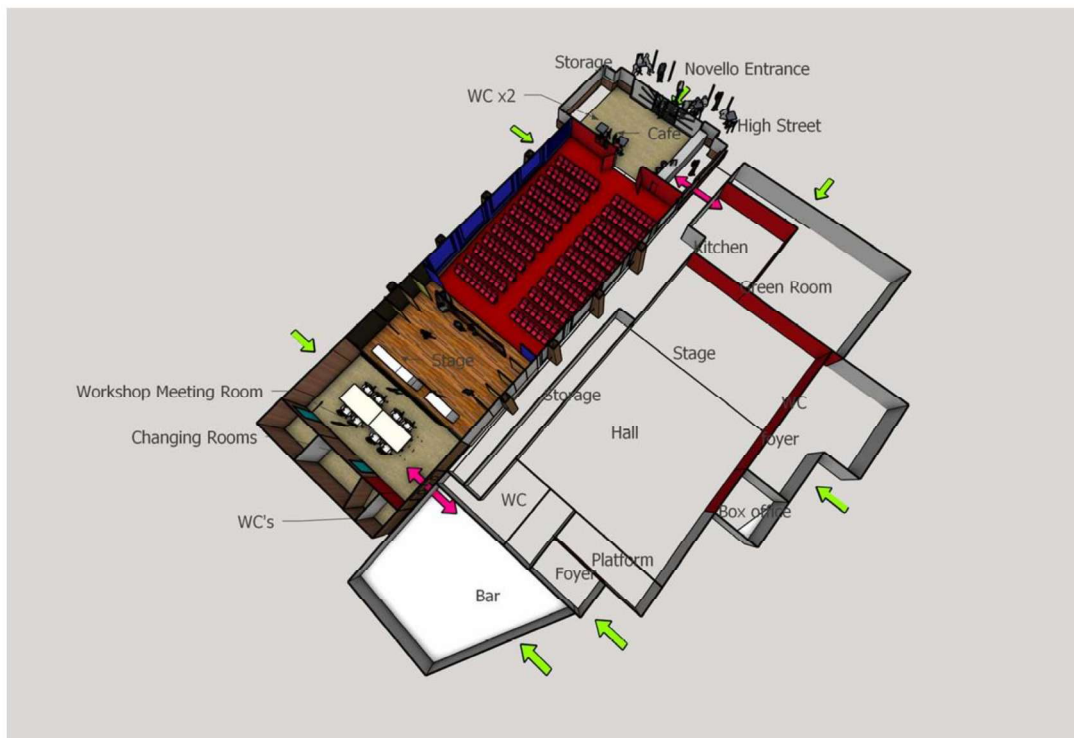
*View of the auditorium, with modern seating and clean surfaces, but retaining heritage design elements such as wall columns and roof trusses*



*Visual of the foyer incorporating a theatre bar and a welcoming and attractive community cafe*



*Illustration of the main backstage room in use as a meeting room. The rear wall (left hand side of illustration) will be partitioned so that the two changing rooms behind the wall can be incorporated into a single larger space if required.*



*Site plan showing the flexible flow into, around and between the buildings and allowing the kitchen of the Cordes Hall to serve both venues.*

## **The Business Plan**

The Business Plan presented here for the fundraising, the internal renovation and the ongoing operation of the theatre envisages the Picture House Theatre being operated in partnership with the Cordes Hall to maximise use of both buildings and to create an outstanding arts and community hub for Sunninghill and its surrounding parishes. The Cordes Hall and Novello Appeal teams have a wealth of experience in managing public halls, working with the community, the world of amateur theatre, fundraising, financial management, marketing and publicity, making us well placed to take on this exciting project.

The Cordes Hall management committee have worked hard over the past 12 years, investing in the hall to bring it up to date and have created an excellent multi-functional hall. Activities include live performance, cinema, artisan fairs, private parties and events, fitness classes, public meetings and business training events. We are very lucky to have three drama groups currently based at the hall, who between them put on eight productions a year.

However, because of the structure of the hall, which has manually assembled raised seating, the hall has to be closed to other users during productions, leaving other hirers without a space for their activities. The changing room space at the hall is also limited to one room behind the stage proving a challenge for groups needing to separate changing space, particularly for children. This room is also used for hire and is unavailable during productions.

Evening space during the week is already fully utilised leaving no capacity for additional one off or regular activities - the hall has recently had to turn down a Rock Choir, Youth group for young people with special needs, two local schools, ballet tuition, puppy training classes, fitness groups, a charity Christmas shop and an NHS group, all of whom were looking for regular hire space. The Hall has also struggled to find the capacity to accommodate local business training days, private parties and school/community events.

There is very much an appetite for live performance and public events held locally. We know that, as all of the productions at the hall are well attended as is the monthly cinema run by Cordes volunteers and day time events such as the quarterly Artisan Gift Fair. We have also started to partner with bands and a comedy club, and all have sold out. In fact, the comedy event for October has already sold over 75% of the tickets. We would like to put on more events like this but are restricted by hall availability and set up times.

The introduction of the Picture House Theatre will enable us to overcome these challenges, adding performance and event capacity and providing three changing rooms behind the stage, which will be configured for multi-purpose use, including conferences, meetings and consultations.

The ready to go performance configuration of the theatre, with permanently installed seating on the raked floor, excellent changing facilities, a large stage, an orchestra pit and a welcoming foyer/bar has already attracted serious interest from two more local theatre groups.

The Novello Theatre would make running more events possible, and together the venues will produce a varied programme of activities for all parts of the community to enjoy. As well as expanding the existing programmes of comedy nights, bands and concerts, drama and musical productions and cinema, the introduction of professional standard sound and image projection will enable new activities, such as live theatre streaming. At the Cordes Hall we will see more sporting activities and space for a youth group is one of many ideas given to us by members of the community.

Local schools would be given the opportunity to use the theatre for school productions and concerts. The Headmaster of St Michael's primary school, which is located opposite the theatre, has spoken of his excitement at the prospect of being able to give his pupils the opportunity to perform in a proper theatre, and other local schools, including the Marist, are also very interested in using the venue. It would be wonderful for the venue to be used to help the young people in our community to build their confidence for the future.

The foyer will be redeveloped into a vibrant day time café, much needed at this end of the High Street, well positioned opposite the school and the increased level of activity in both buildings will have a positive ripple effect impact on other local businesses.

Though parking has not historically been a serious problem, we are in discussions about partnering with a local school to provide additional parking spaces on performance nights, which would further positively benefit our buzzing village.

The Cordes Hall is currently entirely run by volunteers and the Business Plan recognises that the increased workload to operate the two buildings will require some paid support. The costs of a part time Hall Manager and staff support for events have been built into the financial projections.

## **Governance**

Careful thought has also been given to the Governance and Succession requirements of a project of this scale and longevity. Alan Everett, Appeal Coordinator, and Peter Harris, Appeal Treasurer, both of whom have extensive experience in community enterprises



and charity management, have both been invited to serve as Trustees of the Cordes Hall, which is the registered charity through which the Appeal is being managed. A number of volunteers have come forward at the Public Meetings and through other Appeal activities to offer their services and they will not only be the first wave of an expanded pool of volunteers, but also a pool of potential members of the Board of Trustees of the Charity and the Management Committee that will direct the day to day operations of the venues. Finally, in recognition of the expanded scale of the charity's operations, an Independent Examiner will be appointed to provide the required financial oversight.

## **The Financial Plan**

The Business Plan, which is predicated upon the premise that the building will be purchased and structurally renovated by the Sunninghill Trust and then let by the Trust to the Cordes Hall on a long term, peppercorn lease, has been developed into a set of financial plans covering the periods i) from the offer being tabled to the Borough to purchase the theatre in July 2024, through an estimated go-live date for the theatre of July 2026 and then ii) for the first five years of operation of the theatre until June 2031.

The financial plans include:

- 1) preliminary estimates of the costs of structural renovation and the first phase of the internal refit, which are supported by surveys carried out by the Borough Surveyor and the Surveyor and Architect advising the Appeal (Appendix) ;
- 2) A fund raising plan identifying the anticipated sources of income to enable the Appeal to fund the purchase and restoration of the theatre (Appendix)
- 3) An Income and Expenditure Account, supported by detailed parameters and assumptions, showing the additional income that is planned to be generated by the venue together with forecasts of operating costs (Appendix)
- 4) A Balance Sheet (Appendix)
- 5) A Cash flow (Appendix).

The renovation cost estimates include generous contingencies to cover the inevitable uncertainties of a project of this nature. A second phase of redevelopment, to further enhance the interoperability of the Novello with the neighbouring Cordes Hall, further develop the flexible changing/community space at the rear of the theatre, expand the café/bar at the front of the theatre and increase available storage space, will be separately costed and funded once the first phase is underway.

The fund-raising plan is seen as realistic and is substantially underpinned by the generous commitment of the Sunninghill Trust to fund the acquisition and structural renovation of the theatre, leaving the Appeal to focus on raising the funding for the internal refit. Reflecting the commitment and generosity of the local community, some

fifty percent of the Appeal funding requirement is already in place before the formal launch date of the fundraising programme, which is set for September 18<sup>th</sup> 2024. Parish Council grants are a material component of the Appeal Fundraising Plan and applications for CIL funding have been submitted to and discussed with both Sunninghill and Ascot and Sunningdale Parish Councils. The initial response to these has been positive and we have been promised a decision by both Councils in October 2024 on the amount and timing of grants that they may award. A programme of fundraising events is already underway, with the next event being an outdoor movie screening on 14<sup>th</sup> September. An allowance has been built into the fundraising plan to create a £25k contingency fund for unanticipated costs or revenue shortfalls.

The income projections in the I&E account bring together all the known sources of additional revenue and use the tariffs currently in place at the Cordes Hall – though there is upside potential here given the attractiveness of the new venue. For additional prudence, a 10% contingency has been allowed against the projected income. Cost projections have been based upon the financial records of the Cordes Hall, which is a similar sized building with a comparable nature of use, together with allowances for increased utilisation. The I & E account projects an annual operating surplus growing for £12 k to £18kpa over the five year period of operation to June 2031, allowing the contingency fund to grow to £30k and generating cumulative general reserves of £69k.

The Balance Sheet and Cash Flow project a retained cash balance of £99k at 30<sup>th</sup> June 2031, though in practice it is likely that part of this will be reinvested over the life of the Plan in further development of the venue as new community needs and opportunities emerge.

## **Conclusion**

***This is a once in a lifetime opportunity. If we do not seize the moment, the Novello will be bulldozed. If we do rise to the challenge, we will create a wonderful community asset that will benefit the people of Sunninghill and its neighbouring parishes for generations to come.***

***We have the vision, we have the will, we have the expertise and we have the support of our local community. The Appeal Committee commend this Business Plan to all stakeholders in and supporters of this wonderful project.***



Business Plan Appendix 1A - Purchase Costs and Structural Renovations	
DESCRIPTION	COST
Capital cost	£ 300,000
Provision for legal fees and associated costs	£ 15,000
Stamp Duty	£ 7,500
Initial design fees	£ 7,500
Ongoing project management	£ 45,000
Full structural survey	£ 5,000
Remove asbestos and replace	£ 70,000
Roof inspection retile and insulation	£ 45,000
Rewiring	£ 20,000
Heating system	£ 15,000
Fire and security alarm	£ 25,000
Insulation	£ 30,000
Install ventilation system	£ 30,000
DDA adaptations	£ 50,000
Chlorination of water system	£ 2,000
Emergency lighting	£ 15,000
<b>Sub-Total</b>	<b>£ 682,000</b>
Contingency at 10%	£ 68,200
<b>TOTAL</b>	<b>£ 750,200</b>

Business Plan Appendix 2A

# Fundraising

Requirement	Amount	Status
Purchase of Novello and Structural repairs	£750k	Conditionally pledged
Refitting theatre and creation of Community Hub	£500k	£203k received £47k pledged

**Appeal target (First Phase) £250k**

**To be achieved through fundraising events, grants and donations between 1.10 24 to 30.6.26**

## Appendix 1

### Request for CIL Funding Form for Projects

Name of Proposer: <span style="background-color: black; color: black;">[REDACTED]</span>	Date: 24 <sup>th</sup> February 2025
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#### Project Description

Project Title:	Save the Novello Picture House
Project Location:	Sunninghill High Street
Description of the project:	To acquire the theatre/picture house from RBWM through a partnership with the Sunninghill Trust and to restore/renovate the building as both a theatre and Community hub. The purchase of the building from the Borough is progressing with an expected Completion around the end of March 2025. Plans for the renovation are also progressing well and it is hoped that the works can commence in Q3 2025 with a target for the theatre being back in use by the end of 2026.

