



SUNNINGDALE PARISH COUNCIL

Meeting of the Parish Council
Tuesday 18 November 2025 at 7:40 pm

This meeting will be held at
Sunningdale WI, Broomhall Recreation Ground, SL5 0QS.

Agenda

Summoned to Attend:

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

Members of the Public are welcome to attend the meeting.

59 / 25 Chair Welcome

Chair to welcome those present to the meeting, reminding them that all mobile devices are switched to silent for the duration of the meeting.

A reminder to all in attendance of the fire safety regulations for the venue of the meeting.

60 / 25 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.

61 / 25 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.

62 / 25 Approval of Minutes of Council Meeting 16 September 2025

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

63 / 25 Announcements from the Chairman

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

64 / 25 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.

65 / 25 CIL Grant Applications

To receive a report from the Finance Committee on the CIL grant applications.

DECISION: To determine the CIL grant applications as listed below and decide funds to be awarded.

65/25/a Application for £30,000 CIL funding for Sunningdale Bowling Club.

65/25/b Application for £98,587 CIL funding for Charters School for a retractable seating unit for the school hall.

65/25/c Application for £58,140 CIL funding for Berkshire County Football Club for improvements to Charters School pitches.

65/25/d Application for £150,000 CIL funding for Sunningdale Scouts for a significant refurbishment of the Scout hut on Sandy Lane.

66 / 25 Appointment of Members to Committees

DECISION: To appoint additional members to the Finance Committee and Facilities & Services Committee. (Local Government Act 1972 s 102 (4)(a))

67 / 25 Community Grant applications

DECISION: To determine the grant applications as listed below, noting the recommendations of the Finance Committee.

67/25/a Application for £4,000 from Ascot Day Centre towards the running costs of the centre.

67/25/b Application for £400 from Holy Trinity Church for a new plaque that names all those from Sunningdale lost in the second World War.

68 / 25 Update from Facilities and Services Committee

To receive an update from the Facilities and Services Committee regarding the Woodland.

DECISION: To consider St Johns' College Cambridge proposal regarding the woodlands.

69 / 25 Update from the Business Plan Working Group

To receive an oral update from the Business Plan Working Group.

70 / 25 Update from the Tennis Working Group

To receive a motion from the Tennis Working Group for approval at Full Council, as outlined in the papers.

DECISION: To approve the changes to Broomhall Park Tennis rules & regulations

- DECISION:** To approve the provision of tennis net divider, between court 2 & 3 at a cost of £5,972 (supply and fit) Appendix 2 of the papers.
- DECISION:** Emergency contact key to be left with appointed councillor or provide a code.
- DECISION:** To obtain planning permission for an extension of the tennis court floodlight timings all year round, 7 days a week until 21:00 hrs (variation of the condition) Appendix 4 of the papers.
- 71 / 25 External Audit**
- TO NOTE:** To receive the report of the External auditor on the 2024-25 accounts.
- 72 / 25 Proposal from the Cemetery Working Group for Kiln Lane extension and resurfacing works.**
- DECISION:** For council to approve the plan to extend and relay the existing footpaths and car park in the cemetery, at an expenditure of £43,000 from CIL funds.
- 73 / 25 Clerks Report**
- TO NOTE:** To receive a written report from the Clerk.
- 74 / 25 Minutes of HR Committee 11 September 2025**
- TO NOTE:** To receive the minutes of the HR committee on the 11 September 2025.
- 75 / 25 Receive and approve Tree works required in the Parish**
- To receive a copy of the Health and Safety Tree works survey, along with a quote for immediate works required.
- DECISION:** To approve essential health and safety works required within the Parish as outlined in the health and Safety tree report.

Part 2 – Confidential

- 76 / 25 Sunningdale Village Hall Lease**
- DECISION:** To receive and approve the heads of terms for a new lease with the Village Hall Trustees.
- 77 / 25 Sunningdale Village Hall community grant application**
- DECISION:** To receive and approve a grant application from the village hall for works to the roof, electrics and a window in the pre-school toilets.



Natalie Hayes, Clerk

13 November 2025



Minutes of the Parish Council Tuesday 16 September 2025 at 7:30 pm

held at
Sunningdale Village Hall, Church Road, SL5 0NJ

39 / 25 Attendance and Apologies for absence

ATTENDANCE: Cllr Morgan (Chairman), Cllr Buxton, Cllr Coxon, Cllr Curtis, Cllr Evans, Cllr Grover, Cllr Hilton (Vice-Chair), Cllr Newman, Cllr Penney and Cllr Pike.

PRESENT: Natalie Hayes, Clerk and Louise Steele Locum RFO
Two members of the public present.

40 / 25 Disclosure of pecuniary interests and other registerable interests

Cllr Coxon declared personal interest in agenda item 49/25 as she is an allotment holder.

41 / 25 Approval of Minutes of Council 17 June 2025 and Extraordinary Meeting 14 August 2025

RESOLVED: That the council approved the minutes of the council meeting held on 17 June and the Extraordinary Meeting held on 14 August.

42 / 25 Announcements from the Chairman

Cllr Morgan made several announcements to be recorded in the minutes.

Appreciation and condolences for all the work carried out by Graeme Kennedy over the years, extended to his family and friends on behalf of Sunningdale Parish Council.

The passing of Peter O'Kill, a long-term resident and member of the allotments. The Council thanks him for his service to the community and the allotments.

A thank you to Louise Steele, who, after 18 months as the Locum Clerk and RFO, will be leaving at the end of the month. The Parish Council appreciates her hard work and guidance during this time.

43 / 25 Public Adjournment

The public session opened with Jack Rankin providing an update. (See minute 44/25).

A local resident asked the council to explain the rationale behind the cemetery rules regarding photographs on headstones.

Cllr Hilton invited the resident to visit the office to discuss the matter further.

44 / 25

Jack Rankin MP

Jack Rankin MP provided an update on various topics including Medical Centre at Lynwood, the Transforming Trinity project, and Strategic planning.

He answered questions from councillors on a range of subjects:

- Cllr Coxon asked a question about Healthcare and the NHS.
- Cllr Evans asked about local hospitals.
- Cllr Hilton raised concerns about 20mph speed limits across the Parish and communication with RBWM highways department.
- Cllr Pike asked about affordable and social housing and whether Jack could assist with ongoing issues in the area.
- Cllr Buxton requested that a clear distinction be made between affordable and social housing.

45 / 25

Community Grants Policy

RESOLVED:

That the council agreed and adopted the Community Grants Policy.

46 / 25

CIL Policy update.

Cllr Pike provided an update regarding the Finance Committee meeting held on 9 September, where amendments to the CIL Policy were discussed.

Councillors requested clarity and supporting papers to be shared before the next council meeting in November.

UNRESOLVED:

The policy was not approved. Further information is to be shared with councillors in advance of approval at the next meeting.

47 / 25

Company Phones for Clerk and Officers

RESOLVED:

Approval was given to purchase two company mobile phone contracts for the clerk and officers, and to set up a payment via direct debit. The cost will be £64 per month, for 24 months.

48 / 26

Events Policy and Plan 2025/26

UNRESOLVED:

The Council requested a summary of the proposed changes be submitted to the next Full Council meeting for approval.

Cllr Curtis will liaise with the Events Officer regarding the required amendments.

49 / 25

Deer Fence for Allotments

RESOLVED:

The Council approved additional costs for the deer fence, totalling £9,323. The costs would be funded from CIL.

50 / 25

Budget Monitoring Update

RESOLVED:

The Council approved the expenditure of £167.50 for hire of the Village Hall for the September Council meeting, with a virement of funds from the Annual Parish Meeting budget (code 102/4202) to cover the cost.

Cllr Penney questioned whether such a small amount should require Council approval. L. Steele advised that this should be noted in relation to the budget-setting process.

51 / 25

Standing Orders

Councillors noted the amendment to Standing order 6v, which now includes an explanatory note clarifying the quorum for Full Council meetings.

RESOLVED:

Council approved amendments to Standing Orders (21a v) and Financial Regulations (5.7) to ensure consistency between the two documents, in response to the Internal Audit report. (minute reference FC 13/25).

52 / 25

National Pay Award for Staff

The Council acknowledged that the RFO exercised delegated authority to implement the National Pay Award to staff in accordance with the financial regulation 6.93, due to the absence of a scheduled Full Council or the Finance Committee. The current RFO is a locum, she is not financially rewarded for making the payment.

It was noted that next year's pay award must be brought to Full Council for approval before payment is made.

53 / 25

Clerks Report

It was noted that Events Officer Suzie Parker did an excellent job organising summer events, especially the outdoor cinema event earlier this month.

The Clerk acknowledged that Deputy Clerk Nikki Tomlinson successfully passed her CILCA qualification after 11 months of hard work and dedication.

54 / 25

Minutes of HR Committee 1 May and 17 June 2025

The minutes of the HR Committee meetings held on 1 May and 17 June were received.

55 / 25

Minutes of Finance Committee 4 March and 15 July 20205

The minutes of the Finance Committee meetings held on 4 March, and 15 July were received.

Information Sharing

Cllr Pike raised concerns about speeding and car racing on local roads late at night.

The meeting closed at 9.20pm

Signed as a true record of the meeting:

Signed: _____

Dated: _____



SUNNINGDALE PARISH COUNCIL

Community Infrastructure Levy (CIL) Policy & Procedures

Contents

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Appendix 2 Request for CIL Funding for Business Plan/Neighbourhood Plan Projects

Appendix 3 Stakeholder Grant: Guidance Notes & Application Form

1. Introduction

The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area. The funds provide an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.

The Royal Borough of Windsor & Maidenhead (RBWM) is responsible to collect the levy as part of the planning process which approves new development. As one of the Parishes of the Ascot, Sunninghill & Sunningdale Neighbourhood Plan (NP), 25% of the amount collected from developments in the Parish is passed to the Parish Council.

Further information and guidance is available at <https://www.gov.uk/guidance/community-infrastructure-levy>

As at 31 March 2024 the total CIL retained by the Parish Council was £1,471,753.34

The purpose of this document to describe the Parish Council's policy and procedures to allocate and manage its CIL

2. Policy Aims

The **objective** of the Policy is to ensure that CIL funds are allocated:

- appropriately - in line with Government guidance
- in an open & transparent manner, including providing an opportunity for community stakeholders to apply for CIL Stakeholder Grants
- in line with the Council's Business Plan and the Ascot, Sunninghill and Sunningdale Neighbourhood Plan.

3. CIL Regulations¹

The Community Infrastructure Levy (CIL) is a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. CIL receipts can be used to fund a wide range of infrastructure including transport, schools, health and social care facilities, libraries, play areas, green spaces and sports facilities.

The Parish Council must use the CIL receipts passed to it to support new development by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that new development places on the area.

The neighbourhood portion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area' (see regulation 59C inserted by the 2013 Regulations for details²). The wider definition means that the neighbourhood portion can be spent on things other than infrastructure provided it is concerned with addressing the demands that development places on the area. For example it could be used to support affordable housing.

If a Parish Council does not spend its levy share within 5 years of receipt, or does not spend it on initiatives that support the development of the area, the charging authority may require it to repay some or all of these funds to the charging authority (see regulation 59E for details)

4. The Parish Council's Policy

- A. All CIL projects must conform with the relevant regulations - as updated from time to time.
- B. The Parish Council is required to take account of the Neighbourhood Plan objectives when determining projects to be funded by CIL (The NP objectives are shown at Appendix 1 for reference)
- C. The Council will work closely with the Borough, Sunninghill & Ascot Parish Council and other adjacent Parish Councils to ensure its projects fit into a coordinated whole.

Business Plan Projects

- D. At least 80% of the Neighbourhood CIL should be spent on projects identified in the Council's Business Plan and the Neighbourhood Plan. Such projects will:
 - 1. take account of the views of the communities in which the income was generated.
 - 2. demonstrate a long term and lasting benefit for its community
 - 3. consider the resulting infrastructure needs of long term housing growth (provided such infrastructure is within the remit of the Council)
- E. Any future revenue or support costs of the Council's CIL projects should be identified during the approval process so that the Council can determine how they will be budgeted in the future.
- F. The Council will carefully monitor the implementation of all its CIL projects to ensure they achieve the expected outcomes and represent good value for money.