#### Project Justification:

Does the project support the delivery of infrastructure as listed in the Business Plan?	Yes	X	No	
Which category does it fall under?	Community			
What is the legal power under which we can implement this project? <small>[If S137, please provide statement showing that this amount falls within our annual allowance]</small> <small>[If relying on another authority's power, please provide details]</small>	The Novello will be purchased by the Sunninghill Trust with full title and leased on a long term lease at a nominal rent by the Trust to the Cordes Hall, a registered charity which will manage the renovation and ongoing operation of the facility.			
Explain the problem, issue or need that the project addresses.	The theatre has been underused and poorly maintained for many years with restricted access to the local Community. This has put intense pressure on the Cordes Hall to satisfy the community needs in Sunninghill and Sunningdale for theatrical and other group activities which it has been unable to fully satisfy. The ongoing growth of the local community means that this problem will become even more acute in the future.			
In what way does the project resolve these issues?	The theatre will be returned to the Community, enabling the charity to meet currently unfulfilled demand for a purpose-built performance space for amateur theatricals, while freeing up the Cordes hall and providing ancillary spaces within the Novello to meet unfulfilled demand for space for activity and meeting other community groups.			
Who are the likely beneficiaries of the project?	Local amateur dramatic societies, local community groups and activities, local schools, local small businesses, individual residents of local parishes.			

<p>What evidence do you have of consultation with the community or stakeholders for this project?</p>	<p>Significant feedback has been received by the project team from the series of public meetings and events, from direct interactions with local performance groups, activity leaders and schools and from ongoing requests to the Cordes Hall Management Committee for the provision of performance and activity space which it is currently unable to meet.</p>
<p>Would the project lead to any income generation? Provide forecasts of this.</p>	<p>Please see the attached financial plan, which has been based on the anticipated level of demand evidenced by community consultation. The plan has been modelled using the same hire rates as charged by the Cordes Hall and operating costs have been modelled based on the established cost base of the Cordes Hall, and shows an annual operating surplus of 10%, which will be reinvested in the ongoing development of the building.</p>



## Current Status of the Project

Aside from funding, is the project ready to commence?	Yes	Yes	No
If the project is not ready to commence, please list briefly the main constraints.	<p>The project will commence as soon as the legal formalities have been concluded between RBWM and the Sunninghill Trust and between the Trust and the Cordes Hall. Funding for the acquisition and structural renovation of the building are in place and funding has been received/committed for 50% of the first phase of the internal renovation and we are now seeking support to raise the final 50% for the first phase and further support for a second phase which, subject to funding, would further enhance the interoperability of the Novello with the neighbouring Cordes Hall, further develop the flexible changing/community space at the rear of the theatre, expand the café/bar at the front of the theatre and increase available storage space.</p>		

## Funding for the Project

Please indicate the total cost of the project	£1,250,000 for the first phase, being £750,000 for the purchase and structural renovation and £500,000 for the internal renovation (see Appendix 2A). The second phase has not yet been costed but is likely to require funding of around £250,000.		
Please provide a detailed breakdown of the costs for the project	See Appendix 1A (Purchase and Structural renovation) and Appendix 1B (internal renovation).		
How much funding does the project currently have?	In total, funding of £1,000,000 has been secured by way of the commitment of £750,000 from the Sunninghill Trust and pledges and donations of £250,000 from the community.		
Please provide a detailed summary of the total CIL funding required?	We are seeking to secure £200,000 over the next 18 months, with at least £100,000 of this during 2025 to ensure that we have certainty that we will reach our £500,000 requirement for the internal renovation programme, and thereafter a further £100,000 towards the second phase of development.		
Would the scheme be fully funded if the CIL contribution is agreed?	Yes	Yes	No

Please indicate in the table below the source of additional funding that has been secured / is being sought.

Source	Amount	Conditions attached	Use by date	Funding confirmed?*
Sunninghill Trust	£750,000	Completion of purchase	N/A	Yes
Private community donations	£250,000	N/A	N/A	Yes
Private Community	£50,000	N/A	N/A	No – fundraising programme underway



donations				with expected end date 30.06.25
Sunningdale PC	£200,000	N/A	N/A	Application herewith
Sunninghill & Ascot PC	£200,000	N/A	N/A	Application submitted

\*If no, please provide a date of when a decision is expected.

## Delivery Timescale

What is the current delivery timescale for the project?	Immediate	
	Within current year	Completion of purchase expected end Q1 early Q2 2025
	Up to 2 years	Completion of renovation targeted Q4 2026
	Up to 5 years	
	5-10 years	
Please provide further details on the programme for delivering the project, including start and completion dates?	A full measured survey of the Cordes Hall has already been completed and a full survey of the Novello is underway which will enable final design details, including interconnectivity between the buildings, to be finalized. Tenders for the work will be sought in Q2 2025 in parallel with applications for any planning consent or building regulations approval. Renovation work is expected to start in Q3 2025 with a targeted project completion date at the end of Q3 2026.	

## Constraints and Risks

Please explain the risks involved in the project (e.g. delivery risks, financial risks, reputational risks etc) and identify how these can be overcome	
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The level of funding risk has been substantially mitigated by the commitment of the Sunninghill Trust to fund the purchase and structural renovation of the building – the principal funding risk now relates to the level of support that can be provided by the local councils. This risk can, if necessary, be mitigated by reducing the scope of the first phase of the internal renovation and extending the time frame for the community fundraising programme. The inevitable risk of project cost overruns has been mitigated by allowing prudent contingencies within the cost estimates and the provision of a dedicated project manager for the renovation programme. The level of operational risk once the Novello is fully restored is mitigated by the well evidenced strong demand for community facilities which cannot be met by the Cordes Hall on its own, by the experience of the Cordes Hall Operations team and the Appeal Committee in running community buildings and again by allowing prudent contingencies within the financial projections. All of this gives a high level of confidence of a successful outcome.

Signed:








# Appendix 1

## Request for CIL Funding Form for Projects

Name of Proposer: <b>SUNNINGDALE BOWLING CLUB</b>	Date: <b>16 July 2024.</b>
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### Project Description

Project Title:	<b>DISABLED ACCESS PROJECT</b>
Project Location:	
Description of the project:	<b>Modifications to the clubhouse and site to provide wheel chair access &amp; disabled toilet facilities</b>

### Project Justification:

Does the project support the delivery of infrastructure as listed in the Business Plan?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Which category does it fall under?	<b>SF1    ≠    SF5</b>			
What is the legal power under which we can implement this project? <small>[If S137, please provide statement showing that this amount falls within our annual allowance]</small> <small>[If relying on another authority's power, please provide details]</small>	<b>The site is owned by the club and we are advised that only building regulation approval would be required</b>			
Explain the problem, issue or need that the project addresses.	<b>The English bowls governing bodies are keen to promote bowls as a sport for disabled people as it is a low impact form of exercise that can continue well into old age.</b>			
In what way does the project resolve these issues?	<b>The project will provide proper access and suitable facilities to allow the club to confidently provide bowls to the disabled community</b>			
Who are the likely beneficiaries of the project?	<b>1. Disabled residents interested in taking part in the sport</b> <b>2. Disabled residents interested in any social events that the club holds</b>			
What evidence do you have of consultation with the community or stakeholders for this project?	<b>We have found no means of securing data on the likely population that these changes might benefit. As a matter of principle we believe we should be able to cater for disabled people.</b>			
Would the project lead to any income generation? Provide forecasts of this.	<b>All members of the club pay playing and membership fees which is designed to cover the operating costs.</b>			

## Current Status of the Project

Aside from funding, is the project ready to commence?	Yes	<input checked="" type="checkbox"/>	No
If the project is not ready to commence, please list briefly the main constraints.	The project is fully designed. Tenders for the work will be invited once funding is secured.		

## Funding for the Project

Please indicate the total cost of the project	£30,000		
Please provide a detailed breakdown of the costs for the project	1. Internal remodelling & installation of disabled toilet ÷ £21,000 2. Replacement exterior door & glazing ÷ £8,000 3. Access ramp ÷ £1,000		
How much funding does the project currently have?	The club has already committed £600 to produce the design for the works. We have verbal indications from two other sources of potential funding - see below		
Please provide a detailed summary of the total CIL funding required?	£30,000		
Would the scheme be fully funded if the CIL contribution is agreed?	Yes	<input checked="" type="checkbox"/>	No

Please indicate in the table below the source of additional funding that has been secured / is being sought.

Source	Amount	Conditions attached	Use by date	Funding confirmed?*
ROUND TABLE	up to £5000	No	Both offers dependent on sufficient funding to allow the project to proceed & also dependent on other demands that the sources may have on their funds at that time.	
SUNNINGHILL TRUST	up to £1000	No		

\*If no, please provide a date of when a decision is expected.




## Delivery Timescale

What is the current delivery timescale for the project?	Immediate	
	Within current year	
	Up to 2 years	✓
	Up to 5 years	
	5-10 years	
Please provide further details on the programme for delivering the project, including start and completion dates?		
<p>Playing commitments mean that the works should only take place during the outdoor close-season: October to March. This is an ample time for the works but timing will depend on funding being available. We do not intend to invite tenders for the work until funding is confirmed.</p>		

## Constraints and Risks

<p>Please explain the risks involved in the project (e.g. delivery risks, financial risks, reputational risks etc) and identify how these can be overcome</p>	<p>This project is straightforward building works with little unusual risks involved. It is possible that external work will be affected by weather or ground conditions but effect will be limited.</p>
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<p>Signed: </p>	<p>Date: 16. July 2024</p>
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## Appendix 2

### Request for CIL Grant Form

Name of Proposer/ Grant Funding Agency Name <b>SUNNINGDALE BOWLING CLUB /SUNNINGDALE P.C.</b>	Date: <b>16 . July 2024</b>
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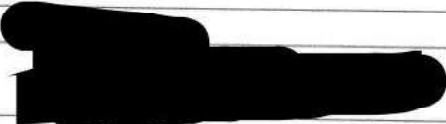
#### Grant Description

Grant Title:	<b>Bowling Club disabled project</b>
Objective/Purpose of the Grant	<b>Increasing availability of the sport to residents particularly those with disabilities</b>

#### Justification:

Does the grant support the delivery of SPC strategic objectives?	Yes	<input checked="" type="checkbox"/>	No	
Which category does it fall under?	<b>SFI → SF5</b>			
What is the legal power under which we can implement this project? <small>[If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]</small>	<b>Local Government (Misc Provisions) Act 1976 Section 19.</b>			
What are the tangible benefits of this grant?	<b>Facilities available to the whole population</b>			
Who are the likely beneficiaries?	<b>1. Disabled residents</b> <b>2. The Club through increased membership</b>			

#### Funding Request

Total Projected Cost	<b>£ 30,000</b>
Amount Sought	<b>£ 30,000</b>
When is the funding required? Please explain any phasing for this funding request.	<b>We would like to start work no later than January next year so funding would need to be confirmed no later than 1. Sept 2024 to allow tenders to be invited in the confidence that a contract could be agreed.</b>
Signed: 	Date: <b>16 July 2024</b>



## Background to funding request and supplementary Notes

### Background.

Sunningdale bowling Club has been active in the village for over 100 years. The land on which it stands was formerly part of the Cahally Estate and was gifted to the club by Mrs Kruse to be developed as the club pleases; the only condition being that it may only be used as a bowling green or as a sports ground.

Lawn bowls is a low impact form of exercise that has considerable health maintenance properties as people age. We have several members in their eighties and have only this year lost our 94 year old member who has moved away from the area; he is still bowling. In summer months bowls is played in a green outdoor venue surrounded by trees and flowering shrubs. In the close season we play a form called Short Mat inside the clubhouse.

### Current situation

We are a thriving club but are not able to accommodate members with physical disabilities. Our clubhouse is accessed via a flight of steps and we do not have disabled toilet facilities. Our car park is only partly hard paved and does not have a smooth surface; indeed we use part of our frontage that has no paved surface which whilst being possible during the summer months any rainy weather during the closed season months makes life more difficult and can result in damage to the grassy area. This is a particular issue when, during this part of the year, the area is used by the public as a suitable start point for local walks

### Proposals

We want to make changes to our facilities so that we can accommodate members of the community with physical difficulties. This fits in with the Fit for the Future strategy of our national body Bowls England and our own views that bowls should be an activity that the whole population can derive benefit from. We have prepared a scheme of works that will provide disabled toilet facilities and suitable accesses to the clubhouse and have been advised that a suitable budget for the works is £30,000.

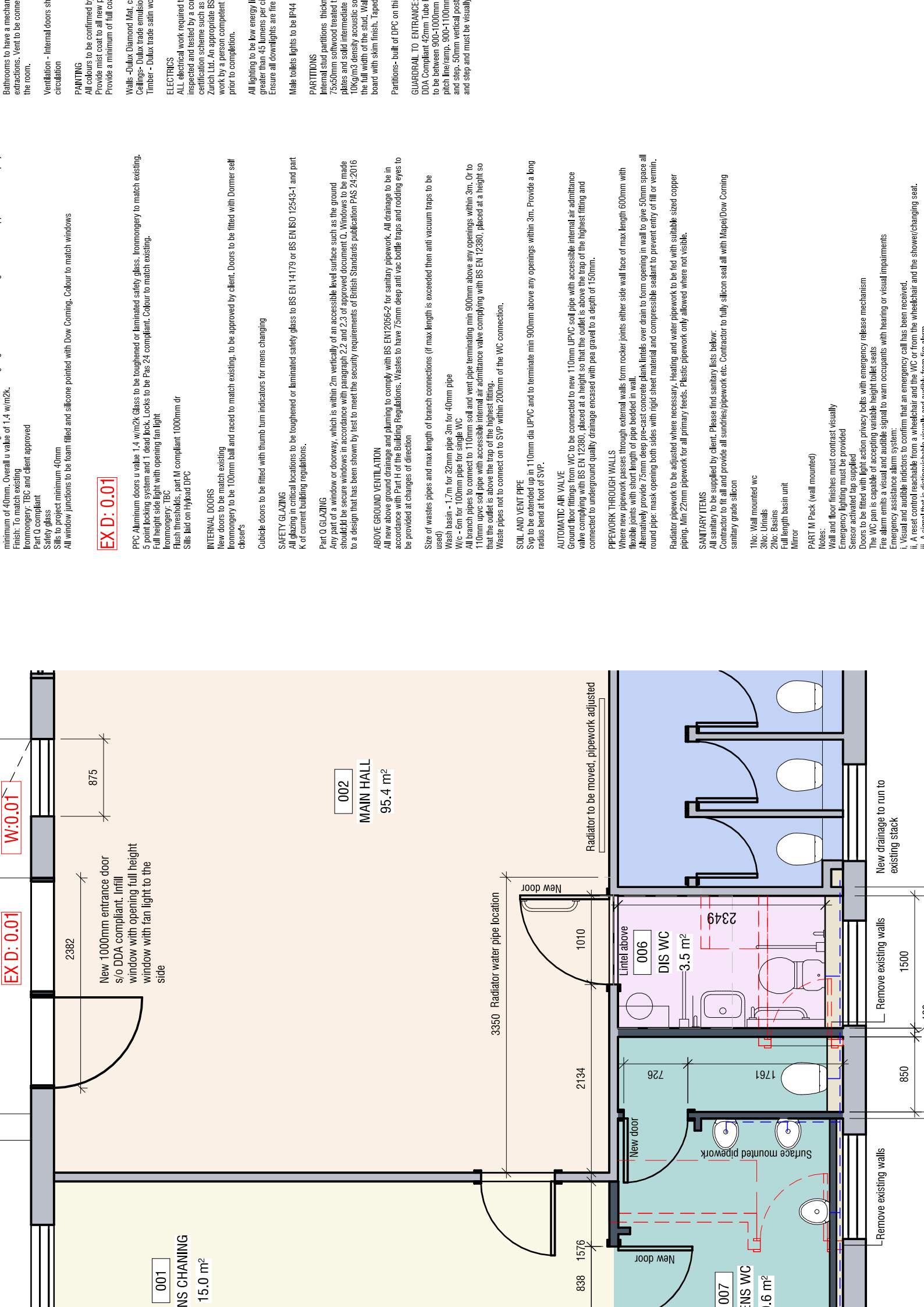
Special wheelchairs are available for those who are unable or find difficulty in walking. We would like to purchase such a wheel chair so that any wheelchair users who might be interested in the sport can try it out and hopefully join our friendly club. These chairs cost in the region of £1,200 and separate funding is being sought for this purchase.


### Car Parking

Ideally our roadside car parking area which is used regularly by the public as well as club members and visiting players from other clubs should be provided with a smooth long lasting surface suitable for wheel chairs and be extended to the full extent of our frontage to reduce any nuisance to neighbouring properties. The total area involved is approximately 400 square metres and we have not identified a budget cost of this work as much will depend on a full technical investigation of the existing construction and the construction specification finally selected. We are also aware that the Council is about to create a public footpath from this land continuing north along Whitmore Lane.

We know that much of the area is compacted stone which is believed to be some 250 thick. A minimum specification would be to level off and grade the existing substrate filling any un-stoned areas and any depressions to produce a suitable profile and then the preparation of the surface to make it suitable for disabled access. Whatever final specification is decided upon it will need to tie in with whatever the Council decides to do. The area is regularly used by local residents as a parking place when they take walks in the area. We do not object to nor do we seek to formally restrict this use though it does cause problems when there are matches against visiting teams at the club. As the area is designated Adopted Highway then perhaps the Parish Council would consider using CIL money to improve this area particularly as the new footpath may increase public demand for car parking.








Sunningdale Bowling Club, Whitmore Lane  
Sunningdale, Ascot  
SL5 0NA

18 December 2024



We are pleased to submit the following estimate as requested for works to be carried out at Sunningdale Bowling Club, Whitmore Lane, Sunningdale, Ascot, SL5 0NA.

As you may already be aware, we have many years of experience in the building trade and we also keep up to date with the latest techniques and materials, so we are able to provide the best possible job satisfaction for our customers.


We have based the estimate on the plans provided.

Our emphasis is on consistent quality, whether the job is large or small, and if you decide to change your instructions, or have any amendments to these plans, we can swiftly provide you with alternative costs.

We ensure our works are accurately priced; we include detailed reports and a full written estimate so you can see exactly what has been allowed and have clear concise information to further assist with the smooth running of your building project.

When the job is underway, we will aim to keep you informed throughout the build and provide careful project management so you will always be kept up to date on the progress of your project.

Yours sincerely,



**We have based the estimate on the following works:**

## **Site Setup**

### **Site clearance and disposal.**

Within our site set up we have allowed for a WC to be installed on site and any site preparation works required to start the project.

## **Foundations**

We have allowed for trench foundations 1m deep and 600mm wide, leaving the top of the concrete approximately 300mm below ground level.

We've allowed for the removal and disposal of all soils from the site, for the above excavations.

Please note building control officers will inspect foundations and may require changes in foundation depths. If changes need to be made, this would be an additional cost to this quotation.

We have assumed that ground conditions are satisfactory and have therefore not allowed for shoring of the foundations.

## **Ground Floor**

### **Walls up to DPC**

#### **External walls (walls up from foundations to DPC level)**

Build outer and inner external walls with Celcon hi-7 aerated 7.3n concrete block 440 x 215 x 100mm [buildingmaterials.co.uk](http://buildingmaterials.co.uk) blocks and allowance per thousand bricks £600.00, bricks up to DPC level, leaving the outer leaf down below face work.

### **Vegetation soils (topsoil)**

Remove all vegetation soil from oversite area. We have allowed up to 300mm of topsoil to be removed from the oversite area.

### **DPC (damp proof course)**

We have allowed for the installation of a DPC to the base of all ground floor walls to the minimum of 150mm above ground level.

### **Block and beam**

We have allowed for beam and block floors where required, beams set at 0.45 m centres. builder should ensure that this meets building control approval. if local authority building control require a design change, there will be a change to material and install costs. all ventilation requirements have been catered for with telescopic ventilation products.

## **Walls**

**External leaf**

All external wall construction has been based on information provided within the specification and drawings provided including cavity insulation. if any brickwork is required, the cost used will be an allowance for the brick per 1000.

**Masonry partition walls**

All internal walls that are required to be blockwork construction will be medium dense block or 7n if load bearing (unless otherwise stated).

**Lintels / steelwork**

To be fitted to all new openings with minimum required bearings and to suit cavity width. Structural steelwork costed is an allowance due to steel market fluctuations and we have no liability for the design and its structural implications.

**Scaffolding**

Above Ground Floor: (All floors above the ground floor)

**Windows / Doors****External windows and doors**

The costs provided are based on a price per M2 for windows and doors, unless these costs have been obtained and supplied for inclusion within this estimate, this is due to client's design requirements and may be different to those shown on the drawings.

**Roof Structure****Roof:****Trusses / rafters (roof structure)**

Whether a trussed or a cut roof has been specified these costs are all included.

**Guttering & down pipes**

Half round guttering and downpipes, colour to client's choice.

**Flat Roof Covering**

The covering is an allowance per M2 due to different construction methods and designs.

**First Fix Carpentry: (All Internal Carpentry works required before plastering)****Plasterboard**

All plaster boarding to ceilings and stud walling.

**Window boards (board fitted to the internal ledge of window)**

MDF is generally used unless otherwise stated, this is fitted to all rooms except for kitchen, bathroom, utility, en-suites and WC as these are classed as wet areas and would normally be tiled.

**Stud partition walls (internal timber framed walls)**

All timber or metal stud partitions are generally non load bearing with acoustic roll between studs.

**Plumbing**

We have allowed a provisional sum of £7,000.00 for plumbing.

Your current heating/water system will need to comply with current regulations. This will need to be checked before work commences.

**Electrics**

We have allowed a provisional sum of £2,000.00 for electrics.

All electrics will need to comply with current regulations - existing fuse board and earth will need to be checked before work commences.

**Plastering:**

**Masonry walls**

Dot and dab to external masonry perimeter walls and internal masonry walls with a plaster finish.

All external corners to walls and opening reveals we have appropriate corner beads. We have also allowed for the fitting of scrim reinforcement tape to all plasterboard joints and fixings.

**Second Fix Carpentry: (All Internal Finished Carpentry required after plaster works)**

**Internal doors**

These will be an allowance for both fire rated, and standard doors installed to manufacturers recommendations, unless style stated in specification, including all door furniture and door closers where required.

**Skirting boards and architraves**

Will be fitted to both sides of all new walls and door openings, generally in mdf unless otherwise stated.

## **Drainage**

All drainage shown on the drawings that is within the boundary of the property is included with in the estimate, any drainage that is off site will not be included due to obtaining permissions and licences for the works required.

## **Pathways and Driveways**

All driveways and pathways are to the specification supplied, including all sub-base material and plant hire for carrying out the works.

## **Decorating**

All new walls, ceiling and woodwork that require decoration have been accounted for in the decorating. This will be emulsion for the walls and ceilings with undercoat and gloss to the woodwork. No windows have been costed for painting as the price included for these items is a pre-finished product and no decoration is required.

If external roof items are uPVC, then the decoration will not be included as not required.

## **Finishes**

All wall and floor tiling products are an allowance due to the vast range of tiles available to the market and the total cost will be adjusted when chosen.

## **Other Provisional Sums**

Upon completion of works, all building materials and debris will be removed from site and disposed of. Any items that were deemed a provisional sum or allowance should be agreed before the commencement of those works as there will be cost differences for these items for plant, labour and materials.