Stakeholder CIL Grants

- G. Up to 20% of the Neighbourhood CIL will be placed in a 'Stakeholder Reserve Fund'. These funds will be available to local stakeholders to apply for grants for projects that will support the development of the area. The Council will evaluate any such requests using the criteria described below. The Council will normally assess any grant applications twice per year. The Council's decision on any grant will be final.

5. Implementation

Business Plan / Neighbourhood Plan Projects

¹ <https://www.gov.uk/guidance/community-infrastructure-levy>

² <http://www.legislation.gov.uk/uksi/2013/982/regulation/8/made>

- A. New CIL projects will be identified during the annual update of the Business Plan and budget cycle. The form at Appendix 2 will be used for this purpose. The proposal will normally be sponsored by a Councillor.

Stakeholder Grants

- B. Stakeholder applications (see Form at Appendix 3) for grants from the Stakeholder Reserve Fund will be assessed by the Council based on the following criteria:
 - 1. The proposed project conforms to the CIL spending regulations
 - 2. The project is in line with the Council's Business Plan
 - 3. The funds requested are usually only a part of the total project cost and other sources of funds can be demonstrated
 - 4. Any financial and legal risks associated with the project are identified and mitigated
 - 5. There is evidence of community support & benefits for the proposal
 - 6. Applications from membership organisations must be able to demonstrate a wider community benefit. New or improved facilities should be accessible to a wide range of people within the community
 - 7. Applicants may include statutory infrastructure providers including state schools, community groups and registered charities
 - 8. The facility/infrastructure will be available to Sunningdale residents
- A.
- B.
- C. Applications for grants of £5000 or less may, at the discretion of the Clerk, not be required to complete all off the boxes on the form at Appendix C.

6. Governance

All CIL requests will be validated and subject to due diligence by the Finance Committee before referral to Full Council for approval.

A CIL report regarding receipts, forecasts and expenditure will be presented to Full Council in April and October. This is to ensure the Council does not over extend itself on projects

The Parish Council's CIL Business Plan projects will follow the Council's project management process and be subject to regular review

The Annual Parish Meeting will have a standing item reporting CIL projects

7. Revision History

First Draft presented to CIL Working Group 10th September 2024

Amended version presented to Council 17 September 2024

Updated version presented to Council 15 October 2024: Approved with one amendment to confirm Finance Committees role is to validate & scrutinize.

Appendix 1

Neighbourhood Plan Objectives

- **Housing & the Environment**
 - To protect the green and leafy appearance of our surroundings and the distinct character of our villages.
 - To maintain the separation between our villages, avoiding the creep of urban sprawl.
 - To preserve and enhance the character of Sunninghill village centre.
 - To meet new housing demand in a way that is sympathetic to the area, that ensures that the right type of housing is built in the right locations, and that a mix of housing types is delivered, to especially include family homes that are affordable by a wide section of the population.
 - To minimise the impact of development on the natural and built environment.
 - To protect the biodiversity of our area, our local wildlife and its habitat and our trees.
- **The Economy**
 - To encourage and facilitate a redevelopment of the centre of Ascot and its High Street, to deliver a more viable, attractive shopping centre, a vibrant and successful evening economy and desired community facilities.
 - To sensitively develop the area around the retail centre of Sunningdale to improve its future economic viability and deliver additional parking capacity and community amenities.
 - To create through the planning system an environment that makes it attractive for micro, small and medium-sized businesses and shops to locate and flourish in the area,
 - To retain the current employment sites and provide sustainable employment opportunities for those who live within and outside it.
- **Community**
 - To ensure all residents have easy access to community facilities and community green, open spaces for leisure and recreation.
- **Transport & Infrastructure**
 - To seek ways of addressing the problems of traffic congestion on our roads and the lack of parking.
 - To ensure our roads and streets provide safer and more accessible routes, better balancing the needs of pedestrians, cyclists and drivers.

Appendix 2
Request for CIL Funding
for Business Plan/NP Projects

Name of Proposer: Charters School	Date: 18 th June 2025
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Project Description

Project Title:	Retractable Seating for the Charters School Main Hall
Project Location:	Charters School, Charters Road, Sunningdale, SL5 9QY
Description of Project:	This project proposes the installation of retractable seating in the Main Hall at Charters School to modernise the space and improve functionality. The upgrade will transform the hall into a versatile and inclusive venue suitable for school-wide assemblies, arts performances, community events, and external hires.

Project Justification

How does the project support business plan objectives?	The project enhances access to high-quality community infrastructure, encourages local arts and youth engagement, and improves educational outcomes — directly aligning with the Neighbourhood Plan goals around community, economy, and infrastructure.
How does the project comply with CIL Regulations?	The project represents a capital improvement to a facility that serves both the school and broader community. It addresses the increasing demand for flexible public spaces due to residential development and population growth.
What is the legal power under which we can implement this project?	Charters School, as a state educational institution, is eligible for CIL Stakeholder Grants as per the policy. The school's charity number is EW10993.
What are the main benefits of the project?	Wider Community Access to the Arts: Host inclusive performances for all age groups — from local nursery and primary school audiences to elderly residents from nearby care homes. Educational, Career Development & Enrichment Opportunities: Improve the delivery of professional-standard careers talks and employer presentations to whole year groups, enhancing student aspirations and pathways. This project will also create enrichment opportunities that foster personal growth, creativity, confidence, and collaboration through performances, assemblies, and extracurricular events in a welcoming, inclusive space. Sustainable Community Revenue & Value: Increase hire potential for community groups, theatre companies, youth clubs, and local organisations. Revenue generated will support maintenance and future programming.

Who will be the beneficiaries of the project?	• Charters students (1,700+) • Local primary schools students • Care Home residents • Community groups • The wider Sunningdale public, especially families and older residents
Are the benefits available to all?	Yes — events, performances, and hire opportunities will be open to a broad cross-section of the local community with accessible facilities for all ages and mobility needs.
Please provide evidence of community support for the project	We have received enthusiastic letters of support from: • Cranbourne Primary • Holy Trinity C of E Primary • St. Michael's C of E Primary • Dormy House Care Home • Ocean Theatre Company • Berks County FC • NVSDD Ltd • Parents and carers of Charters School

Project Status

Are there other preliminary tasks before the project can commence?	Quotes have been obtained, and preferred supplier identified.
Please identify any constraints or risks?	Minimal. Planning permission not required. Installation timeline depends on funding availability and school calendar coordination.

Project Funding

What is the total cost of the project?	The total projected cost of the retractable seating installation in the Main Hall is £98,587.00 + VAT . This includes the seating system itself and optional enhancements to ensure the system is fully functional, visually discreet, and flexible for multiple uses.
What is the spend to date on this project?	To date, £6,000 has already been invested in the project through successful fundraising efforts. This funding has been used to upgrade the Main Hall lighting infrastructure to support enhanced visibility and production quality for school and community events, laying the groundwork for a fully modernised performance space. The investment already made in lighting demonstrates our commitment to improving the space and ensures the full benefit of the seating system can be realised immediately upon installation. The retractable seating is the final component in transforming the Main Hall into a multi-functional venue suitable for school, community, and local arts use.

Please provide a breakdown of the costs.	Item Description Cost (Excl. VAT) Base Seating System 244-seat retractable seating unit (Alternative 1, includes installation and power operation) £92,316.00 Side Drapes Automatic drapes to conceal the understructure £1,955.00 Rear Laminate Panels Laminate panels to provide a clean, projectable rear surface £3,675.00 Partial Opening Feature Enables partial system extension for varied event formats £641.00 TOTAL £98,587.00
Please provide a forecast of any income and operating costs that derive from the project after completion.	Annual Servicing Required to maintain 10-year extended warranty. Includes safety checks, lubrication, adjustment, inspection of electrical/mechanical systems. £1,000 – £1,500 Contingency Recommended reserve for any unexpected issues or component replacements. £250 Estimated Total Annual Cost: £1,000 – £1,750 to be covered by regular parental donations & lettings income While the new infrastructure will generate some revenue from external bookings, particularly from commercial or profit-making organisations, which will be charged a standard lettings fee, this project is not commercially driven. The Main Hall will continue to be made available free of charge to local community groups, such as youth organisations, senior clubs, and amateur performance groups, ensuring the space remains a valuable resource for the wider public. This balance of modest income generation with widespread free access reflects our commitment to both financial sustainability and community enrichment, enabling Charters School to serve as a cultural and educational hub for all.

Delivery Timescale

Please show the key milestones for the project.	1. Funding Secured & Order Placed Week 0 Formal acceptance of quotation, payment of 25% deposit, confirmation of seat fabric colours and specifications.
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	2. Manufacturing Lead Time	Weeks 1–10	Hussey Seatway will manufacture the seating system in the UK to the agreed specifications.
	3. Pre-Installation Planning	Weeks 6–10 (overlapping)	Site preparations, layout confirmation, delivery coordination, and internal communication.
	4. Delivery to Site	Week 11	Delivery of equipment to Charters School, assuming access requirements are met.
	5. Installation	Week 11 or 12 (5 working days)	Installation of the full seating system by Hussey Seatway engineers during term time.
	6. Handover & Training	Immediately post-installation	On-site training and handover to designated staff to ensure correct and safe use of the system.
	7. Project Completion & Final Payment	Within 30 days of installation	Final 25% balance payment upon practical completion. Seating system fully operational for school and community use.

Appendix 3

CIL Stakeholder Grant: Guidance Notes & Application Form

CIL STAKEHOLDER: A GUIDE FOR APPLICANTS

This guidance aims to provide assistance to those completing the Sunningdale Parish Council Stakeholder Grant Application Form. To discuss a potential project or for further guidance, please contact the Parish Clerk at clerk@sunningdale-pc.gov.uk

WHO CAN APPLY?

- Not for profit organisations including state schools, community groups and registered charities.
- Applications must be received from the organisation, rather than an individual.
- Applications from membership organisations must be able to demonstrate a wider community benefit. Given that CIL is public money new or improved facilities should be accessible to a wide range of people within the community

WHAT IS NOT ELIGIBLE?

- Projects that have been completed prior to an application being submitted
- Ongoing operating costs for projects
- Annual maintenance and repair
- Projects promoting a political party
- Projects that conflict with Council priorities and objectives
- Any VAT that can be recovered

WHAT DOES A PROJECT NEED TO DEMONSTRATE?

In addition to meeting Government criteria for the spend the project should be able to show evidence of the following:

- addressing impacts created by new development
- wider community benefits beyond those just to the organisation submitting the application.
- deliverability: a clear delivery plan with robust governance
- additional resources (people or money) available from partners to complement funding

COMPLETING THE FORM

NB, If your grant application is for £5000 or less it may not be necessary to complete all the boxes on this form. You should discuss your application with the Clerk and take advice.

Questions 1-3 - Applicant organisation details

A named contact from all the organisation(s) involved will need to sign the declaration at the end of the form. All correspondence about the application will be sent to the main contact listed on the form.

Questions 4-5 - Please provide information on the legal status of your organisation. The type of organisations that might be applying include:

- Community or voluntary groups
- Community Interest Companies
- Charities or trusts
- Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

Question 6 - Please provide the address of the project, including postcode.

Question 7 - Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

Questions 8 - 12 - Indicate the amount of money you are applying for. If there are multiple elements within an application, please prioritise these within your form. Let us know if there are any contributions from third parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from either the Royal Borough of Windsor & Maidenhead Borough Council or Sunningdale Parish Council.

Questions 13 - 14 - Please highlight the pressures that the project is addressing. Letters of support from within the local community are well received.

Questions 15 - 16 - You must demonstrate that the project is deliverable and is able to be started within no longer than twenty-four months of the funding decision. You must also explain how long- term revenue commitments will be met in order to show that the project is sustainable in the long term.

Questions 17-19 - If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation's reserves. This information will be treated as confidential and will only be shared with Sunningdale Parish Councillors for decision making purposes. If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

DECLARATION

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

SUPPORTING INFORMATION

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

WHAT HAPPENS AFTER SUBMITTING AN APPLICATION?

The Council will confirm receipt of your application and whether all required information has been received. If necessary you may be asked to provide further information. Following successful validation, applications will be considered at the Finance Committee and you will be able to attend to speak in support of your application. Applications approved by the Finance Committee will be forwarded to the Full Council where the final decision on whether the project is adopted for CIL funding and the level of funding to be disbursed will be approved.