## **Alterations:**

All internal demolition works, forming opening etc. supporting necessary walls and making good to disturbed walls and ceilings.  
please be aware that these works can be a dusty process, all possible precautions will be taken to keep the work and surrounding area debris-free but this cannot be guaranteed.

Total Estimate Price £27,266.30 + VAT £5,453.26

**Total price £32,719.56**

*All building work will be carried out in accordance with building regulations.*

*Please note, the above estimate costs are based on that stated above and if you have any queries, please do not hesitate to contact us.*

*The price of the goods shall be that prevailing at the date of delivery of the goods. The price is exclusive of vat which shall be due at the rate ruling on the date of a vat invoice. We cannot accept liability for damage caused by supplier's delivery vehicles, or for compaction damage caused by plant.*

**Client's responsibilities:**

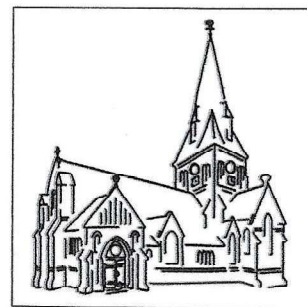
We will need access to water and electricity, it would be useful if you could inform us where the stop valve is for the water, and if you know where the electric, phone line and any other service lines are located.



## **FAO the Parish Councillors with respect to CIL funding.**

The Transforming Trinity project is a wide-ranging re-ordering and re-furbishing of Holy Trinity with many separate aspects to it although our aim is quite simple.

We want to move away from Holy Trinity being just a church building for church use, to a community hub, allowing the whole community to access and enjoy this breathtaking building.



At the moment the design and layout is Victorian and although we intend to cherish and protect our heritage the project reimagines the building and creates new facilities for all to enjoy.

If you have time, please watch the short video; visit our website [holytrinitysunningdale.co.uk](http://holytrinitysunningdale.co.uk) – scroll down to Transforming Trinity – click on “read more” and select the short video clip link

Or click on this link here <https://www.youtube.com/watch?v=W2Ar89kXscc>

In our fund-raising we have been able to secure grants from various trusts who are happy to support the whole project, therefore their grant can be used for any aspect. We have though applied for specific amounts from particular organisations relevant to what they prefer to fund, so for example the Heritage Lottery fund for the external stonework repairs.

We have applied to another grant maker who we know likes to assist with disabled access and AWC. They wish their funding to be used specifically for these items that we can guarantee will be included in the build.

**Our request to the Parish Council** is in a similar vein.

Our invitation is to consider funding specific aspects of the build that will specifically be advantageous to the community and towards their use of the building. For our part we will make known that these were provided by Sunningdale Parish Council for the community to enjoy.

By opening up the ground floor we will create a very large space for community events and the new servery will make catering so much easier. The new room on the upper floor will be a glorious space suitable for a wide range of activities and again the availability for refreshments makes hosting events all the better.

Our expectation is that a wide range of community groups will recognise that the facilities we create will serve their purpose; be it a small meeting room with kitchen and toilet, or a larger space for a lecture, or the whole ground floor for a social event.

In considering the build and with CIL funding in mind our attention was drawn to the following aspects. (I've included VAT on these figures)

The new servery.	£32,400
The furniture for the café space (ten tables and sixty chairs).	£22,297
A bespoke storage facility for the foodbank.	£ 4,800
The renewal of the drive & pathway to improve parking and accessibility.	£25,200
Total	£84,697

We are mindful of the demands on funds and the wide responsibilities the Parish Council has.



In bringing these specific items to your attention we felt they would match the aspirations and development of Sunningdale for the community and release far more than the cost of the items themselves. What I mean is this.

Our investment currently stands at £1,108,648 towards being a community hub but a key element is the servery that creates a place to host a wide range of activities. The café area (i.e. tables and chairs) at the rear of the building will be the most frequently used place.

Because we have to meet high standards for joinery and appearance, we cannot quickly build a new cupboard to keep the foodbank supplies; a foodbank we began during the pandemic that revealed a layer of need across our community and that isn't decreasing<sup>1</sup>.

As for the drive and pathways, we know that parking is a frequent topic for Parish Councillors! Making the most of the space (with EV charging) will be advantageous.

### **Value for money.**

In 1974 we installed sliding doors around an area to create a Parish room. For 51 years the church has used that "investment" far beyond the original cost and to great benefit. The church community are responsible for the maintenance and upkeep of the whole complex, so whether it's loose tiles and a gutter, or something that needs repairing, or maintenance on the sliding doors the church community covers the cost.

CIL money invested in Holy Trinity by the Council will yield a benefit for a very long time in the knowledge that the church community will be maintaining the new facilities at their own expense, not returning to the Parish Council for a further grant.

It would give us tremendous encouragement and an opportunity to publicise the use the Parish Council are making of CIL funds if we are able to partner together concerning the specific items mentioned.

To date we have raised £1,108,648 towards our target of £1,568,000 (exc vat). We have identified the essentials to this project that will be done in a first phase should we not reach the full target, and this includes the four items mentioned above that we are seeking funding for.

Our funds have come from the sale of a small church property, two small trust funds we manage, church member contributions (£470,000) and grants from various bodies. We have other grant bids pending. Our request to the Parish Council is 4.6% of the total cost (allowing for VAT on everything).

We publish a magazine 3 times a year and this is delivered to 2,500 homes across Sunningdale. This gives us the opportunity to signpost what will be available and how the community hub can be accessed and used. We know how important it is that CIL money is used for the benefit of everyone and believe that re-fashioning Holy Trinity to be available for all is the right thing to do in partnership.

Yours sincerely

A large, solid black rectangular redaction mark covering the signature of the sender.

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<sup>1</sup> Our monthly foodbank compliments the one run at the Hope Centre, theirs dealing with surplus fresh foods and ours the basic monthly items (dried, tinned, pet food, cosmetics)

1. Applicant organisation	Holy Trinity
2. Name & position of main contact	Mr Paul Cartwright - Warden
3. Applicant contact details (phone no, email & address)	[REDACTED]
4. Type of organisation  If a charity, please provide registration number	Parish church  Charity number 1129882
5. Is the organisation able to reclaim VAT?	Up to £25,000 in any calendar year
6. Location of project	Holy Trinity, Church Road.
7. Summary of the project proposal	<p>Transforming Trinity will achieve three things.</p> <p>A new suite of rooms and facilities that will transform a large Victorian church into an effective community hub making available various rooms and a very large open space for the whole community to use.</p> <p>Attention to heating, lighting, furniture and flooring will make it a building fit for purpose.</p> <p>The servery, toilet facilities and renewed access will place hospitality at the heart of all that can be hosted in the building.</p> <p>A short 3.5 minute video explains the full project – visit <a href="https://www.youtube.com/watch?v=W2Ar89kXsec">https://www.youtube.com/watch?v=W2Ar89kXsec</a></p>
8. Estimated project cost	£1,568,000 plus VAT on applicable aspects of the build (certain aspects are exempt, for example AWCs and access)

## CIL STAKEHOLDER GRANT - APPLICATION FORM

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought	£84,697	Covering four specific aspects of the project
Any other Local Authority Contribution	none	
Third party contribution	Nil	Towards these aspects of the build
Total Cost	£1,568,000 + applicable VAT	Please see additional notes

10. Details of additional sources of funding available	Applications are pending with a number of grant makers towards other aspects of the build (see notes)
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	<p>We believe an investment by the parish council will yield a result for the community for a very considerable time and hope the council will be able to contribute to the project.</p> <p>Creating the servery, providing the tables and chairs, the foodbank storage and parking; all these will enhance the facilities for all whether or not someone is a churchgoer.</p> <p>We are seeking funding for these specific aspects of the build as I've explained in the notes.</p>
12. Please indicate whether the organisation has previously received CIL or other funding sources from RBWM or Sunningdale Parish Council. If yes please, provide amounts and timings	No, we have not received any CIL funding or any other form of funding from RBWM or Sunningdale PC.

<p>13. How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>“The parish council works to improve the quality of life for all Sunningdale residents.” Community lies at the heart of the strategic plan.</p> <p>Transforming Holy Trinity into a community hub (warm, welcoming, accessible) places a facility in the heart of Sunningdale that all can enjoy and use. We have experience of achieving this previously (see CMI below)</p> <p>We are a location residents can walk to and by having both an outdoor and indoor café area an opportunity is created to engage with the community as a permanent drop-in centre. We have long experience of signposting residents to the help and resources that are available, but more than just signposting we welcome all who come, wherever they’ve come.</p> <p>In particular we know how vulnerable residents can become through bereavement, ill health, isolation and need. The community hub will create rooms and spaces for groups to book, but the volunteer run café will offer open hospitality through the week for folk to simply come and chat.</p>
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<p>14. What evidence is there of support from the community?</p>	<p>The church used to lease the CMI building and during that time ran a very full programme throughout the week.</p> <p>The community hub at Holy rTrinity is to replicate that experience. Café, clubs, organizations, rooms to hire; the CMI was a very busy place. Mum’s with pre-school children knew they could drop in any time to meet another adult! Parents dropping children off and waiting to collect could meet and chat.</p> <p>Without making any demands on anyone the CMI fostered community spirit and cohesion and so the street parties, attended by a 1000 or more people bore out how valuable that facility could be.</p> <p>The community hub at Holy Trinity doesn’t seek to replicate facilities elsewhere or to run commercially, but opens up a building for the community to use and enjoy. Whether it’s a pre-school ballet class, or an NCT class, or a choir rehearsal space, or the quiz night, this building belongs to all.</p> <p>We have support of the school and the scouts, encouragement and support of the Diocese, of 5 grant making bodies (with 3 pending) and the active and generous funding of 62 people (accumulating £470,000) from across the community who believe in this project.</p>
<p>15. Proposed timelines for the project</p>	<p>Beginning in June 2025 and ending before Easter 2026.</p>

<p>16. Is there a related operating cost associated with the project? How will this be addressed?</p>	<p>No...the church will continue to pay for the running and maintenance of the building and the church administrator will oversee bookings. Much of the other activity is conducted by volunteers, for example the current café.</p> <p>NB the Café in the CMI was open five days a week with one employed person and the rest as volunteers – the income covering the expenditure. We are not looking for funding to employ anyone.</p>
<p>17. If the organisation is not in the public sector please provide details of the organisation's finances. Please include a copy of the most recently audited accounts, including unrestricted reserves.</p>	<p>The church accounts can be viewed on line at the charity commission.</p> <p><a href="https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5003076/financial-history">https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5003076/financial-history</a></p> <p>The 2024 accounts are being audited in preparation for the annual meeting. 2023 accounts attached.</p>
<p>18. Do you need planning permission to carry out the works?</p>	<p>For exterior only – from RBWM. An application has been made, 24/02620/FULL – 29<sup>th</sup> Oct 24. Decision pending.</p> <p>For exterior and interior – from the Diocese of Oxford. Permission has been given to develop the project, and we have worked with the Diocesan Advisory Council for 3 years towards the faculty.</p>
<p>19. If planning permission is required is it in place to carry out the works?</p> <p>If so please provide the application number.</p>	<p>RBWM – application 24/02620 pending.</p> <p>Diocese – we are heading through the notification of advice stage after which the Chancellor issues the faculty and conditions. All the relevant issues on drawings, design and implementation have been agreed. We began working jointly with the Diocese in 2022 and the On-line faculty application (2023-081959) was uploaded in 2023</p>

#### Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Sunningdale Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event I agree to inform Sunningdale Parish Council via the parish Clerk of any material changes to the proposals set out above. When requested I agree to provide Sunningdale parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Sunningdale Parish Council's statutory rights as the designated provider of these CIL funds, which include provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Sunningdale parish Council checking all supplied information for the purpose of decision making. The information on the form will be stored in Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Sunningdale Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see:

Privacy Policy

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

HOLY TRINITY, SUNNINGDALE

Date: \_\_\_\_\_

05/03/25

## HOLY TRINITY CHURCH SUNNINGDALE

### Statement of Financial Activities Year Ended 31 December 2023

	Notes	Unrestricted £	Restricted £	2023 Total funds £	2022 Total funds £
<b>Income and endowments from:</b>					
Donations and legacies	2	118,634	34,770	153,404	144,957
Other trading activities (church activities)	3	11,320	16,692	28,012	12,274
Investments		3,867	11,727	15,594	6,990
<b>Total</b>		<u>133,821</u>	<u>63,189</u>	<u>197,010</u>	<u>164,221</u>
 <b>Expenditure on:</b>					
Charitable activities (church activities)	4	133,764	20,331	154,095	130,447
<b>Total</b>		<u>133,764</u>	<u>20,331</u>	<u>154,095</u>	<u>130,447</u>
<b>Net income/(expenditure)</b>		57	42,858	42,915	33,774
Realised gain on sale of fixed assets		-	-	-	-
<b>Net movement in funds</b>		<u>57</u>	<u>42,858</u>	<u>42,915</u>	<u>33,774</u>
<b>Reconciliation of funds:</b>					
Total funds brought forward (restated)		<u>455,952</u>	<u>175,529</u>	<u>631,481</u>	<u>597,707</u>
<b>Total funds carried forward</b>		<u>£456,009</u>	<u>£218,387</u>	<u>£674,396</u>	<u>£631,481</u>

The Statement of Financial Activities reflects the results of continuing activities for the year.