PAYMENT OF CIL FUNDING

Successful projects must be able to commence within the twenty-four months following the relevant Full Council meeting. Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application by a Full Council meeting, the Responsible Finance Officer will notify the said organisation that the application has been approved and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Council. No funds will be paid over until such written confirmation is received. The Council will seek confirmation that the project has been completed per the application and to its satisfaction. You must have a bank account in the name of your organisation into which the Council will pay the funding.

A claim for payment must be made in writing with evidence that the work has been completed or partially completed for a part claim. Evidence requested may include invoices from contractors/suppliers and/or a surveyor's valuation. Payments, including stage payments, will be made as percentage of the overall costs up to the total grant awarded. If the final project costs is less the amount awarded may be adjusted accordingly.

The CIL funding is a payment for capital expenditure and will not result in any future revenue commitment by Sunningdale Parish Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

PUBLICITY

The applicant will need to agree to publicise the support of Sunningdale Parish Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

(Application form follows on next page)

CIL STAKEHOLDER GRANT - APPLICATION FORM

1. Applicant organisation	Charters School
2. Name & position of main contact	Rebecca Herbert – Marketing Manager
3. Applicant contact details (phone no, email & address)	Phone: 01344 624826 Email: R.Herbert@chartersschool.org.uk Address: Charters School, Charters Road, Sunningdale, SL5 9QY
4. Type of organisation If a charity, please provide registration number	Academy School Charity registration number: Academies are exempt charities – not registered with the Charity Commission however our exempt charity number is EW10993
5. Is the organisation able to reclaim VAT?	Yes
6. Location of project	Main Hall, Charters School, Charters Road, Sunningdale, SL5 9QY
7. Summary of the project proposal	The project involves the installation of a high-specification retractable and movable seating system in the Main Hall at Charters School. The seating will enhance the space's usability for school assemblies, performances, conferences, and local community events. With a capacity of 244 seats, the system will transform the hall into a multi-functional venue for cultural, educational, and social gatherings, including those hosted free of charge for community groups. This investment builds on recent upgrades to the hall's lighting, funded through school-led fundraising.
8. Estimated project cost	£98,587.00 (excluding VAT)

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	£98,587.00	Retractable seating system
Any other Local Authority Contribution	£0	
Third party contribution	£6,000.00	(Fundraising already completed by the school)
Total Cost	£104,587.00	

10. Details of additional sources of funding available	£6,000 has already been raised by the school community through targeted fundraising for improvements to the Main Hall, specifically the new lighting system. Additional regular parental donations will support minor ancillary costs.
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made	CIL funding is essential to deliver this transformative project in full. While the school has already invested in hall upgrades through fundraising, the cost of the seating system exceeds what can be raised independently within required timelines. No other local authority or national grant has been secured or is under application for this specific infrastructure.

for funding							
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	In November 2021, Charters School secured CIL funding of £12,600 from both Sunningdale Parish Council and Sunninghill & Ascot Parish Council to jointly fund the installation of a new canopy as part of a collaborative infrastructure improvement project.						
13. How does the project help address the demands of development in the area. What evidence is there to support this?	As Sunningdale and surrounding areas grow, there is increased demand for high-quality, flexible community spaces. This project meets that need by turning the school's Main Hall into a shared facility supporting educational, social, and cultural development. It aligns directly with community infrastructure needs created by housing growth and supports inclusivity by offering a large-capacity space for events that are accessible to all age groups.						
14. What evidence is there of support from the community?	There is strong and widespread community support for this project, demonstrating its value well beyond the immediate school environment. Charters School has received formal letters of support from a diverse range of local organisations, schools, and groups who recognise the potential of this facility to enrich community life. Supporters include: • Berkshire County Football Club – endorsing the hall's value as a space for community gatherings and presentations. • Ocean Theatre Company – a local youth theatre group that plans to stage performances in the upgraded venue. • Cranbourne Primary School, Holy Trinity Primary School, and St. Michael's Primary School – who see the space as a valuable resource for shared use and transition events. • Dormy House Care Home – supporting intergenerational programming and local access to cultural events. • Natalie Vinson School of Dance and Drama – identifying the hall as a vital local performance space for students. • Parents and Carers of Charters School – many of whom have already contributed financially to the first phase of Main Hall improvements and continue to back the project wholeheartedly. This groundswell of support demonstrates that the proposed seating installation meets a genuine local need for flexible, high-capacity event space that can serve educational, cultural, and social purposes for a wide range of users.						
15. Proposed timelines for the project	<table> <tr> <td>Milestone</td><td>Date</td></tr> <tr> <td>Funding Confirmed</td><td>Jul 2025</td></tr> <tr> <td>Order Placement & Specification Finalisation</td><td>Aug 2025</td></tr> </table>	Milestone	Date	Funding Confirmed	Jul 2025	Order Placement & Specification Finalisation	Aug 2025
Milestone	Date						
Funding Confirmed	Jul 2025						
Order Placement & Specification Finalisation	Aug 2025						

	Manufacturing Period Installation & Handover Seating Operational	Sep-Nov 2025 Dec 2025 Jan 2026
16. Is there a related operating cost associated with the project? How will this be addressed?	Yes. The seating system requires annual servicing (estimated £1,000 - £1750/year) to maintain its extended 10-year warranty. These costs will be covered through a mix of regular parental donations and lettings income. Profit-making organisations will be charged standard hire fees, while community groups will benefit from free access wherever possible.	
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.	As an academy school, Charters School publishes audited annual accounts which are publicly available via the Department for Education and Companies House. We operate a balanced budget with prudent reserves, though capital funds for infrastructure such as this are limited. <i>(Audited accounts available on request.)</i>	
18. Do you need planning permission to carry out the works?	No. The installation is internal and does not alter the building's structure or external appearance.	
19. If planning permission is required, is it in place to carry out the works? If so please provide the application number.	Not applicable.	

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: R. J. H. H. H.

Organisation: Charters School

Date: 18/6/25

Community Letter of Support – Charters School Retractable Seating Project

To: Sunningdale Council

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- Is consistent with the aims of the Ascot, Sunninghill & Sunningdale Neighbourhood Plan - particularly in fostering vibrant community life and ensuring facilities are inclusive, accessible, and flexible.

We believe this investment would deliver lasting, multi-generational value to the area, and we urge the Parish Council to approve this application.

Sincerely,

A handwritten signature in black ink, appearing to read 'S g Kay', with a horizontal line underneath the 'g'.

Name: Stephen Kay

Organisation: Berks County FC

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Sincerely,

Name:



Andrew Miller
Artistic Director

andrew@oceantheatre.com
07786 617891

Organisation:

Ocean Theatre Company
www.oceantheatre.com

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Sincerely,

Name:

Paula Jenkins

Organisation:

Headteacher

Cranbourne Primary School



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Sincerely,

Name: Liz Hockley – Community Relations Manager

Organisation:

Aria Care – Dormy House Care Home, Sunningdale

<https://www.ariacare.co.uk/find-a-home/dormy-house-in-sunningdale>

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Sincerely,

Name: Mrs J Griffith

Organisation: Holy Trinity CE Primary School, Sunningdale



husseyseatway
PUBLIC SEATING SYSTEMS

P05888.1-25 Charters School

RETRACTABLE SEATING QUOTATION

HUSSEY SEATWAY

3 CENTURION WAY, CRUSADER PARK

WARMINSTER, WILTSHIRE BA12 8BT

+44 (0) 1985 847200

www.husseyseatway.com



Mr Rebecca Herbert
Marketing Manager
Charters School

By Email: R.Herbert@charterssschool.org.uk

14 May 2025

Re: Retractable Seating for Main Hall

Dear Rebecca

Following our recent correspondence please find enclosed our quotation for the provision of Retractable Seating within the main hall.

As discussed, we have changed the seat type from benches to chairs, after speaking with our designers we can use a lower tier height with the chairs which allows us to squeeze an extra row in giving an overall capacity of 244. This achieves a clear height of 2091mm on the rear row so very slightly below the 2100mm but allowing far greater clearance than our competitors proposal. The 244 includes a row bolted to the front of the unit, to reduce the closed depth further these could be omitted, see alternative 2 drawing taking capacity back to 222.

In the base price we have allowed for a travelling unit which will enable you to move the seating up and down the hall as required, see video link below. As discussed this would enable you to move the seating all the way down the hall as a closed block and store in front of the stage allowing the fire exit on the opposite end wall to remain clear. As discussed we could supply the rear panel as a white laminate panel to enable you to project onto it.

https://www.dropbox.com/scl/fi/zqaor6hoixn1zm4pi9ngo/DSC_0094.MOV?rlkey=w7mhrnu3rk2r1s8gujje6209k&st=xdwxi1jc&dl=0

The retractable structure is manufactured in the UK in accordance with EN1090 execution class 2. A 1-year warranty is provided as standard which we extend to 10 years on the basis it is serviced annually.

For more information or advice, please do not hesitate to contact me on 01985 847200 or email cblack@husseyseatway.com.

Yours sincerely,

Chris Black
Director

ALTERNATIVE 1 – 244 SEATS**MODEL – SEATWAY TP RETRACTABLE SEATING**

1 Bank	Type	TP-F (Travelling)
	Operation	Integral power C/W 'Soft Start'
	Width	11,920mm, Including rails
	Number of Seat Rows	11, Including row 0 chairs
	Number of Platforms	10
	Row Rise	245mm
	Row Depth	850mm

DETAILS

System Finish	Deck	Carpet, Standard Eurocord Range
	Metalwork	Powder Coated
Aisles	Number	1 No. 1100mm wide is included
	Intermediate steps	Included
	Contrasting trim	Included for all aisle nosing
	Row Letters	Included
	Aisle Lights	Not included
Rails	Side Rails	2 No. sets of self-storing rails are included
	Front Rails	Not required
	Rear Rails	Included
Seating	Model	Centura
	Backrest/Seat Pan	Upholstered
	Fabric	From the Xtreme Range by Camira
	Arms	Not included
	Quantity	244
	Seat Centre	460mm
	Seat Numbers	Included
Miscellaneous	Front Fascias	Not Included
	Side drapes	See options
	Rear drapes	See options

ALL FOR THE SUM OF**£92,316.00****OPTIONS**

1.	To provide 2 sets of side drapes to cover off the visible understructure when extended. Note these are automatic and don't have to be removed. For the additional sum of...	£1,955.00
2.	To provide laminate panels to close off the rear of the system. For the additional sum of...	£3,675.00
3.	To provide a partial opening feature to enable the system to be extended to any number of rows. For the additional sum of...	£641.00

ALTERNATIVE 2 – 222 SEATS**MODEL – SEATWAY TP RETRACTABLE SEATING**

1 Bank	Type	TP-F (Travelling)
	Operation	Integral power C/W 'Soft Start'
	Width	11,920mm, Including rails
	Number of Seat Rows	10
	Number of Platforms	10
	Row Rise	245mm
	Row Depth	850mm

DETAILS

System Finish	Deck	Carpet, Standard Eurocord Range
	Metalwork	Powder Coated
Aisles	Number	1 No. 1100mm wide is included
	Intermediate steps	Included
	Contrasting trim	Included for all aisle nosing
	Row Letters	Included
	Aisle Lights	Not included
Rails	Side Rails	2 No. sets of self-storing rails are included
	Front Rails	Not required
	Rear Rails	Included
Seating	Model	Centura
	Backrest/Seat Pan	Upholstered
	Fabric	From the Xtreme Range by Camira
	Arms	Not included
	Quantity	222
	Seat Centre	460mm
	Seat Numbers	Included
Miscellaneous	Front Fascias	Not Included
	Side drapes	See options
	Rear drapes	See options

ALL FOR THE SUM OF**£88,392.00****OPTIONS**

4.	To provide 2 sets of side drapes to cover off the visible understructure when extended. Note these are automatic and don't have to be removed. For the additional sum of...	£1,955.00
5.	To provide laminate panels to close off the rear of the system. For the additional sum of...	£3,675.00
6.	To provide a partial opening feature to enable the system to be extended to any number of rows. For the additional sum of...	£641.00