There are no recognised gains and losses other than those shown in the Statement of Financial Activities.

# HOLY TRINITY CHURCH SUNNINGDALE

## Balance Sheet at 31 December 2023

	Notes	Unrestricted £	Restricted £	2023 Total funds £	2022 Total funds £
<b>Current assets:</b>					
Debtors		280	-	280	135
Cash at bank and in hand		455,829	218,387	674,216	631,411
Total current assets		456,109	218,387	674,496	631,546
<b>Liabilities:</b>					
Creditors falling due within one year		(100)	-	(100)	(65)
Net current assets		456,009	218,387	674,396	631,481
<b>Total assets less current liabilities / Net assets</b>		<u>£456,009</u>	<u>£218,387</u>	<u>£674,396</u>	<u>£631,481</u>
<b>The funds of the charity:</b>					
Restricted income funds	7	-	218,387	218,387	175,529
Unrestricted income funds		456,009	-	455,952	455,952
		<u>£456,009</u>	<u>£218,387</u>	<u>£674,396</u>	<u>£631,481</u>

Approved by the members of the PCC and signed on their behalf by

Signed: ..... Date: 22nd April 24

Revd Jon Hutchinson (Chair)



# HOLY TRINITY CHURCH SUNNINGDALE

## Notes to the Financial Statements For the Year Ended 31 December 2023

### 1 ACCOUNTING POLICIES

#### (a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)). The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### (b) Funds structure

Restricted income funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose (there are currently no designated funds). Further details of each fund are disclosed in note 8.

#### (c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably. Donations, are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due. This is normally upon notification by our investment advisor of the dividend yield of the investment portfolio.

#### (d) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

## HOLY TRINITY CHURCH SUNNINGDALE

### Notes to the Financial Statements For the Year Ended 31 December 2023

#### 1 ACCOUNTING POLICIES (continued)

##### (e) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

##### (f) Tangible fixed assets and depreciation

Depreciation is calculated to write off the cost less estimated residual value of all fixed assets on a straight line basis over their estimated useful lives. The following annual rates are used:

Freehold property	Not depreciated
Fixtures and fittings	20% straight line
Computer equipment	33% straight line

#### 2 DONATIONS AND LEGACIES

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£
Donations received	100,437	2,275	102,712	89,241
Donations for Transforming Trinity	-	27,199	27,199	30,672
Gift aid tax reclaimed	18,197	5,296	23,493	25,044
	<u>£118,634</u>	<u>£34,770</u>	<u>£153,404</u>	<u>£144,957</u>

#### 3 OTHER TRADING ACTIVITIES (CHURCH ACTIVITIES)

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£
Wedding and funeral fees	6,165	-	6,165	4,665
Parish magazine	1,643	-	1,643	1,122
Café	2,477	-	2,477	1,948
Hire of church facilities	-	-	-	250
Hardship donations	-	16,692	16,692	2,405
Events / Other	1,035	-	1,035	1,884
	<u>£11,320</u>	<u>£16,692</u>	<u>£28,012</u>	<u>£12,274</u>

## HOLY TRINITY CHURCH SUNNINGDALE

### Notes to the Financial Statements For the Year Ended 31 December 2023

#### 4 CHARITABLE ACTIVITIES (CHURCH ACTIVITIES)

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£
Parish share	77,474	-	77,474	78,333
Parish insurance	5,051	-	5,051	4,612
Electricity and water	14,958	-	14,958	7,985
Clergy expenses	1,129	-	1,129	1,031
Printing, stationery, telephone, internet	5,010	-	5,010	4,433
IT hardware, software and maintenance	291	-	291	278
Church and vicarage maintenance	2,621	12,140	14,761	3,047
Training costs	-	-	-	450
Ministry costs inc donations	4,335	6,475	10,810	9,850
Refreshments	925	-	925	751
Wages and salaries	13,797	-	13,797	12,984
Legal and professional fees	20	1,716	1,736	55
Fees – diocese wedding and funeral	3,584	-	3,584	2,993
Governance costs	1,081	-	1,081	1,056
Other costs	2,409	-	2,409	1,903
Sound and vision equipment	1,079	-	1,079	710
	<u>£133,764</u>	<u>£20,331</u>	<u>£154,095</u>	<u>£130,471</u>

#### 5 ANALYSIS OF STAFF COSTS

	2023 £	2022 £
Salaries and wages	13,614	12,817
Other pension costs	183	167
Total cost	<u>£13,797</u>	<u>£12,984</u>

The average number of employees during the year was 2 (2022: 2) with all employee time involved in providing either support to the governance of the charity or support services to charitable activities.

No employees had employee benefits in excess of £60,000 (2022: none).

## HOLY TRINITY CHURCH SUNNINGDALE

### Notes to the Financial Statements For the Year Ended 31 December 2023

#### 6 INDEPENDENT EXAMINER'S REMUNERATION

The independent examiner's remuneration constituted a fee of £450 (2022: £440) for the independent examination and £275 (2022: £255) for accounts preparation assistance.

#### 7 RESTRICTED FUNDS

	Balance 1 Jan 2023 £	Income £	Expenditure £	Transfers £	Balance 31 Dec 2023 £
Organ	6,753	2,275	(2,200)	-	6,828
Barrington Beare	75,460	3,960	-	-	79,420
Transforming Trinity	69,793	40,262	(1,716)	-	108,339
Hardship Fund	6,653	16,692	(6,475)	-	16,870
Maintenance Fund	16,870	-	(9,940)	-	6,930
	<u>£175,529</u>	<u>£63,189</u>	<u>£(20,331)</u>	<u>£nil</u>	<u>£218,387</u>

**Email from Scottish and Southern electric to Elizabeth at the WI**

Good Morning Elizabeth

Further to my colleagues meeting with you on Wednesday I understand the meeting went well.

I confirm our agreement to the use of the area around our substation for the purpose of disabled parking bays as discussed. The access gate to the road to remain with a dual locking mechanism, although I understand that you may be changing the construction of the gate in the future. To confirm we need unobstructed access to the doors of the substation and to be able to open them fully. I believe materials for the new parking bays were discussed and heavy duty matting with gravel seemed to be an agreed solution.

In keeping the existing access route there will be no need to amend the current lease.

Please let me know if I can help further and hope all proceeds smoothly.

Kind regards

Sunningdale WI  
4, The Dower House  
Truss Hill Road  
Ascot  
Berkshire  
SL5 9AN  
2/4/25

Sunningdale Parish Council  
The Pavilion  
Broomhall Lane  
Sunningdale  
SL5 0QS

Dear Sirs,

The Sunningdale Women's Institute Hall is located adjacent to Broomhall Recreational Playing Fields where we currently share the same parking facilities.

The WI is facing a challenge providing disabled access for our members from the car park to the WI Hall.

For many years the WI has leased an adjacent plot of land to the SSE electricity board which they utilise to house a small electricity substation. This piece of land has a gentle slope from the existing access gate on Broomhall Lane up to the WI Hall.

The suggestion is that this plot of land be used as an extension to the car parking facility with access being extended from the existing Broomhall Recreational Field car park.

There are two key benefits to this suggestion, namely

1. It will provide valuable additional parking to the Broomhall Recreational facilities.
2. It will provide a means whereby WI members can park at the top of this new area adjacent to, and on the same level as, the WI Hall. This will avoid using the steep access ramps which are proving very dangerous to our members who rely on wheelchairs and mobility aids to access our building.

In February 2025 the WI met on site with SSE who have raised no objection to the plot being used for a new car park facility for the use of the WI and Broomhall Playing Fields.

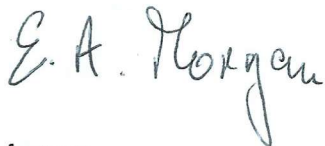
We would like to request assistance from the Parish Council to plan a joint venture to take the unused plot of land and convert it into a parking facility for use of both Broomhall Recreation Ground visitors and Sunningdale WI members.

Requirements to enable use of the additional parking facility.

We anticipate that the following will most likely to be necessary in order to convert the plot to additional parking.

1. Access: There is currently a line of mainly self-seeded sycamores along the boundary of the plot with the Recreation Ground car park. We anticipate that some, or maybe all, of these will be need to be removed in order to access the plot and provide the additional parking.
2. Parking Surface: The plot is currently just soil – so a suitable parking surface will need to be laid in order to provide a vehicle parking facility. We anticipate that a combination of hard surface such as asphalt / tarmac and low impact surface will be necessary in order to make the plot useable for parking.
3. Disabled Parking: A few disabled parking bays would be reserved at the top end of the new parking facility to provide access for WI members to the WI Hall.
4. SSE Engagement: Scottish and Southern Electricity were very supportive of the proposed plan – we just need to ensure that they retain access to the existing substation and that due care is taken when laying any new surface with regard to the underground cabling that lies between the gate on Broomhall Lane and the substation.
5. Planning Permission: Unclear whether we would need Borough Planning permission but feel that the Parish Council can advise on this.
6. Agreement: An agreement will need to be drawn up between Sunningdale WI and the Parish Council to allow use of the plot for parking for visitors to the Broomhall Recreation Ground.
7. Funding: In consideration that Sunningdale WI are willing to allow the majority of the proposed new car parking facility to be made available to users of the Broomhall Recreation Ground, we respectfully request that the Parish Council look favourably to the implementation of this new parking facility at the Recreation Ground.

Yours faithfully



Elizabeth Morgan

Secretary Sunningdale WI

# Parking at Broomhall Recreation Ground

## Proposal to Council

### The Motion Before Council

To approve the appointment of a Chartered Surveyor (budgetary cost £2950) who will investigate the provision of additional parking spaces at the park and provide budgetary costs for the recommended scheme.

### Background

Parking space at the park can be limited on particular days or times of the year, particularly during the summer months, school holidays or after school. Parking spaces are tight, there is limited signage and, when busy, the parking area can be difficult for pedestrians to navigate.

Respondents to the Residents Survey undertaken last summer raised concerns about parking and safety at the park during busy times. Consequently, in August 2024, Council appointed a Working Group to identify possible improvements to parking at the Recreation Ground.

This paper presents the findings of the Working Group and proposed next steps.

### Investigation & Proposal

The Working Group suggests the existing parking could be expanded by:

- Moving the boundary of the existing parking nearer to Broomhall Lane. This would require relocation of the electricity boxes previously used to supply power to the mobile library and currently to the tennis courts.
- Using the grassy area in between the space previously allocated to the MUGA and Broomhall Lane
- Using the land owned by the Women's Institute.
- Narrowing the existing entrance to the park

SSE have given permission to move the electricity boxes. The Council will bear the cost if the work goes ahead.