PRODUCT

1. We make every effort to ensure that our products and proposed layouts meet with the local regulatory requirements. However, we cannot be ultimately responsible for gaining approval, although we will assist where possible.
2. It is the responsibility of the owner/client to ensure that the floors are capable of withstanding the point loads imposed by the system. Hussey Seatway can provide information [including drawings] regarding the load levels and position of these loads, and will co-operate fully where needed. Various floor types are suitable, but a level, smooth and hard surface is required, i.e. deviation must not be greater than 5mm over 3m. Note – in the case of recessed unit installations, the floor type/finish must be the same in the recessed zone as the main floor and to be continuous, i.e. no thresholds.
3. It is essential that no underfloor heating or services are present in the fixing zone, as it will not be possible to fix and subsequently commission the product. Please contact us during the early stages of construction so we can produce drawings that indicate the fixing locations.
4. Please note, carpeted floors are not acceptable under any circumstances, unless running boards are also purchased – this to be discussed with our technical department.
5. Deckboards and wood panels can be supplied to fire retardant grades BS476 class 1 or class 0 if required. Please contact us for further information.
6. All upholstery complies with BS5852, 2006, Part 1 & Part 2 Ignition source 5 in respect of flame retardancy.
7. Unless specifically asked pull out tests on masonry fixings will not be completed. The quality of masonry must be of a standard to accept good fixings where required.
8. On health and safety grounds it is advised that the provision of front rails to row 1 is considered to discourage public access on and off the front of the telescopic unit, without accessing the aisles. Please contact us for further information

PRICES QUOTED

1. Are exclusive of VAT which will be charged at the ruling rates.
2. Are open for acceptance for a period of 30 days.
3. Assume the installation is carried out during term time, works to take 5 days.
4. Are based on delivery/installation by 31st December 2025 latest, with the installation period to be in one continuous period.
5. Our quoted price is based on raw material costs prevailing at the date of this quotation. Given the uncertainty of global economic conditions that we are experiencing at present, we reserve the right to pass on any significant and unforeseen cost rises that we experience between the date of this document and the start of the manufacturing period (which is typically 10 weeks prior to the despatch date) to you in full. If we do not contact you prior to commencing the manufacturing of the product, then the price detailed above remains valid.
6. Include for insurance of the material up to delivery to site. Once the goods are on site it is the client's responsibility to insure the goods.
7. Are based on delivery vehicles being: -
 - a. 40ft containers or trailers.
 - b. The delivery vehicle being able to park within 30m of the room where the seating is to be installed.

Note – if both of the above cannot be achieved, extra charges will apply.
8. Our price does not include for any storage of the goods should installation be delayed from a previously agreed installation commencement date extra charges may apply.

DELIVERY/INSTALLATION

1. At present 12-14 weeks from receipt of order, colour selections and agreement of product specification.
2. Once an installation date is agreed we need 4 weeks' notice to change the previously agreed dates. Note – any storage charges incurred due to a delay will be passed on.
3. On completion of the installation we ask for the relevant person(s) to be available for a detailed handover, to include product specific training. If this is not possible and a return visit to site is required, this will be chargeable at a rate of £300.00 per man day, plus mileage, subsistence and if applicable accommodation.

PAYMENT TERMS

25% Deposit to be paid within 14 days of order/instruction

50% Payable 2 weeks prior to delivery of goods to site

25% Balance payment within 30 days of practical completion of installation and handover

CONDITIONS OF SALE

1. The Title of any goods supplied does not pass from Hussey Seatway Ltd until full payment is received.
2. Our standard Conditions of Sale will apply, full details will be provided on request.

Community Letter of Support – Charters School Retractable Seating Project

To: Sunningdale Parish Council

We, the undersigned, write to express our full support for Charters School's application for CIL funding to install retractable seating in its main hall.

Charters School is a cornerstone of our community. The proposed retractable seating would enhance its ability to host a wide variety of events for the local area, including theatre performances, musical concerts, sports award evenings, inter-school competitions, community forums, and senior citizens' showcases.

This project:

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- Is consistent with the aims of the Ascot, Sunninghill & Sunningdale Neighbourhood Plan - particularly in fostering vibrant community life and ensuring facilities are inclusive, accessible, and flexible.

We believe this investment would deliver lasting, multi-generational value to the area, and we urge the Parish Council to approve this application.

Sincerely,

Name: Mrs Jaime Anand

Connection to Charters School: Parent

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Sincerely,

Jennifer Carroll

Connection to Charters School:

Parent of a Charters student, (soon to be two)

6 years as a netball mum at Charters

8 years school holiday club / childcare user at Charters.

School concert and play audience member

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Sincerely,

Name: Mich Mazzocco and Carl Creswell

Connection to Charters School: parents of 3 children at Charters, local residents

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Sincerely,

Name: Natalie Shaw

Organisation: NVSDD Ltd

Award Winning Performing Arts School with branches in Ascot and Warfield.



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Name: Mr Rohit Anand

Connection to Charters School: Parent

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Sincerely,

Sarah Stocks-Wilson

Connection to Charters School: Parent

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Sincerely,

Name:

Matt Thompson, Headteacher

Organisation:

St Michael's School, Sunninghill





PITCHPOWER

**Powered by
Football Foundation**

FOOTBALL ASSESSMENT REPORT

CHARTERS SCHOOL (SOUTH FIELD)

Berks & Bucks FA

Active Places Site ID

30011150

Report ID

15081



This report has been compiled for BERKS COUNTY FC and Berks & Bucks FA to provide information on the standard of the football pitches and outlines recommendations on how to improve the quality and maintenance of these pitches.

Inspection Window

1 NOV 2023 / 31 MAR 2024

Inspection Reason

INTEREST IN A FOOTBALL FOUNDATION GRANT

Report Completion Date

18 SEP 2025

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

Site report:

CHARTERS SCHOOL (SOUTH FIELD)





CHARTERS SCHOOL (SOUTH FIELD)

Site ID: 30011150



Date inspection submitted

31/03/24

Next available inspection window

1 Apr 2024 / 30 Jun 2024

Reviewed by

dmligate@thegma.org.uk

Map Key	Pitch Name	PQS Score
1	5V5 1	● Poor - 32%
2	5V5 2	● Basic - 25%
3	7V7	● Poor - 30%
4	9V9	● Poor - 36%



Thank you for your submission and expressing an interest in Football Foundation grant funding and general pitch maintenance advice. Please be mindful that the recommendations made in this report are based on the submission results and condition of the pitch at the time of the inspection. Machinery recommendations are included in this report and are based on the evidence provided in your submission.

A pitch that is graded as good is less prone to damage and is likely to sustain more hours of play, resulting in fewer match postponements. The Performance Quality Standard (PQS) grading of the pitches in this submission is BASIC and POOR. The recommended weekly use of a well-maintained football pitch is 4-6 hours before maintenance needs to be increased or the pitch will deteriorate significantly, especially through the winter months. The pitches in this submission are given generally as well managed for usage. Pitch usage should be continually monitored by the organisation to ensure overplaying by match play, recreational use or training is minimised where possible. Better rotation of surfaces could prevent over usage on certain surfaces and improve their overall playability. For the site to improve an increase in the maintenance activities and resources is required. If the site would like to do more maintenance in house and has volunteers or site staff willing to operate the machinery, the site may be eligible for grants of up to 75% towards additional equipment recommended in this report. This funding is available through the Football Foundation.

The ground may also be eligible for funding towards pitch maintenance and renovation operations. Funding for pitches rated at basic and poor could be up to £3,200 per full size pitch. For pitches rated as good or above it could be up to £950 per full size pitch. Your county FA will be able to help with this process.

If the site is awarded maintenance funding key action points to consider are the implementation of decompaction and deep slitting into the maintenance regime. The pitches in this submission are given as slow draining with standing water after rainfall and the above operations will further aid increased movement of water through the profile whilst increasing nutrient and air intake. Root depth and density and the breakdown and prevention of thatch will also be improved. The soil samples look somewhat compacted within the profile with a thatch layer evident. In-season overseeding may also be of benefit to the site and provide a better yield if access to water is limited. Seeding will be essential to improving pitch grading and quality of grass cover in areas that are bare where high usage is evident. An application of selective herbicide is recommended as weed presence is evident. It should be noted that cultural practices such as those mentioned above, scarification, regular mowing, fertilising and surface grooming will also help with wormcasting, weed control, reduce costs and lessen the impact on the environment and your machinery. Scarification at the next end of season renovation is



advised to control the existing thatch layer, further improve drainage and remove any undesirable vegetation.

For clubs competing in the National League System or the Women's Football Pyramid, grass pitch maintenance funding is only available for non-stadia pitches at the site that are used for community football. However, clubs can apply to the Premier League Stadium Fund (PLSF) for grant funding of up to 70% towards the cost of pitch maintenance machinery, subject to the limits of the 5-year funding allocation relevant to the level of play. See here: <https://premierleaguestadiumfund.co.uk/>

Dan Milgate

dmilgate@thegma.org.uk

Regional Pitch Advisor, London and the South East

Notes:

*Please note the comments in each PQS section

*Please use a soil sampler (recommended in your machinery section) in future for soil profile pictures with a tape measure also at all times so that we can clearly identify thatch layer, root structure and soil profile

*Ground cover pictures should be taken at arm's length and waist height pointing vertically down to capture a m2. There should also be no obstructions or lines in view which is the case in this submission. In future, please follow submission guidelines to prevent the submission being returned

* I have made a recommendation for an inspection of your existing drainage and signposted to consultancy to carry out a feasibility study. Costs will be incurred for this service so please contact your local County FA facilities department for further information.

* Please be careful when submitting measurements as your data was inaccurately reported or was submitted without a tape measure or ruler as proof to data submitted



Maintenance

Attention required in these areas:

[Mowing >](#)

[Line marking >](#)

[Surface Grooming >](#)

[Deep Slitting >](#)

[Decompaction >](#)

[Application of fertiliser >](#)

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

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

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

[Scarification >](#)

[Drainage >](#)

Equipment

Attention required in these areas:

[Line marker >](#)

[Soil Sampler >](#)

[Compact tractor \(with cutting deck\) >](#)

[Combination turf grooming tool >](#)

[Deep Slitter >](#)

[Fertiliser spreader >](#)

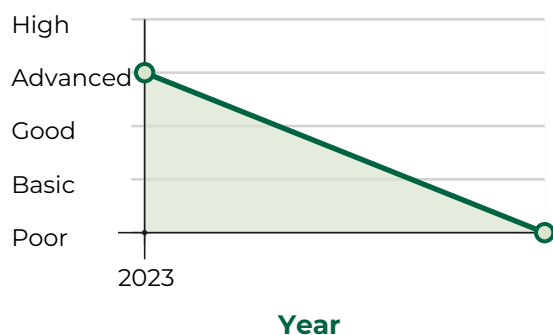
5v5 1 Football - Mini Soccer 5v5

CURRENT PQS SCORE: Poor - 32%

AREA			PQS GRADE
Grass height	60 ↓	40 —	1 ↓
Grass	50 ↓	50 ↓	0 ↓
Weed coverage	45 ↓	30 ↓	0 ↓
Surface debris	Above Standard —	Above Standard —	4 —
Topsoil depth	100mm ↓	100mm ↓	0 ↓
Thatch depth	40mm —	10mm ↑	0 —
Root depth	100mm ↑	100mm ↑	3 ↑
Drainage Following Rainfall	Slow drainage —		2 —
Line markings	Standard ↓		1 ↓
Surface evenness	Standard —		2 —
Goalposts	Compliant —		1 —

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

Overall pitch PQS tracked over time





Root depth

Using a tape measure, starting where the soil begins at the base of the grass, measure the roots in millimetres, you may need to gently break apart the sample to reveal the roots.



100mm



100mm

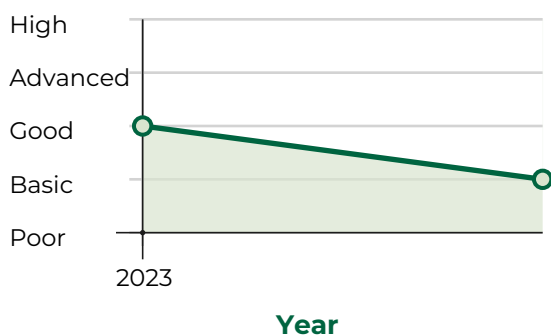
*Ground cover pictures should be taken at arm's length and waist height pointing vertically down to capture a m2. There should also be no obstructions or lines in view which is the case in this submission. In future, please follow submission guidelines to prevent the submission being returned

5v5 2 Football - Mini Soccer 5v5

CURRENT PQS SCORE: Basic - 25%

AREA			PQS GRADE
Grass height	70 ↓	60 ↓	1 ↓
Grass	60 ↓	65 ↓	1 ↓
Weed coverage	30 ↓	25 ↓	0 ↓
Surface debris	Standard ↓	Above Standard —	2 ↓
Topsoil depth	100mm ↓	100mm ↓	0 ↓
Thatch depth	40mm —	40mm —	0 —
Root depth	100mm —	100mm ↑	3 ↑
Drainage Following Rainfall	Standing water ↓		0 ↓
Line markings	Standard —		1 —
Surface evenness	Standard —		2 —
Goalposts	Compliant —		1 —

Overall pitch PQS tracked over time





Root depth

Using a tape measure, starting where the soil begins at the base of the grass, measure the roots in millimetres, you may need to gently break apart the sample to reveal the roots.



100mm



100mm

*Ground cover pictures should be taken at arm's length and waist height pointing vertically down to capture a m2. There should also be no obstructions or lines in view which is the case in this submission. In future, please follow submission guidelines to prevent the submission being returned

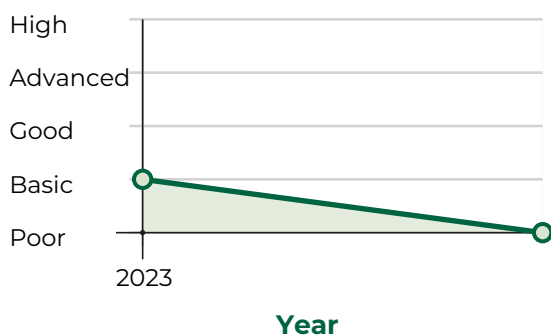
7v7 Football - Mini Soccer 7v7

CURRENT PQS SCORE: Poor - 30%

AREA			PQS GRADE
Grass height	40	50	2
Grass	50	50	0
Weed coverage	30	30	0
Surface debris	Standard	Standard	2
Topsoil depth	100mm	100mm	0
Thatch depth	40mm	40mm	0
Root depth	100mm	100mm	3
Drainage Following Rainfall	Slow drainage		2
Line markings	Standard		1
Surface evenness	Standard		2
Goalposts	Compliant		1

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

Overall pitch PQS tracked over time





Root depth

Using a tape measure, starting where the soil begins at the base of the grass, measure the roots in millimetres, you may need to gently break apart the sample to reveal the roots.



100mm



100mm

*Ground cover pictures should be taken at arm's length and waist height pointing vertically down to capture a m2. There should also be no obstructions or lines in view which is the case in this submission. In future, please follow submission guidelines to prevent the submission being returned

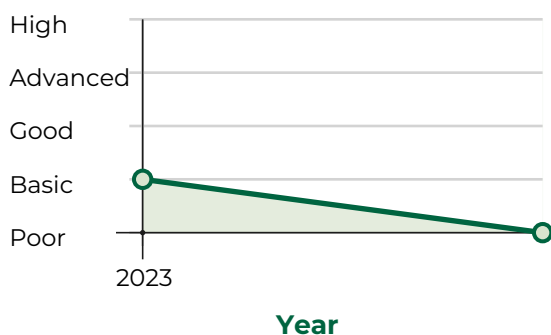
9v9 Football - Junior Football 9v9

CURRENT PQS SCORE: Poor - 36%

AREA				PQS GRADE
Grass height	60 ↓	50 ↓	40 ↓	2 ↓
Grass	60 ↓	30 ↓	20 —	0 ↓
Weed coverage	10 ↑	0 ↑	10 ↑	3 ↑
Surface debris	Standard ↓	Below Standard ↓	Below Standard ↓	0 ↓
Topsoil depth	100mm ↓	100mm ↓	100mm ↓	0 ↓
Thatch depth	10mm ↓	10mm ↓	10mm ↓	2 ↓
Root depth	100mm —	100mm —	100mm ↑	3 —
Drainage Following Rainfall	Slow drainage —			2 —
Line markings	Standard —			1 —
Surface evenness	Standard —			2 —
Goalposts	Compliant —			1 —

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

Overall pitch PQS tracked over time





MAINTENANCE

These recommendations are in priority order

MOWING

Frequency:

Weekly

Recommended for:

Whole Ground

The pitch/s should be maintained at a playing height between 30-35mm during the growing season and increased to between 35-45mm during the autumn and winter months. There are exceptions to this, during drought periods height of cut should be increased to reduce stress on the plant and cutting avoided all together if growth has ceased. To minimise build-up of surface debris careful consideration should be given as to the conditions in which mowing takes place. Quality of cut will be maximised if cutting can take place when the grass leaf is dry, however cutting should not take during the heat of a warm day as this will cause stress to the turf. No more than a third of the grass leaf should be mown during any one operation to minimise turf stress and reduce the build up of grass clippings on the surface.

[LEARN MORE ABOUT MOWING >](#)



LINE MARKING

Frequency:

Fortnightly

Recommended for:

Whole Ground

Lines should be marked to the appropriate dimensions with a suitable line marking paint. Strings should be used to straighten lines when possible. On multi pitch sites the use of GPS line marking technology to mark pitches out initially and periodically restraigten lines could be considered. PLEASE NOTE: The indicative budget outlined in the report does not include line marking costs.

[LEARN MORE ABOUT LINE MARKING >](#)



SURFACE GROOMING

Frequency:

Fortnightly

Recommended for:

Whole Ground

If use of a compact tractor and combination grooming tool could be organised regular use of these to rake and brush the surface/s during the growing season and then to use the brush and surface slitter during the autumn and winter if soil conditions allow will help to relieve surface compaction, improve surface drainage and manage organic matter levels which can contribute to numerous turf problems. These operations will also alleviate the conditions in which many weeds and diseases thrive.

Any presence of worm casts should be alleviated by weekly brushing of the surface. Worm casts are unsightly and can smear and cover fine turfgrasses. This would also help with thatch build up, dew dispersal and help to break up any surface debris.

[LEARN MORE ABOUT SURFACE GROOMING >](#)



DEEP SLITTING

Frequency:

Monthly

Recommended for:

Whole Ground

Slitting, although useful on its own, works in perfect partnership with any decompaction works that are undertaken. Decompaction and aeration needs to be done at different depths to stop hard soil pans forming in the profile.

As long as soil conditions allow (i.e. not too wet or too dry) slitting provides aeration in the soil encouraging improved water, air and nutrient circulation in the soil. It is a quicker and less invasive method of aeration in comparison to deep spiking or linear decompaction and should take place more routinely as part of a routine maintenance schedule. Typically slitting would take place to a depth of between 150-220mm soil conditions allowing. Due to the slits created it can be particularly useful in the autumn when trying to improve the drainage of the soil prior to the wetter winter months. However, as it creates lines of weakness in the soil it is not recommended on clay soils beyond the winter due to the risk of encouraging cracking during drought periods. This will improve plant health and root growth through gaseous exchange and nutrient uptake.

Recommend to action this roughly every 4-6 weeks during the Autumn and winter.

[LEARN MORE ABOUT DEEP SLITTING >](#)



DECOMPACTION

Frequency:

2 x per year

Recommended for:

Whole Ground

Est Cost:

£2500

Look to carry out or organise decompaction works on the site. Decompaction operations are essential to allow air, water and nutrients to pass into and through the soil profile increase drainage and root depth/density and improve the breakdown of organic matter (Thatch). Introduce a programme of deep spiking operations to be conducted at least twice annually, spring and autumn using 18-24mm tines at 100mm spacings to maximum achievable depth. If funds permit conduct further linear aeration and decompaction operations during the autumn/winter month's dependent on ground conditions.

[LEARN MORE ABOUT DECOMPACTION >](#)



APPLICATION OF FERTILISER

Frequency:

2 x per year

Recommended for:

Whole Ground

Est Cost:

£3100

To increase root depth and density, encourage recovery and improve visual turf colour application of a slow or controlled release fertiliser should be considered following a soil analysis that can be carried out by a suitable materials provider. One application of granular slow or controlled release fertiliser during the growing season should be viewed as the absolute minimum to maintain turf health but ideally two. Where sandy soils, constructions or drainage systems exist water drains through the soil profile more quickly but in turn this means that nutrients are also lost more readily and thus nutrient levels need to be observed and maintained as required to preserve turf health. In these situations multiple applications may be required. Controlled release fertiliser is recommended to provide a continuous nutrient level over a greater period than compared with a conventional fertiliser. Some controlled release fertilisers offer 5-6months longevity and these would be ideal for bi-annual application. Typically, whatever the preferred supplier a suitable fertiliser can be selected for spring/summer (Higher nitrogen content some phosphorus and medium potassium content) and autumn/winter (Low nitrogen content, no phosphorus and



APPLICATION OF FERTILISER CONTINUED

high potassium content. Approx. 12 x 20kg bags per full size pitch.

It should be noted that this is an essential part of improving the quality of the pitch/s, however this will lead to an increase in grass growth and a mowing regime of cutting a minimum of once per week may be necessary in the peak growing season. If a slower growth rate is desirable an organic slow-release fertiliser could be considered.

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



APPLICATION OF SELECTIVE HERBICIDE (WEED TREATMENT)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£900

As part of an Integrated Weed Management programme application of a broad-spectrum selective herbicide may be required once per year if mechanical maintenance tasks are not adequately controlling the population within acceptable tolerances. By way of an example a GOOD score for weed cover is for the pitch to have no more than 6-10% weed coverage. Selective herbicides should be applied by a fully qualified professional with the appropriate equipment and paperwork. It should typically not be applied within 6-8 weeks prior to or after seeding (refer to product label) Typically mowing should not take place for 3 days before and 3 days after application. (Do not apply in drought conditions it may damage the turf and will not treat weeds effectively). Selective herbicides should be sprayed in the dry with little to no wind. Most selective herbicides are rain fast within 24 hours of application. If rain falls prior to this, it could affect the success of weed control. Work with the contractor to ensure the selective herbicide chosen controls the weeds on site. Most good quality systemic selective herbicides should control common weeds such as Daisy, Dandelion, Greater Plantain, Clover etc.

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



GOAL MOUTH REPAIRS (IN SEASON)

Frequency:

As Required

Recommended for:

Whole Ground

Est Cost:

£80

Problem areas that are suffering with waterlogging such as the goal mouths or other high wear or low-lying areas should be hand forked and regular applications of a suitable sport sand be applied to reinstate surface levels and aid drainage. If areas such as goal mouths are low lying come season end they can be turned over and the existing soil combined with a suitable sport sand to reinstate a level and then be re-seeded. In areas completely devoid of grass cover cultivate to create a tilth and relieve compaction by hand forking before incorporating a sand/soil 50/50 or 70/30 rootzone. Firm and restore levels prior to a further light raking and seeding. If possible cover with germination or protection netting (scaffold debris netting will do) and irrigate to keep the soil moist if possible. In extreme situations where damage is too great re-turfing may be required

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



OVERSEEDING (IN SEASON)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£3650

In season over-seeding can be a viable option on sites where access to water is limited. Seeding in early spring and early autumn when weather conditions are more helpful can help to mitigate the risks of poor germination often seen on sites without irrigation when renovations are left till end of season and the risk of drought is higher. If choosing this option, use of a disc seeder is crucial to make sure the grass seed is drilled into the pitch surface as this gives it some protection from play during germination. High traffic areas such as goal mouths are likely to still require end of season repairs. Disc seed in 3 directions at a rate of 35 grams per square metre (approximately 10-12 x 20kg bags of Perennial Ryegrass seed for a full-size pitch) If budgets are limited and over-seeding spring and autumn this can be done at half rate 18 grams per square meter per pitch, with budgets constraints in mind you could also consider concentrating on the width of the box/es down the length of the pitch where most of the wear takes place.

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



SCARIFICATION

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£900

The recommendation for the site is that the pitch/s could be scarified in multiple directions end of season to remove as much of the surface organic matter, weeds and undesirable grasses as possible.