The Women's Institute have expressed an interest in utilising their land for parking on a shared basis with the Council (Appendix 1). The WI have a requirement for disabled parking with level access which could be achieved either via the existing entrance to their land from Broomhall Lane or by access from the park. This would require the land from the park to the WI land to be appropriately graded. SSE have a lease on the land for a sub-station there, but have no objection to the use of the land for parking provided they can access the sub-station as required (Appendix 2)



Utilising these areas will provide a number of additional spaces without compromising the open nature of the park. If extra spaces are added, the existing area will be resurfaced as necessary, the spaces freshly marked out and suitable signage displayed.

Consideration should be given to add bicycle racks.

## Constraints

Planning permission will be required for the enlarged parking area and every effort will be made to keep the area as green as possible. This may require innovative parking surfaces. Details will be confirmed in the next phase.

## Funding

The work, if approved, will be funded by CIL.

## Proposed Next Steps.

The Working Groups findings are preliminary and require professional validation. The Working Group recommends the Council engages the services of a Chartered Surveyor to confirm the findings and, specifically:

- Confirm the number of additional spaces that could be achieved using the land proposed
- Provide a recommended future layout plan both with and without using the land owned by the WI.
- Recommend the type of surface to be used to keep the park as green as possible
- Provide a cost estimate for the work

Our ref: OK/Q2025022

FAO Natalie Hayes  
Clerk Designate  
Sunningdale Parish Council  
The Pavilion  
Broomhall Lane  
Sunningdale  
SL5 0QS,

Drake & Kannemeyer LLP

CHARTERED SURVEYORS



Ground Floor River Court  
The Old Mill Business Complex  
Mill Lane Godalming Surrey  
GU7 1EY 01483 425744  
URL: www.dkgroup.co.uk

20 February 2025

Dear Natalie,

## SUNNINGDALE PARISH COUNCIL: CAR PARK PLANNING FEASIBILITY

Further to our meeting on 17 February 2025, our fee proposal to review the current car parking at the Broomhall Recreation Ground and to provide a costed option for a formalised car parking layout with pedestrian walkways to maximise car parking provision on the site is:

**For the sum of £2,950.00 plus VAT.**

It is understood that we are to assess whether an overflow car parking can be provided in the northeast corner of the site adjacent to Broomhall Lane. It is unlikely that the area currently leased to the electricity company can be considered unless the Council obtains their permission.

Our fee is quoted on the assumption that the Council can provide a scaled topographical survey drawing of the current site in either in AUTOCAD or PDF format and a site plan identifying the proposed location of the Multi Use Games Area (As this proposal may have implications in respect to the provision of additional parking).

### Resource Plan

The team will comprise a partner of the practice who will be responsible for the commission supported by suitably qualified architect or architectural technician.

### Programme

To be completed within 4 working weeks from receipt of order.

### Fees and payment

Fees stated are inclusive of travelling, printing and all reasonable disbursements. An invoice will be raised on completion of a stage or monthly with the fee expressed as a percentage of the stage complete.

Payment terms are 28 days from date of invoice.

### General assumptions

- The high-level feasibility relates to a single costed option.
- Costs identified in the study are an overall budget figure and are not detailed measured estimates.
- Any surveys will be carried during normal working hours (08.00 to 17.00) or at weekends.
- Our proposal is based on our staff exercising reasonable skill and care in the commission and by the very nature of feasibility studies we do not warrant that all design considerations will be accommodated in the study.

- The output of the study is restricted to the sole use of the client in conducting estate management and planning.
- Use of the study and reports by third parties is not permitted unless agreed in writing with Drake and Kannemeyer LLP.
- General assumptions regarding arboriculture and the position of underground services.
- Subject to our standard terms and conditions set out below.

## **Exclusions**

- VAT,
- Statutory fees / charges (e.g. Planning application statutory fee),
- Utility costs and charges,
- Specialist surveys to support the planning or design process to include ground investigations, arboriculture, ecology, topographical surveys, percolation tests
- Precontract services including detailed design, tender documents and post contract project services.
- Specialist design consultant services to include civils engineering.
- Principal Designer services under Construction (Design & Management) Regulations 2015 Regulations.
- Out of hours works.
- Resolution of disputes, arbitration or other legal actions that may arise from a building contract.

*The practice is regulated by the RICS and if you have a complaint about the practice or the services received please contact the office for a copy of our complaint handling procedure.*

Yours faithfully  
DRAKE & KANNEMEYER



OLIVER KANNEMEYER

Encl.

## **DRAKE & KANNEMEYER LLP: STANDARD TERMS AND CONDITIONS**

### **DEFINITIONS**

'Consultant' means Drake & Kannemeyer LLP and its legal successors.

'Surveyor' means a surveyor employed by the Consultant including its members appointed under The Party Wall Etc. Act 1996.

'Client' means the person, firm, company or organisation for which the Consultant is performing the Services.

'Agreement' means the contract between the Consultant and the Client for the Services incorporating these Terms and Conditions and referred to in item 1.0 general and the fee proposal.

'Services' means the services to be performed by the Consultant in accordance with the fee proposal from the Consultant.

'Project' means the project or works for which the Client has commissioned the Services.

'Date of instruction' means the date the Services commence as stated on the order of letter / email of instruction.

'Proposal' the services as described in the Consultants Fee Proposal applicable to the appointment.

### **1.0. GENERAL**

These Terms of Engagement set out the Terms and Conditions upon which Drake & Kannemeyer LLP will accept instructions and supply services and will apply in all cases unless any other arrangement is confirmed in writing by us. Our instructions will continue until either party formally terminates / concludes the instruction in writing. Unless and until a formal agreement is entered into, the Client's acceptance of the proposal for Services from the Consultant or a request for some or all the Services to be performed by the Consultant, shall constitute a binding contract between the Client and the Consultant which contract will be subject to any Terms and Conditions contained or referred to in the aforementioned proposal and these Terms and Conditions. In the event of any conflict, the Terms and Conditions in the proposal shall prevail over these Terms and Conditions. Nothing in these Terms and Conditions shall prejudice any condition or warranty, express or implied, or any legal remedy to which the Consultant may be entitled in relation to the Services, by any statute, law or regulation.

Likely circumstances warranting dis-instruction:-

- we consider there is or may be a conflict of interest.
- we consider that it is not in your or our best interest that we should continue to represent you;
- failure to reimburse fees.

If you or we terminate our instructions, you will only be liable for fees and other payments we have incurred on your behalf:

- up to the date of the termination; and
- if applicable, for work necessary to complete any aspect of your instructions already in hand.

The scope of the service provided will vary with your instructions but will be confirmed in writing together with the fees to be charged. If during the instruction, matters arise that may require alteration of or additional services to the basis of our appointment, then we will advise you accordingly in writing. This will include details of any additional fees or charges. See section 8.0 below. If there is any conflict, contradiction or discrepancy between these Terms of Engagement and the mutually agreed contents of any forms of correspondence between ourselves after the date of these Terms, then the Terms as stated in previous forms of correspondence will prevail and be effective. We will assume that you accept these Terms unless otherwise stipulated in writing before commencement of our service(s).

### **2.0. PERFORMANCE OF SERVICES AND SCOPE**

The Consultant shall exercise reasonable skill, care and diligence in the performance of the Services. The Services as described in the fee proposal shall commence on the Date of Instruction and continue until the Services have been delivered or until terminated in terms of this Agreement. Dates given for the delivery of the Services are estimates only and not guaranteed. Time for delivery shall not be of the essence of the Agreement and the Consultant shall not be held liable for any loss, costs, damages, charges or expenses caused directly or indirectly by any delay in the delivery.

### **3.0 FEES**

Fees will be calculated based on time spent fulfilling instruction brief. The fees will reflect the complexity or seriousness of the instruction, its urgency and Importance to you the client, the value involved, or the skills required. Where feasible certain instructions may be appropriately charged on basis of fixed fee or agreed percentage. The hourly rate(s) to be charged will be advised within correspondence at outset of our instructions and your agreement will be assumed unless we hear from you in writing to the contrary. The hourly rates are subject to review annually on the 1st January. Any changes to the rates will be advised. Where our fees are expressed as a percentage of total construction costs, that total shall include:

- Adjustments consequent upon variations and fluctuations.
- Expenditure of provisional, prime cost sums or contingencies.
- Value of materials, labour or services provided by you free of charge but shall exclude the value of any loss and expense claims.

Additional fees on a quantum meruit basis will be charged if building operations are delayed whether arising from bankruptcy or liquidation of the contractor or from any other claim beyond our control including adjudication, arbitration, contractor's non-performance, loss and expense claims and other protracted involvement. If for any reason the works do not proceed, the fee will be up to and including the instalment due plus a quantum meruit charge for the works executed to date. All services provided will be subject to confirmation of professional fees for each individual instruction. Where possible and at your request we will estimate our anticipated expenditure to fulfil the instruction. Where expenditure cannot be determined, a fee ceiling will be provided. In such scenario the level of time expended will be recorded to update you, particularly where any previous estimates may be exceeded.

Each instruction will be subject to a minimum fee of £250.00 plus VAT unless otherwise agreed.

### **4.0. DISBURSEMENTS AND EXPENSES**

Where necessary or upon your direction certain payments may be required on your behalf ("disbursements"). These may include for example Planning and Building Regulation fees, hire of specialist access facilities or specialist consultant charges. Disbursement payments made on your behalf will be included in your invoice as a separate item, or we may request you to make payment direct. No such charges or payments will be incurred on your behalf without your prior approval. Any disbursements may be subject to an administration charge of 15%.

Expenses will be charged in addition to the fee at net cost plus an administrative charge of 15% and may include:

- Printing and photocopying.
- Postage, couriers etc.
- Travel, including mileage @ 0.50p/mile.
- Purchase of maps, contracts or similar documents necessary for the proper completion of the service to you.

The level of disbursements and expenses are reviewed annually on 1st January. Any changes will be advised. The level of expenditure for any instruction will be limited to £1,000.00 unless specific written instructions for greater expenditure is agreed and received from you.

### **5.0 VALUE ADDED TAX**

VAT will be levied on charges for our services and some disbursements (and expenses) in accordance with the prevailing regulations at the time of preparing your invoice. Any rates quoted are exclusive of VAT.

### **6.0. PAYMENT TERMS**

Our fees are as stated in our fee proposal letter or such later correspondence confirming our appointment and will be invoiced on agreed predetermined dates.

On our appointment you agree to payment in full on presentation of the invoice.

Invoices are to be paid in full within 30 calendar days from date of issue.

An invoice for the agreed professional fee will be raised and forwarded:

- when fees accruing reach an agreed specified amount; or
- at regular intervals (usually not less than monthly), or
- on completion of a stage or
- on conclusion of an instruction, or
- at suspension or termination of the instruction, or
- when work proves to be abortive, in respect of that instruction.

If you have any difficulty in paying an invoice please discuss this with us as soon as possible, so that we may try to work out a mutually satisfactory arrangement.

### **7.0 LATE PAYMENT**

We reserve the right to charge interest at a rate of 8% above Bank of England base rate or a collection fee of 10% on amounts unpaid, calculated daily, from the 31<sup>st</sup> day following the date of invoice. The final date for payment of any sum due including any interest added shall be 56 days after the invoice date. If payment is not made after 56 days of invoice date, then the account will be passed to our collection agency after which a charge of 15% plus VAT on top of the initial invoice amount and interest will be added to the debt. Invoices may be submitted at our discretion proportionate to the work executed but no more frequently than one invoice per month. You agree, as part of this contract, to pay this sum which represents our reasonable costs in collecting the unpaid amounts.

If a party to this contract disagrees with an invoiced amount that party may give notice to us not later than 14 days after the invoice date specifying the amount (if any) of the payment made or proposed to be made, the amount to be withheld and the basis on which those amounts were calculated. Payment may not be withheld after the final

date for Payment, unless an effective notice to withhold payment has been given. In the event of postponement or termination, for whatever cause, we reserve the right to charge for work carried out in accordance with the fee basis agreed for the appointment. Should any invoice not be paid by the final date for payment in accordance with the terms of our appointment and no effective notice has been given we reserve the right to suspend work until payment is made and we shall not be responsible for any additional costs incurred by the Client as a result thereof. Where there are disputed fee invoices this shall not entitle the Client to withhold the payment of undisputed fee invoices or parts thereof. In the event of a dispute under or in connection with this contract any party to the contract has the right at any time to refer the dispute to adjudication. The terms of our appointment may only be varied if accepted in writing by a Members of this Limited Liability Partnership.