On sites without irrigation, it is recommended that scarification is not carried out too aggressively as it presents a greater challenge to reinstate the playing surface. Sometimes it is a case of being cruel to kind with pitches and this process can help to reduce weed and weed grass populations in exchange for more resilient species that can be introduced through disc seeding soon after scarifying.

[LEARN MORE ABOUT SCARIFICATION >](#)



DRAINAGE

Frequency:

Once

Recommended for:

Whole Ground

An ongoing issue in the winter months particularly on certain pitches is waterlogging and frequent cancellations as a consequence. Specialised investigations should be considered to determine the cause of the drainage issues and ideally appropriate solutions which may include a specification of works and project costings suitable for addressing the drainage issues and/or undulating areas, these investigations may include topographical surveys, the digging of test pits, soil testing etc. These services are available through the Grounds Management Association through its Turf Care Advisory service, please follow <https://www.thegma.org.uk/learning/turfcare-advisory> for further information. You will note on the Football Foundation website under grass pitch drainage requirements that a feasibility study and specification of works from a qualified agronomist or sports pitch consultant is needed in order for the project to be considered for funding support.

[LEARN MORE ABOUT DRAINAGE >](#)

ESTIMATED BUDGET TO CARRY OUT RECOMMENDATIONS

£11130

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



EQUIPMENT

To carry out the maintenance specified above, we recommend the following equipment to carry out the activities.

LINE MARKER

Spray line markers provide accurate and bright lines and can be used with ready mix paints for economical line marking. I would also generally recommend that a wheel transfer marker is available for use as a back up.

[LEARN MORE ABOUT LINE MARKER >](#)



SOIL SAMPLER

Due to the need for regular soil sampling, it is recommended that you consider the purchase of a suitable soil sampler 1.5 - 2 inches in diameter capable of taking a sample to at least 6 inches depth. You may be eligible through the Football Foundation to use your new or existing grant to contribute towards the cost of a Soil Sampler. Please contact your County FA for more details. Please avoid cheap samplers widely available online as they have a tendency to bend and break after limited use.

[LEARN MORE ABOUT SOIL SAMPLER >](#)



COMPACT TRACTOR (WITH CUTTING DECK)

A 30-40Hp compact tractor with turf tyres, ROPS, front weights and PTO would enable the use of multiple attachments for pitch maintenance. Equipped with a mid mounted cutting deck for mowing, this leaves the rear tractor linkage available allowing simultaneous use of other rear tractor mounted attachments such as grooming tools. The tractor should be matched in terms of power and lift capacity to the intended attachments.

[LEARN MORE ABOUT COMPACT TRACTOR
\(WITH CUTTING DECK\) >](#)



COMBINATION TURF GROOMING TOOL

1.8m Rear tractor mounted Combination Grooming Tool would enable key maintenance tasks such as brushing, raking, surface slitting, and light rolling to be undertaken simultaneously if desired. When used on the 3 point link of a compact tractor it can be used in conjunction with the tractor allowing 4 operations in 1 hour of maintenance per full size pitch. Attachments must be compatible in terms of horse power and lift capacity with the available or purchased tractor.

[LEARN MORE ABOUT COMBINATION TURF GROOMING TOOL >](#)



DEEP SLITTER

A 1.8m rear tractor mounted deep splitter would be ideal to carry out aeration to depths typically between 150-220mm. This would complement any deep spiking operations carried out and would be ideal for controlling organic matter, increasing oxygen exchange in the soil and improving drainage capacity. Attachments must be compatible in terms of horse power and lift capacity with the available or purchased tractor.

[LEARN MORE ABOUT DEEP SLITTER >](#)



FERTILISER SPREADER

A pedestrian rotary action fertiliser spreader with at least 25kg hopper capacity would enable the pitch to be fertilised when required and when conditions are favourable and are also very useful for over-seeding localised areas such as goal mouths

[LEARN MORE ABOUT FERTILISER SPREADER >](#)



TRAINING

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

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

[VISIT TRAINING COURSES >](#)

Recommended Training

Tommy

**GMA Winter Pitches
Level 1**

[Read More >](#)

Safe use of machinery

[Read More >](#)



Want to apply for funding?

FOOTBALL FOUNDATION FUNDING APPLICATION PORTAL

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

Report ID: **15081**

To apply for funding visit

FOOTBALLFOUNDATION.POWERAPPSPORTALS.COM

Training Courses



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

[VISIT THE GMA >](#)

The Groundskeeping Community



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

[VISIT THE GROUNDSKEEPING COMMUNITY >](#)

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

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

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



PITCHPOWER

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Football Foundation**

FOOTBALL ASSESSMENT REPORT

CHARTERS SCHOOL (NORTH FIELD)

Berks & Bucks FA

Active Places Site ID

1039736

Report ID

18715



This report has been compiled for BERKS COUNTY FC and Berks & Bucks FA to provide information on the standard of the football pitches and outlines recommendations on how to improve the quality and maintenance of these pitches.

Inspection Window

1 NOV 2024 / 31 MAR 2025

Inspection Reason

EXISTING FOOTBALL FOUNDATION GRANT

Report Completion Date

3 FEB 2025

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

Site report:

CHARTERS SCHOOL (NORTH FIELD)



CHARTERS SCHOOL (NORTH FIELD)

Site ID: 1039736



Date inspection submitted

02/01/25

Inspection submitted by

steve@berkscountyfc.com

Next available inspection window

1 Apr 2025 / 1 Jun 2025

Reviewed by

dmilgate@thegma.org.uk

Map Key	Pitch Name	PQS Score
1	PITCH 1 11V11	● Good - 45%
2	PITCH 2 9V9	● Good - 48%
3	PITCH 3 9V9	● Good - 50%
4	PITCH 4 11V11	● Good - 43%



Thank you for your Pitch Power submission and waiting for the report to be completed. Please be mindful that the recommendations made in this report are based on the readings provided and condition of the pitches at the time of the inspection.

A pitch that is graded as Good is less prone to damage and is likely to sustain more hours of play, resulting in fewer match postponements. The recommended weekly usage of a well-maintained football pitch is 4-6 hours before maintenance needs to increase or the pitch will deteriorate significantly, especially through the winter months. The pitches in this submission are given as well maintained for usage. Usage should be monitored by the organisation to ensure overplaying by match play, recreational use or training is minimised where possible. The pitch on this site were Performance Quality Standard (PQS) graded within the range of and Good. Please follow the recommendations made in this report to improve and maintain the quality of the pitches. Key action points to consider are the decompaction, scarification and weed reduction. Cultural maintenance techniques, such as scarification and decompaction, will help to break down thatch and improve root depth and density. Please continue to follow these practices to allow water to move through the profile more quickly which should result in less wear in high usage areas. It should be noted that continued cultural practices such as those mentioned above, scarification, regular mowing, fertilising and surface grooming will help with weed control, reduce costs and lessen the impact on the environment. In-season overseeding may also be of benefit to the site and provide a better yield if access to water is limited. Decompaction is strongly advised to improve drainage where surfaces are earmarked as slow drainage and to help avoid the cancellation of matches. The Football Foundation will award a maximum grant of £50,000 that doesn't exceed 75% of the total project costs. Where a grant of over £50,000 or 75% of total project costs is required, the applicant should contact their County FA and/or Foundation Delivery Manager to discuss the project in more detail

For clubs competing in the National League System or the Women's Football Pyramid, grass pitch maintenance funding is only available for non-stadia pitches at the site that are used for community football. However, clubs can apply to the Premier League Stadium Fund (PLSF) for grant funding of up to 70% towards the cost of pitch maintenance machinery, subject to the limits of the 5-year funding allocation relevant to the level of play. See here: <https://premierleaguestadiumfund.co.uk/> Please visit the Hive learning grounds keeping community for further information on the maintenance practices detailed. <https://footballfoundation.hivelearning.com/login>.

Dan Milgate

dmilgate@thegma.org.uk

Regional Pitch Advisor, London and the South East



Maintenance

Attention required in these areas:

[Mowing >](#)

[Line marking >](#)

[Surface Grooming >](#)

[Decompaction >](#)

[Deep Slitting >](#)

[Application of fertiliser >](#)

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

[Top Dressing \(Renovation\) >](#)

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

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

Equipment

Attention required in these areas:

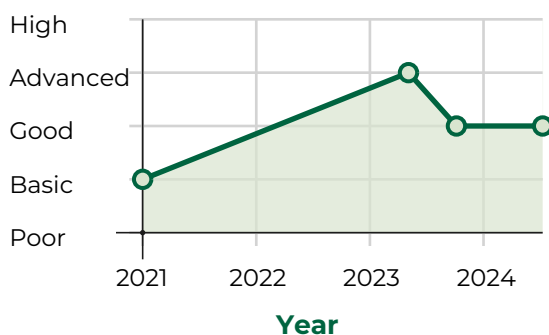
[Combination turf grooming tool >](#)

Pitch 1 11v11 Football - Junior Football 11v11

CURRENT PQS SCORE: Good - 45%

AREA				PQS GRADE
Grass height	50	50	50	2
Grass	70	85	75	2
Weed coverage	15	5	10	3
Surface debris	Standard	Standard	Standard	2
Topsoil depth	60mm	30mm	30mm	0
Thatch depth	10mm	10mm	10mm	2
Root depth	100mm	100mm	100mm	3
Drainage Following Rainfall	Slow drainage			2
Line markings	Standard			1
Surface evenness	Standard			2
Goalposts	Compliant			1

Overall pitch PQS tracked over time

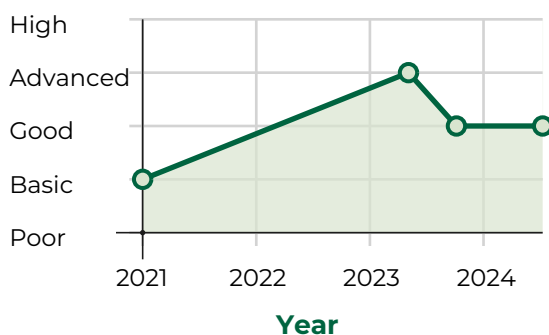


Pitch 2 9v9 Football - Junior Football 9v9

CURRENT PQS SCORE: Good - 48%

AREA				PQS GRADE
Grass height	50	50	50	2
Grass	85	80	80	2
Weed coverage	5	5	0	4
Surface debris	Standard	Standard	Standard	2
Topsoil depth	30mm	30mm	30mm	0
Thatch depth	10mm	10mm	10mm	2
Root depth	100mm	100mm	100mm	3
Drainage Following Rainfall	Slow drainage			2
Line markings	Standard			1
Surface evenness	Standard			2
Goalposts	Compliant			1

Overall pitch PQS tracked over time

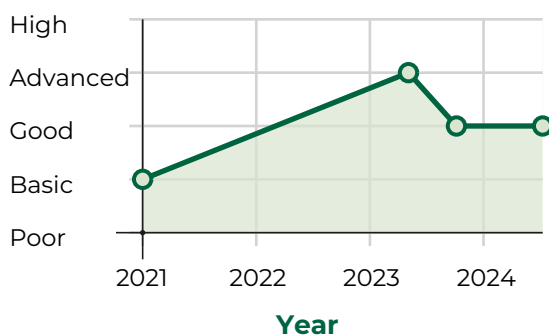


Pitch 3 9v9 Football - Junior Football 9v9

CURRENT PQS SCORE: Good - 50%

AREA				PQS GRADE
Grass height	50	50	50	2
Grass	85	95	85	3
Weed coverage	5	4	5	4
Surface debris	Standard	Standard	Standard	2
Topsoil depth	30mm	30mm	30mm	0
Thatch depth	10mm	10mm	10mm	2
Root depth	100mm	100mm	100mm	3
Drainage Following Rainfall	Slow drainage			2
Line markings	Standard			1
Surface evenness	Standard			2
Goalposts	Compliant			1

Overall pitch PQS tracked over time

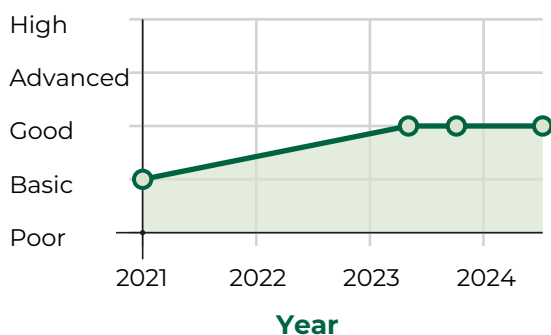


Pitch 4 11v11 Football - Junior Football 11v11

CURRENT PQS SCORE: Good - 43%

AREA				PQS GRADE
Grass height	50	50	40	2
Grass	90	70	75	2
Weed coverage	5	20	0	4
Surface debris	Standard	Standard	Standard	2
Topsoil depth	30mm	30mm	30mm	0
Thatch depth	10mm	10mm	10mm	2
Root depth	100mm	100mm	100mm	3
Drainage Following Rainfall	Slow drainage			2
Line markings	Standard			1
Surface evenness	Below standard			0
Goalposts	Compliant			1

Overall pitch PQS tracked over time





Grass height

What is the average grass height? Place a tape measure or ruler upright on the ground to show the height of the grass from the base of the plant (where it meets the soil), to the tip.



50



50



40

To measure grass height the zero of the tape measure should be placed on the ground measuring upwards with the photo taken at ground level.



Root depth

Using a tape measure, starting where the soil begins at the base of the grass, measure the roots in millimetres, you may need to gently break apart the sample to reveal the roots.



100mm



100mm



100mm

Ground cover pictures should be taken at arm's length and waist height pointing vertically down to capture a m2



MAINTENANCE

These recommendations are in priority order

MOWING

Frequency:

Weekly

Recommended for:

Whole Ground

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

[LEARN MORE ABOUT MOWING >](#)



LINE MARKING

Frequency:

Fortnightly

Recommended for:

Whole Ground

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

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

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

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

[LEARN MORE ABOUT LINE MARKING >](#)



SURFACE GROOMING

Frequency:

Fortnightly

Recommended for:

Whole Ground

A combination turf grooming tool is a versatile attachment for tractor-mounting that can perform up to four pitch maintenance tasks at once. It is useful for year-round pitch grooming and maintenance, with brush and rake attachments being particularly helpful during the growing season and surface slitter and grooming roller being useful during autumn and winter. Using this tool allows for multiple beneficial operations to be performed in a single pass. Regular use of this tool greatly improves pitch quality, manages organic matter, and helps with drainage issues. A chain harrow can also be used for cleanliness and thatch reduction. Brushing the surface in dry, windy conditions can alleviate worm casts, prevent weed growth, and disperse dew. This lightweight tool can keep the surface open and reduce conditions for weeds and diseases. It also aids in reinstatement after play and helps maintain soil structure and drainage during the winter months.

[LEARN MORE ABOUT SURFACE GROOMING >](#)



DECOMPACTION

Frequency:

2 x per year

Recommended for:

Whole Ground

Est Cost:

£3400

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



DECOMPACTION CONTINUED

essential for improving the quality and performance of a pitch.

[LEARN MORE ABOUT DECOMPACTION >](#)



DEEP SLITTING

Frequency:

Monthly

Recommended for:

Whole Ground

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

[LEARN MORE ABOUT DEEP SLITTING >](#)



APPLICATION OF FERTILISER

Frequency:

2 x per year

Recommended for:

Whole Ground

Est Cost:

£4600

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



APPLICATION OF FERTILISER CONTINUED

when funds are limited, these fertilisers provide a slow drip feed of nutrients, avoiding excessive growth that can be difficult to manage.

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



APPLICATION OF SELECTIVE HERBICIDE (WEED TREATMENT)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£1300

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



APPLICATION OF SELECTIVE HERBICIDE (WEED TREATMENT) CONTINUED

pitch less susceptible to weed infestation. Chemical control is acceptable when other methods cannot alleviate the problem.

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



TOP DRESSING (RENOVATION)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£5700

To improve surface levels, aid in sustaining drainage performance, and enhance soil texture, top dressing application is recommended. This involves using specialized equipment for bulk application as part of end-of-season operations. It is advisable to apply about 6-14kgs/m²/year, which is equivalent to 60-100 tonnes for a full-size pitch (100x64m). Choosing the right top dressing is crucial to avoid any complications. You can make sure the materials used suit your soil type and drainage by having a Particle Soil Distribution analysis carried out by a suitable supplier. It's important to keep the dressing dry before and during application and to brush or drag the mat in thoroughly when dry in multiple directions. The budget provided in the report is for 30 tonnes.

[LEARN MORE ABOUT TOP DRESSING
\(RENOVATION\) >](#)



GOAL MOUTH REPAIRS (IN SEASON)

Frequency:

As Required

Recommended for:

Whole Ground

Est Cost:

£80

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



GOAL MOUTH REPAIRS (IN SEASON) CONTINUED

required in the worst cases, but the general message here is to be proactive with small repairs to avoid severe damage to areas.

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



OVERSEEDING (IN SEASON)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£5000

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

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

ESTIMATED BUDGET TO CARRY OUT RECOMMENDATIONS

£20080

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



EQUIPMENT

To carry out the maintenance specified above, we recommend the following equipment to carry out the activities.

COMBINATION TURF GROOMING TOOL

1.8m Rear tractor mounted Combination Grooming Tool would enable key maintenance tasks such as brushing, raking, surface slitting, and light rolling to be undertaken simultaneously if desired. When used on the 3 point link of a compact tractor it can be used in conjunction with the tractor allowing 4 operations in 1 hour of maintenance per full size pitch. Attachments must be compatible in terms of horse power and lift capacity with the available or purchased tractor.

[LEARN MORE ABOUT COMBINATION TURF GROOMING TOOL >](#)



TRAINING

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

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

[VISIT TRAINING COURSES >](#)

Recommended Training

Stephen Kay

**GMA Winter Pitches
Level 1**

[Read More >](#)

Safe use of machinery

[Read More >](#)



Want to apply for funding?

FOOTBALL FOUNDATION FUNDING APPLICATION PORTAL

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

Report ID: **18715**

To apply for funding visit

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

Training Courses



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

[VISIT THE GMA >](#)

The Groundskeeping Community



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

[VISIT THE GROUNDSKEEPING COMMUNITY >](#)

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

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

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

REQUEST FOR CIL FUNDING

Requesting CIL Funding

CIL Funding can be requested for a Capital Infrastructure Project, a Grant from a stakeholder or for funding a collaborative venture with another organisation.

Any request for CIL funding must meet the following eligibility criteria:

- A Request for CIL Funding has been completed
- We have the legal right to carry out the proposed project
- The project is clearly defined as 'Infrastructure' as per the CIL Regulations
- The project is listed in the Business Plan or supports a key business objective.

Completing the Request for CIL Funding Form for Projects

A Request for CIL funding Form for Projects must be completed (see Appendix 1).

The completed form should be sent to the Clerk, who will validate the details and ensure all relevant information is provided and that the work does fall within the powers we have and the CIL regulations.

Completing the Request for a CIL Grant

A Request for a CIL Grant must be completed (see Appendix 2).

The completed form should be sent to the Clerk, who will validate the details and ensure all relevant information is provided and that the work does fall within the powers we have and the CIL regulations.

Approval Process – within the development of the Business Plan

If a project/grant request is being proposed within the development of the annual Business Plan, then all the projects and grant requests will be considered at the same time to create the CIL expenditure plan for the year. This will be approved as part of setting the Budget for the year.

This CIL Expenditure Plan will also define the percentage of CIL funds that will form part of Stakeholder Reserve Fund for the coming year.

Approval process – Stakeholder Reserve Fund Requests

At any time, a project may be considered for CIL funding using the Stakeholder Reserve Fund.

A stakeholder from the parish may make ad-hoc requests for CIL funding and deliver “quick wins”. Using this route.

Financial Approval

Any proposed CIL funding request must be considered by the Finance Committee, prior to be put forward to full council.

Reporting

On an annual basis the amount of CIL spent, and what projects it has been spent on will be reported on our website.

Appendix 1

Request for CIL Funding Form for Projects

Name of Proposer: Stephen Kay on behalf of Berks County FC	Date: 25/06/2025
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Project Description

Project Title:	Charters School Fields Upgrade
Project Location:	Charters School, Sunningdale
Description of the project:	Improving Charters School pitches for use in the community by Berks County FC and the school itself.

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?	SF5 - encourage outdoor exercise		
What is the legal power under which we can implement this project? [If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]			
Explain the problem, issue or need that the project addresses.	Drainage pipes were installed at Charters school pitches 20+ years ago but now, due to this installation being end of life, the pitches are flooding and often unusable for several weeks during the winter months.		
In what way does the project resolve these issues?	In partnership with Football Foundation funding the pitches will be upgraded over an initial period of 4 years		
Who are the likely beneficiaries of the project?	The project supports the school sports curriculum (year round) and 350+ children playing football for Berks County FC or Ascot United FC on Charters pitches.		
What evidence do you have of consultation with the community or stakeholders for this project?	Most of the children with our club who use the Charters pitches are local. We update parents and volunteers on the plans to improve the pitches.		
Would the project lead to any income generation? Provide forecasts of this.	Charters School receive income for pitch hire		

Current Status of the Project

Aside from funding, is the project ready to commence?	Yes	x	No
If the project is not ready to commence, please list briefly the main constraints.			

Funding for the Project

Please indicate the total cost of the project	£58140 over 4 years																																											
Please provide a detailed breakdown of the costs for the project	<table border="1"> <thead> <tr> <th>Charters School</th> <th>Football Foundation Funding (expected spend £11520 per year)</th> <th>Contribution required to Football Foundation Grant</th> <th>School side improvements (no grant)</th> <th>Total required excluding FF Grant</th> </tr> </thead> <tbody> <tr> <td>Field ></td> <td>detached field</td> <td>detached field</td> <td>school side field</td> <td>both</td> </tr> <tr> <td>2025</td> <td>£7,680</td> <td>£3,840</td> <td>£8,000</td> <td>£11,840</td> </tr> <tr> <td>2026</td> <td>£7,680</td> <td>£3,840</td> <td>£8,500</td> <td>£12,340</td> </tr> <tr> <td>2027</td> <td>£3,840</td> <td>£7,680</td> <td>£9,000</td> <td>£16,680</td> </tr> <tr> <td>2028</td> <td>£3,840</td> <td>£7,680</td> <td>£9,600</td> <td>£17,280</td> </tr> <tr> <td>Work covered ></td> <td colspan="3">Fertiliser x2, grass seed x1, decompacting x 2, additional cutting to that done by school x 4 (per year)</td> <td></td> </tr> <tr> <td colspan="5">Works recommended by PitchPower report March 2024 (attached to application)</td> </tr> </tbody> </table>				Charters School	Football Foundation Funding (expected spend £11520 per year)	Contribution required to Football Foundation Grant	School side improvements (no grant)	Total required excluding FF Grant	Field >	detached field	detached field	school side field	both	2025	£7,680	£3,840	£8,000	£11,840	2026	£7,680	£3,840	£8,500	£12,340	2027	£3,840	£7,680	£9,000	£16,680	2028	£3,840	£7,680	£9,600	£17,280	Work covered >	Fertiliser x2, grass seed x1, decompacting x 2, additional cutting to that done by school x 4 (per year)				Works recommended by PitchPower report March 2024 (attached to application)				
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How much funding does the project currently have?	£ 23040 - Note that this Football Foundation grant doesn't allow for inflation or above inflation increases in contractor or product costs. We believe this was an oversight as we are currently experiencing increased costs. However, the club will cover any additional costs to ensure the full works are covered each year.																																											
Please provide a detailed summary of the total CIL funding required?	See table above: Year 1 £11840 Year 2 £12340 Year 3 £16680 Year 4 £17280																																											
Would the scheme be fully funded if the CIL contribution is agreed?	Yes	x	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?*
Football Foundation	£23040	No	Dec 2028	yes

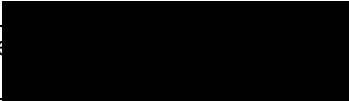
*If no, please provide a date of when a decision is expected.