## 8.0 VARIATION OR DISRUPTION CONSULTANT WORK

If Drake & Kannemeyer LLP has to carry out additional work and/or suffer disruption in the performance of the Services because:-

- i) The project or the Works or Brief is or are varied by the Client, Architect, QS or Contractor, or of any delay by the above in fulfilling his/their obligations or in taking any other step necessary for the execution of the Project or the Works, or
- ii) Drake & Kannemeyer LLP is delayed by others (or by events which were not reasonably foreseeable), or
- iii) The Project or Works is damaged or destroyed, or
- iv) Of other reasons beyond the control of Drake & Kannemeyer LLP

The Client shall make an additional payment to the Drake & Kannemeyer LLP in respect of the additional work carried out and additional resources employed (unless and to the extent that the additional work has been occasioned by the failure of the Drake & Kannemeyer LLP to exercise reasonable skill, care and diligence) and/or the disruption suffered. The additional payment shall be calculated (unless otherwise agreed) on the basis of time-based fees. Drake & Kannemeyer LLP shall advise the Client when he/she becomes aware that any such additional work shall be required and shall, if so, requested by the Client, given an initial estimate of the additional payment for such additional work likely to be incurred. Where the Client requires that payment for such additional work is to be in the form of lump sums, these lump sums and the intervals at which instalments shall be paid and the amounts of each instalment should be agreed prior to the additional work being commenced.

## 9.0 INSURANCE COVER AND LIMITATION ON LIABILITY

Drake & Kannemeyer LLP maintains Professional Indemnity Insurance as required by the Regulations of the Royal Institution of Chartered Surveyors.

Our current level of cover is **£5,000,000.00**. Our liability shall be limited to such sums as would be just and equitable for us to pay having regard to the extent of our responsibility for the loss or damage suffered on the basis that all other parties who have a liability shall be deemed to have provided contractual undertakings to you on terms no less onerous than those applying in the case of your instruction to us. They shall be deemed to have paid you such sums as it would be just and reasonable for them to pay having regard to the extent of their responsibility for such loss or damage.

(i) The Consultant shall be liable to pay compensation to the Client arising out of or in connection with this Agreement only if a breach of the duty of care in section 2 is established against the Consultant.

(ii) Notwithstanding any other term to the contrary in this Agreement or any related document and whether the cause of action for any claim arises under or in connection with this Agreement in contract or in tort, in negligence or for breach of statutory duty or otherwise, in relation to any and all clauses of action as aforesaid the total liability of the Consultant in the aggregate for all claims shall be limited to the lesser of a multiple of ten times the total of the fees payable to the Consultant by the Client under this Agreement or £1,000,000 (One Million Pounds).

(iii) Without prejudice to any other exclusion or limitation of liability, damages, loss, expense or costs the liability of the Consultant for any claim or claims under this Agreement shall be further limited to such sum as it would be just and equitable for the Consultant to pay having regard to the extent of his responsibility for the loss or damage giving rise to such claim or claims ("the loss and damage") and on the assumptions that:

(i) all other consultants, contractors, sub-contractors, project managers or advisers engaged in connection with the Project have provided contractual undertakings on terms no less onerous than those set out in Clause 3 to the Client in respect of the carrying out of their obligations; and

(ii) there are no exclusions of or limitations of liability nor joint insurance or co-insurance provisions between the Client and any other party referred to in this clause and any such other party who is responsible to any extent for the loss and damage is contractually liable to the Client for the loss and damage; and

(iii) all such other consultants, contractors, sub-contractors, project managers or advisers have paid to the Client such sum as it would be just and equitable for them to pay having regard to the extent of their responsibility for the loss and damage.

iv) Further and without prejudice to the foregoing the total liability of the Consultant under or in connection with this Agreement for any and all claims in respect of contamination or pollution shall be limited to the lesser of £250,000 (Two hundred and Fifty Thousand Pounds) or the direct cost incurred by the Client in removing the contamination or pollution.

v) The Consultant shall have no liability to the Client for any delay or failure to perform any of its obligations if the delay or failure results from events or circumstances outside its reasonable control including but not limited to acts of good, strikes, lock outs, accidents, war, fire, breakdown of plant and machinery or shortage or unavailability of raw materials from a natural source of supply, terrorism, nuclear or radioactive emissions, any incidence of toxic mould, or from or related to asbestos and the consultant will be entitled to a reasonable extension of its obligations..

vi) Neither party shall be liable to the other for any indirect, special or consequential loss (including but not limited to) loss of profit, loss of production, loss of contracts, loss of use, loss of business, and loss of business opportunity) however caused, as a result of any negligence, breach of contract, misrepresentation or otherwise.

vii) No action or proceedings under or in connection with this Agreement shall be commenced against the Consultant after the expiry of 6 (six) years from completion of the Services.

(viii) Nothing in this clause shall operate to exclude or limit the Consultant's liability for death or personal injury.

(ix) The Consultant at its discretion may issue warranties to third parties but subject always to a condition that the aggregate liability of the Consultant arising across all warranties and this Agreement shall not exceed the total liability stated in this clause.

(x) "CDM 2015 places strict liability on the Client (domestic or commercial) with duties under health and safety responsibilities and communication to the team (designers or contractors etc) undertaking the work on the Client's behalf. Under a domestic situation the Client duties would be transferred to the principal contractor. Drake & Kannemeyer under a domestic contract would not accept the role of Principal Designer under CDM 2015. Under a commercial situation the Client would be the Principal Designer unless the Client agrees in writing that other persons undertake this role. The Client in either domestic or commercial work has strict liability responsibility for health and safety for any named project commission involving construction: i.e. design, construction, future use and maintenance of the structure, and therefore the onus is on the Client to appoint Competent Consultants and Contractors to ensure design considers health and safety risks for the works and future use and maintenance.

(xi) Our additional terms and conditions for our condition and legislation non-compliance survey will be provided with each commission.

(x) When appointed under the Party Wall Etc Act 1996 our appointment is a statutory appointment and the appointed surveyor has a duty to act impartially to settle the dispute between owners. It is not a normal client / consultant relationship.

We shall follow the statutory process as detailed in the current Governments' guidance document and the latest Royal Institute of Chartered Surveyors guidance note.

Instructions are placed on the understanding that the party is a legal owner as defined in Section 20 of the Act. It is assumed that appointing owners email address can be disclosed to the other party or their surveyor unless directed otherwise. When acting as the agreed surveyor all correspondence will be provided to the other party for reasons of transparency.

Under our appointment under this Act restrict our liability as follows:

- For the purposes of the Construction (Design and Management) Regulations, or any other reason, approved any design or method in relation to the Works permitted by this award and is not required to do so. All designs and methods are hereby referred to those responsible for vetting for Health & Safety compliance and ensuring the design is fit for purpose.
- Any agreement or acceptance made by the surveyor under an award or subsequently during works on site shall not be taken to imply any responsibility on the part of the agreed surveyor or their appointed technical delegates for any structural or any other insufficiency in any part of the works whether existing or executed.
- Will not provide advice in respect to insurance.
- This schedule of condition is based on a visual (non-intrusive) inspection of the structure and fabric of the property. Belongings, furniture, coverings etc. are not moved to expose covered parts of the structure. Minor surface blemishes are not recorded.
- All dimension given in schedule of conditions are approximate.
- Inspection of high-level parts of the property stated in the schedule of condition have been undertaken from ground level.
- This schedule of condition expressly excludes the provision of advice that can be considered a building survey.
- No opening up of parts of the construction has been undertaken as part of the inspection for the schedule of condition and therefore the surveyor is unable to confirm that there are no defects to the elements that were covered or not visible.
- The services at the property have not been tested as part of the schedule of condition and comment is not given of these meeting current safety standards or relevant regulations.

## 10.0 INSURANCES

The Consultant shall maintain public liability and professional indemnity insurance sufficient to cover the Consultant's liabilities under this Agreement provided always that such insurance is available in the London market at commercially reasonable rates and terms and subject to all normal exceptions exclusions and limitations to the scope of cover generally in operation at the time of renewal.

## 11.0 PAPERS HELD BY DRAKE & KANNEMEYER LLP

On completion of our work and payment of our fees, we will return to you any records or other documents that you have provided to us for that work on your request. We reserve the right to retain completed reports / documentation until all our invoices have been paid in full. We retain files for a minimum period of six years (other than for abortive work) but after that we may destroy them without further reference to you.

## 12.0. COPYRIGHT

The legal and beneficial ownership of all intellectual property prepared or developed by or on behalf of the Consultant in connection with the Project shall remain vested in the Consultant. Upon full payment of the fees due under this Agreement, the Consultant shall grant to the Client an irrevocable, royalty-free, non-exclusive licence to use

all rights, titles and interest in any such intellectual property in connection with the construction, completion, maintenance, reinstatement, repair, letting, promotion and/or advertisement (whether by the Client or by a third party authorised by the Client) of the Project. Such licence shall enable the Client to use the Consultant's intellectual property for the extension of the Project, but such use shall not include a licence to reproduce the designs contained therein for any extension of the Project. The Consultant shall have no liability for any use of the intellectual property other than for the purposes for which it was originally intended.

### **13.0 CLIENT CARE**

We value your instructions and hope that you will be satisfied with the work completed. However, if you have any problem with the service, we provide for you then please let us know in good time. We operate a complaints handling procedure in accordance with RICS Members' Conduct Regulations and will try to resolve with you any problem promptly.

Customer Satisfaction Policy: Drake & Kannemeyer LLP's policy is to provide all customers and business clients with a professional service befitting that expected from a firm of Chartered Surveyors. Should you as a customer or business client of the firm wish to express dissatisfaction in any aspect of the firm's service or conduct please follow the Complaints Handling Procedure set out below.

#### **Complaints Handling Procedure**

The procedure for handling complaints is dealt with by the Firm in two distinct stages as set out below.

#### **Stage 1 – Contact Drake & Kannemeyer LLP**

Should you wish to complain about the firm's service or conduct on a commission placed by you please either telephone in the first instance or write to the firm's Partners. The Partner designated to handle complaints is Mr R Bathurst, MRICS but do not hesitate to speak to the other members of our senior staff if he is not available. Your complaint will be recorded in the firm's Complaint Log and you will be sent an acknowledgement of your complaint in writing if your complaint is not resolved to your satisfaction within 10 working days from your initial contact. In our letter acknowledging your complaint, we will confirm our understanding of your complaint to ensure we have interpreted correctly your reasons for dissatisfaction. We will ask you to respond confirming our understanding is correct and if you feel our understanding is not correct, you should advise us as soon as possible following receipt of our letter, but we would hope the response would be within 20 working days. Your complaint will then be reviewed by the designated Partner responsible for complaints or other Partner(s) from the firm. We will endeavour to resolve your complaint as quickly as possible and to your full satisfaction. Satisfactory resolution of your complaint will be confirmed in writing. If we are unable to resolve your complaint, or if your complaint is not resolved to your satisfaction within three months from the date you first complained to the firm, then you have the right to refer your complaint to an independent third party as detailed below.

#### **Stage 2 – Independent Resolution**

Your complaint should be addressed to:-  
Centre for Effective Dispute Resolution (CEDR)  
70 Fleet St  
London EC4Y 1EU  
Telephone 0207 520 3800

\*Certain business customers will have agreed alternative dispute resolution methods with the firm prior to the commission and these contractual arrangements will override the above advice.

Drake and Kannemeyer LLP are a firm of Chartered Surveyors who are registered and Regulated by the Royal Institute of Chartered Surveyors. A copy of our complaints procedure and customer care policy is available on request.

### **14.0 CLIENTS OBLIGATIONS**

The Client shall promptly and without charge provide to the Consultant with all information, further information, approvals, consents and instructions as requested by the Consultant in relation to the Services so as to allow the Consultant to comply with any agreed timetable for the execution of the Services. Whilst the Client (applicable to domestic clients only) may cancel their instruction within 14 days in accordance with Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, the Client will be charged for any work undertaken between the date of instruction and the date of any cancellation. Charges will be calculated in accordance with the Consultant hourly rates. In confirming the Consultant instruction, the Client is confirming the commencement of work within 14 days. The Client shall indemnify the Consultant against all claims, costs and expenses which the Consultant may incur and which arise directly or indirectly from the Client breach of any obligations under these Terms and Conditions.

### **15.0 DUTY OF CARE**

We will use our best endeavours to advise on the matters set out in your instructions and in accordance with, where appropriate the Professional Standards (Practice Statements, Code of Practice and Guidance) issued by the Royal Institute of Chartered Surveyors. Where advice or opinions are required outside the reasonable professional skill and expertise of a Chartered Building Surveyor, we will advise you on the need for further specialist involvement where we consider this to be necessary for the completion of your instruction(s). We shall, unless otherwise expressly agreed, rely upon information provided to us by the Client or the Client's legal or other professional advisers relating to relevant matters. Any document resulting from a survey or other inspection of a building will not purport to express an opinion about or advise upon the condition of un-inspected or concealed parts and should not be taken as making any implied representation or statements about such parts.

### **16.0 ETHICAL CONDUCT OF THE PARTIES**

In the performance of their obligations under or in connection with this Agreement the parties, their agents and employees shall comply with all applicable laws rules regulations including but not limited to The Bribery Act 2010

### **17.0 THIRD PARTIES**

Nothing in these Terms and Conditions intend to or confer any rights on a third party. All reports, schedules and other documents are prepared for the sole use of the Client and no responsibility or liability can be accepted to any third party for all or any part of the contents of such documents. Neither the whole nor part(s) of any such report, schedule or document, nor any reference thereto, may be included in any document, circular or statement without our written approval being first obtained as to the form and content in which it will appear. No person or entity shall have any rights in relation to this Agreement, whether as third parties or otherwise, save the parties to this Agreement.

### **18.0 COMPLIANCE WITH LAWS**

This Agreement shall be governed by and construed in accordance with the law of England and Wales.

### **19.0 SEVERANCE**

If any term or provision of these Terms and Conditions is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction such provision shall be severed, and the remainder of the provisions hereof shall continue in full force and effect as if these Terms and Conditions had been agreed with the invalid, illegal or unenforceable provision eliminated.

### **20.0 ASSIGNMENT**

The Client shall, without the written consent of the Consultant, assign its rights or obligations or delegate duties under this Agreement or transfer any benefit under this Agreement.

### **21.0 RELATIONSHIP OF THE PARTIES**

Nothing in the Agreement shall be construed as establishing or implying a partnership or joint venture between the parties.

### **22.0 NOTICES**

Any notice to be given by either party to the other may be served by email, fax, personal service or by post to the address of the other party given in the Application Form or such other address as such party may from time to time have communicated to the other in writing, and if sent by email shall unless the contrary is proved be deemed to be received on the day it was sent, if sent by fax shall be deemed to be served on receipt of an error free transmission report, if given by letter shall be deemed to have been served at the time at which the letter was delivered personally or if sent by post shall be deemed to have been delivered in the ordinary course of post.

### **23.0 WAIVER**

The failure by either party to enforce at any time or for any period any one or more of the Terms and Conditions herein shall not be a waiver of them or of the right at any time subsequently to enforce all Terms and Conditions

### **24.0 ENTIRE AGREEMENT**

These Terms and Conditions supersede any previous agreements, arrangements, documents or other undertakings either written or oral.

# Draining the Playing Field at the Recreation Ground Initial Report to Council

## The Motion before Council

Council is asked to note the findings of the Working Group and, if Council wishes to proceed, to direct the Working Group to provide costings for the next phase include:

- Appointment of a professional services consultant to design and specify a solution
- soil surveys as required to confirm ground conditions and porosity.

## Background

The Playing Field at Broomhall Recreation Ground is a designated Public Open Space owned and managed by the Parish Council for the benefit of the community. The Playing Field is available for picnics, games, exercise and dog walking. It is also used for events organised by the Parish Council and by 3rd parties.

The field sits on a gently sloping site that leads down to a stream on the eastern boundary. The field is slow to drain, restricting the amount that it can be regularly used to a few months of the year. Frequent bouts of heavy rain in recent years have only compounded the problem

The Council undertook a survey of its residents during the summer of 2024 and a number of respondents suggested that the Council invest in drainage to improve matters. A Working Group was set up by the Council in August 2024 to investigate the feasibility, costs and benefits of such an investment.

This report outlines the initial findings of the Working Group.

## Use of the Recreation Ground

Potential uses of the Playing Field suggested by residents (in the survey) that would benefit from better drainage.<sup>1</sup>

Activities/Sports	Number of mentions	Comments
Running Track	22	
5 a side football	17	
Cricket Pitch	17	
Football Goals	7	
Rugby Posts	5	
Bowling Green	3	
Dog Run	2	
Perimeter footpath	2	

1. Additional use of the Playing Field may result in additional rental income or maintenance costs. These have not been quantified in this report.

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<sup>1</sup> Additional use of the Playing Field may result in additional rental income or maintenance costs. These have not been quantified in this report.

Events	Number of mentions	Comments
Summer fete, festival, carnival	42	
Food Festival, Farmers Market	19	
Live music, concerts,	17	
Community Sports/Picnic Days	11	
Celebration days	8	
Carboot/jumble sale	5	

The survey results suggest that running, cricket and 5 a side football would be popular activities.

There is also support for additional events

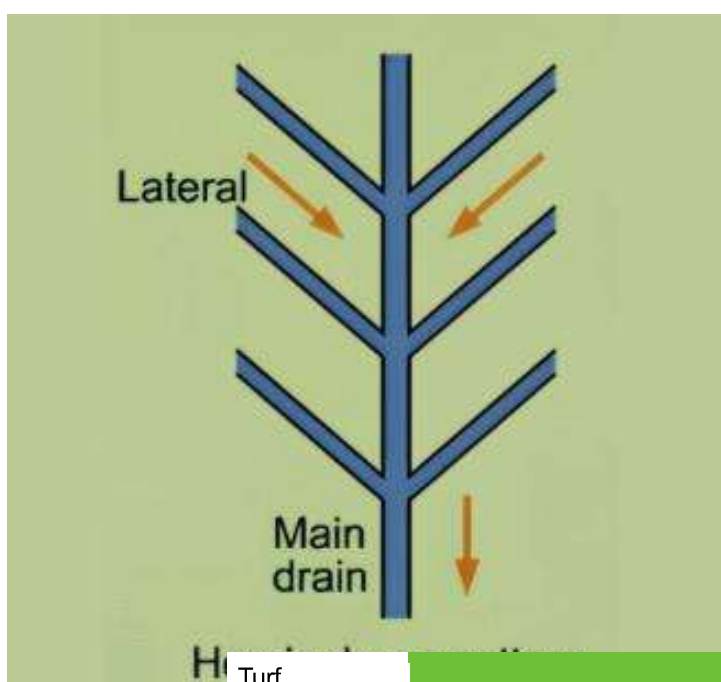
## Potential Ways to Improve Drainage & Indicative Costs

To identify possible solutions and indicative costs the Working Group has utilised, at no cost to the Council, the services of a specialist Ground Works contractor. The contractor visited the Recreation Ground and has suggested two alternative solutions with indicative costs.

### 1. Herring bone drainage system

A network of perforated pipes laid in trenches and covered in shingle. Outfall from the pipes is into the existing watercourse.

**Indicative Cost: £155,000 ex VAT**



### 2. Blanket Drainage System

Installation of a simple blanket drainage system involves:

- the removal of the entire layer of turf and topsoil
- the installation of a carrier drain,
- spreading a layer of shingle across the entire area
- adding topsoil and reseedling

**Indicative Cost: £360,000 ex VAT**

Turf	
Topsoil	
Shingle	
Carrier drain	
Sub Soil	

**NB.** These are indicative costs provided to assist the Parish Council in determining next steps. The exact cost will depend on the results of any soil survey, the uses specified by the Council and the results of the tender process.



## Funding

If approved the works could be funded from CIL.

## Other Considerations

The installation of a drainage system in the Playing Field would mean that Field would not be available to the community while the work is undertaken. The work is probably best undertaken in late summer while the field is likely to be as dry as possible.

Planning Permission is not required for these works.

## Conclusions

There is evidence that improved drainage could increase the utilisation of the field, but the cost of the work is not inconsiderable. Alternative (and possibly cheaper) drainage solutions may be available, but the Working Group has not investigated them, and professional advice would be required for this.

## Next Steps

If Council is minded to progress this project the next steps would be:

1. Soil surveys to establish the exact nature of the ground to enable design of a suitable solution
2. Appointment of a civil works engineer to specify a solution.
3. Solution design and requirements specification
4. Tender for work
5. Implementation

If required the Working Group will bring a costed proposal back to Council for Steps 1,2 & 3.

## Appendix - Contractor's Estimate

(Contractor's name removed)

### Qualifications

- Our proposals are based on our initial thoughts on the drainage problem and do not constitute a working design.
- We have not included for any preliminaries at this stage including welfare, site set up or setting out.
- We have not included for any fencing to enclose the area at this stage.
- We have allowed for the removal of all spoil from site. We have assumed that the spoil is inert.
- For budget purposes we have included seeding the area. Final costs will be sought from our preferred landscape contractor or a contractor appointed by the client.
- For budget purposes we have allowed for topsoil to be supplied by the preferred supplier of our landscape contractor.

**Proposal 1:** Blanket drain to approx. 9475m<sup>2</sup> £360,00.00 plus VAT

Scope of work:

- Excavate 150mm to remove grass and topsoil.
- Remove spoil from site.
- Excavate approx. 410LM of trench an additional 600mm wide x 200mm deep to act as a carrier drain.
- Install 410LM of 100mm perforated pipe to the carrier drain trench.
- Extend the carrier drain trench with solid 100mm pipe to the existing water course.
- Fill the trench with 20mm shingle.
- Import spread and level 150mm of 20mm shingle to the entire area.
- Import spread and level 125mm of topsoil to dress the area.

- Supply and seed the area.
- NOTE: The carrier drain will have 4 outlets into the existing watercourse.

**Proposal 2: Herring bone drainage** approx. 2350LM £155,100.00 plus VAT

Scope of work:

- Excavate a network of trenches 600mm wide x 425mm deep.
- Remove spoil from site.
- Install 2350LM of 100mm perforated pipe to the carrier drain trench.
- Extend the carrier drain trench with solid 100mm pipe to the existing water course.
- Fill the trench with 300mm of 20mm shingle.
- Import spread and level 125mm of topsoil to dress the area.
- Supply and seed the area.
- NOTE: The carrier drain will have 14 outlets into the existing watercourse.

## **DRAFT – 8<sup>th</sup> April 2025 – Suzie Parker**

### **Bouncy Fun Days**

Three successful free Bouncy Fun Days were held during the summer school holidays in 2023 and 2024. There was a giant slide and/or a fun run or bouncy castle which catered to the age group of 3-14 and a soft play area was created for the under 5s supplied by Surrey Bouncy Castles. Two additional event staff were brought in to assist the Admin and Event Officer. Attendance across the three days was approximately 1,000 children. Each day ran from 10am to 5.30pm with 13 half hour slots across the day. The event was free.

The response from parents/carers was very positive and certainly raised the profile of SPC and was an excellent way to engage with residents.

This year the intention is to mirror the past two years' events, and the suggested dates are Friday 25<sup>th</sup> July, Monday 11<sup>th</sup> and Friday 20<sup>th</sup> August. The area will be sectioned off using a combination of festival fencing and grey barriers. The bouncy equipment will require an electricity supply.

### **Budget – Allocation £2,000.00**

We have received quotations from Surrey Bouncy Castles who will supply equipment like last year.

The cost per day is £400.00 (a small increase of £30.00 per day) = £1,200.00

Additional event staff cost will be approximately £650, if aged over 21 plus (this will reduce if younger staff are hired).

Additional officer hours x 15.

The cost of wristbands £50.00.

A 20% deposit is required to secure the bookings. If the event does not go ahead, this deposit will be forfeited. Possible cost is £100.00 per day cancelled.