Delivery Timescale

What is the current delivery timescale for the project?	Immediate	Immediate once works start
	Within current year	
	Up to 2 years	
	Up to 5 years	
	5-10 years	x
Please provide further details on the programme for delivering the project, including start and completion dates?	Ongoing Programme to improve the pitches based on Football Foundation PitchPower recommendations (report attached) The original sand band drainage (now 20+ years old and failing) could be replaced at a cost of c.£120K but ongoing maintenance would still still required at around £15k per year. Up to 2000 children may benefit if include school pupils and Club players	

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	School decides to stop using the pitches &/or hiring to a community football club Ourselves or other club(s) using on the pitches fold
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Signed 	Date: 30/06/2025
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Appendix 2

Request for CIL Grant Form

Name of Proposer/ Grant Funding Agency Name	Date:
Stephen Kay on behalf of Berks County FC	25/6/2025

Grant Description

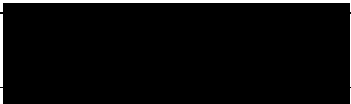
Grant Title:	Charters School Field upgrade
Objective/Purpose of the Grant	Improvement to Charters school football pitches

Justification:

Does the grant support the delivery of SPC strategic objectives?	Yes	☒	No	
Which category does it fall under?	SF5 - encourage outdoor exercise			
What is the legal power under which we can implement this project? [If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]				
What are the tangible benefits of this grant?	Drainage pipes were installed at Charters school pitches 20+ years ago but now, due to this installation being end of life, the pitches are flooding and often unusable for several weeks during the winter months. The grant will improve the pitches and increase playing time for the children.			
Who are the likely beneficiaries?	The project supports the school sports curriculum (year round) and 350+ children playing football for Berks County FC or Ascot United FC on Charters pitches.			

Funding Request

Total Projected Cost	£81180
Amount Sought	£58140
When is the funding required? Please explain any phasing for this funding request.	Winter 2025 to Winter 2029 4 year improvement project

Signed: 	Date: 30/06/2025
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CIL STAKEHOLDER GRANT - APPLICATION FORM

1. Applicant organisation

1st Sunningdale Scouts Group

2. Name & position of main contact

Michael King, Trustee Board Chairperson

3. Applicants contact details (phone no, email & address)

Mobile: 07771 613148

Email: micky@sunningdalescouts.onmicrosoft.com

Postal: 55 Lower Village Road, Sunninghill, Ascot, SL57AF

4. Type of organisation

If a charity, please provide registration number

Registered charity 300514

5. Is the organisation able to reclaim VAT?

No

6. Location of project

The Scout Hut, Sandy Lane, Sunningdale, SL5 0ND

7. Summary of the project proposal

1st Sunningdale Scouts has a long and rich history within the community, being one of the first Scout Groups in the country. Established in 1910, we provide a wide range of activities to Young People and Leaders alike (*refer to Addendum 1 – History of 1st Sunningdale Scouts and What We Do*). Scouting prides itself on being an inclusive and diverse organisation. We provide places to 130 Young People and 31 adult Leaders, both male and female, and this includes Young People with SEN and or additional needs (*refer to Addendum 2 – Key Statistics, SEN & Additional Needs, Ethnic Demographic*)

Our current Scout Hut was built in 1967. It has asbestos in the roof and floor, is completely inaccessible to anyone with additional needs, one toilet has been unusable for more than 2 years, neither toilet is designed for disabled access (*refer to Addendum 3 – Pictures of the Site*). Our original intention was to affect a complete re-build, but with costs skyrocketing over the last couple of years, the financing needed to achieve this is beyond our reach and we are now looking at a significant refurbishment.

As part of the initial review, we thoroughly examined several alternative options to a rebuild, including:

- Broomhall site – determined unviable by the Parish Clerk
 - Lack of flexibility to add additional section meetings to reduce waiting list numbers.
 - Lack of storage space for kit
 - Size of rooms available too small to accommodate activities and meetings, particularly during the winter months
- Relocation to Earlywood – future of site uncertain
 - Lease currently being renegotiated with The Scout Association
 - Difficult for Earlywood to accommodate a resident Scout group and maximise earnings – Earlywood must fund itself
 - 1st Sunningdale would no longer be in the heart of the village and all Young People would need to be driven
- Purchase of an alternative site for building – lack of cash flow challenge and lack of appropriate affordable sites in Sunningdale
 - The Sandy Lane site belongs to The Scout Association and therefore any money resulting from a sale of the current site would not be ours.

The existing site is owned by 1st Sunningdale Scouts, providing certainty of its future ownership and flexibility of use. Having considered all alternative options available rebuilding the current hut at the current location is the most cost-effective solution available.

1st Sunningdale Scouts is entirely run by volunteers – from the leaders to the Trustee Board, to the parent helpers and everyone involved in fundraising – and to their collective credit they have raised over £100,000. Applying for CIL funding from our Parish Council is the most important tranche in financing this project. As well as the funding itself being significant and vital, a commitment would demonstrate a concrete level of Community support for the project (as evidenced by the recent Council survey) and will be essential to enable us to unlock the further

funding we are looking for from the National Lottery, charitable organisations, and 3rd Party donors.

The CIL funding would be used to support the related building and materials costs of the build. We are working closely with Stones Architects to competitively tender the project; we currently have 9 building firms who have expressed formal interest and are generating detailed quotes. (*refer to Addendum 6 – Building cost and schedule*). The build will be delivered under a JCT Standard Building Contract, including staged payments, which will be managed by an independent contract delivery management consultant.

Scouting is well recognised and strongly supported across the community for the broad benefits it delivers (*refer to Addendum 4 – Commendations*) in addition to the overwhelming support captured in the Sunningdale Stakeholder Survey Q11. The project will deliver on several strategic objectives of the Sunningdale Parish Council Business Plan including:

- Community – supporting local villages by providing activities for young people away from screens and/or anti-social behaviour. Support through contributing to local events. Providing positive opportunities for different age groups and children from different educational settings to meet, understand, and support each other within the community, thereby building a strong, supportive community from the ground up.
- Lifelong learning – learning and self-development is core to Scouting for young people from 4-18 years, and for adult leaders/volunteers.
- Local environment – utilising, where possible, environmentally friendly building materials, reducing energy and water consumption, and focussing on improved visual aesthetics, cleanliness, and maintenance of the hut.

The benefits of this project will provide to two key recipient groups: Young People and Leaders involved with Scouting and the residents of Sunningdale and surrounding parishes.

Physical and mental wellbeing of Young People and Leaders

- The Scout hut with improved facilities and access will be a more inclusive and positive place to spend time in, encouraging recruitment and retention of more leaders enabling the growth of all sections. (*refer to Addendum 2 - Key Statistics, Local Scouting Group Numbers*). We were unable to retain a potential new leader who used a wheelchair, as after a short trial period the access was just too challenging.
- Young people and adults who take part in Scouting gain a wide range of learning, mental-health, and physical wellbeing benefits. (*refer to Addendum 2 Key Stats, National Scout Survey*)
- Increasing diversity by providing access to and improved environment for a range of needs, including physical access, appropriate toilet facilities and better sound proofing. (*refer to Addendum 2 - Key Statistics, SEND & Additional Needs*).
- Provides opportunity for “places for teens to meet” in the Scouts and Explorer section, which was the 3rd highest mention of section 1.2 Q4 in the Sunningdale Stakeholder Survey.

The Sunningdale Community and surrounding parishes

- Providing a new accessible community space for hire in addition to Broomhall Recreation Ground, Sunningdale Village Hall, and Holy Trinity Church for activities to be run and events to be held by the wider community. This will allow for the increase in demand that will follow development of new housing. The Trustee Board for Sunningdale Village Hall confirmed they are happy to work together when the time is right to establish an approach that will support the provision of affordable space in the community.
- Activities provided for the wider community by 1st Sunningdale Scouting Group, which are predominantly attended by the public rather than parents or guardians of Scouts.
 - Second hand bikes sales held 3 or 4 times a year, over the last 5 years processed over 1000 bikes at an average cost point of under £30, providing affordable and environmentally beneficial option for the community
 - Quiz nights held twice a year in Holy Trinity Church, over the last 5 years, attracting over 180 people per event. 10% of the profit given to Holy Trinity fundraising.
 - Annual golf event held at Sunningdale Heath Golf Club with over 60 participants, jointly operated by 1st Sunningdale and 1st South Ascot Scouts
- Other activities would be able to be held in the New Hut allowing for closer interaction with the community and thereby creating greater awareness of the Scouting organisation and what we contribute.
- Contributing to local events, e.g. beacon lighting, tidying the Churchyard, bulb planting, Remembrance Day, garden maintenance at Dormy House, supporting local events by providing catering and activities (Schools, Victorian Fair, other events across parishes).

8. Estimated project cost

The estimated project cost is £424,274 including VAT, which is based on the assessment of estimates provided by building firms involved in the formal tender process and validated by our architect. (*refer to Addendum 6 – Building cost and schedule*).

The tender process and target timings for pricing clarification are as follows:

- 16th June – Formal confirmation of interest received from 9 firms
- 30th June – Tender pack issued
- 4th July – provision of approximate estimate
- 4th August – provision of detailed tender
- By end August – negotiation and selection of preferred builder(s)

This approach is in line with Scouting Policy Organisation Rules and been agreed by the Trustee Board as appropriate to provide fiscal transparency.

Pre-build Professional Services Fee

To get this project to the build phase 1st Sunningdale Scouts have required professional services from a range of providers, which are not included in this CIL funding request.

The following details professional companies who have support at favourable fee or gifted their services and demonstrates a strong level of support

Reduced fee costs, **£11,640** inc. VAT:

- £8,010, Stones Architects (technical drawing plans and tender management)
- £2,880, Lacelles Design (initial design and planning application plans)
- £750, ACS (Trees) Consulting (arboreal report update)

Benefit in kind received to date, **£21,764** inc. VAT:

- £7,900, Leigh & Glennie Ltd (planning application)
- £5,544, Twenty 20 Architecture (design and architectural plans)
- £1,860, Sid Smith Project Management (cost planner)
- £1,584, ACS (Trees) Consulting (arboreal report)
- £1,440, CD Surveys Ltd (site survey)
- £1,080, Blue Sky Unlimited (sustainability report)
- £1,040, Malcolm Brittain (structural engineer)
- £594, Herald Nickinson Solicitors (legal)
- £362.10, John Wenman Ecological Consultancy (bat report)
- £360 David Wood (structural engineer)

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	£150,000	
Any other Local Authority Contribution	£50,000	Sunninghill & Ascot Parish
Third Party Contribution	£123,500	£100,000, 1 st Sunningdale Scouts £20,000, Ascot Round Table £3,500, Horace Moore Charitable Trust
Total Cost	£323,500	

10. Details of additional sources of funding available

We have no extra funding sources assigned to this project. Although we've met the £100,000 self-funding goal, fundraising is ongoing. Any additional funds will go towards professional fees or be held as contingency for construction.

We maintain two fully funded reserves, which may be used only in exceptional cases:

- Operational contingency: £13,000
- International Travel Fund: £2,500

Using these would reduce operational security for 1st Sunningdale and should not be taken lightly.

11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding

CIL funding is being sought for this project as the capital investment will provide community infrastructure for the current and increasing number of young families in Sunningdale and the surrounding parishes. This accords with the CIL legislation as described on the Sunningdale Parish website

“The money raised is to deliver infrastructure which supports the development in the area”

For us to maximise our requests to other funding sources, we have been advised that secured financial funding from the relevant parish councils is essential. As this demonstrates real commitment to the project by the community thus improving our chances.

Funding considered and applications made:

Royal Borough Windsor & Maidenhead was considered for provision of a capital grant, but requests are no longer being accepted.

Mobbs Memorial Fund has agreed in principle a donation of up to £12,500, but the trustees require confirmation of the planning approval number and quoted build costs before final confirmation.

Following a review of 139 potential sources of funding we have been able to identify 10 additional viable sources that could be material to our fund raising (>=£10K). They will be approached once we are able to confirm the level of support from Sunningdale Parish Council. These Include:

- Garfield Weston Foundation
- The Gosling Foundation
- National Lottery
- Sunninghill Allotment and Fuel Trust

The following table provides a summary of our fund-raising plan (*refer to Appendix 7 – Fund Raising Plan*).

Cost / Funding	Detail	Amount	Subtotal	Remaining Amount to Fund
Cost - Project Build	Capped building cost, actual to be confirmed	£ 424,274	£ 424,274	£ 424,274
Funding - Secured	1 st Sunningdale Scouts	£ 100,000	£ 173,500	£ 250,774
	Sunninghill and Ascot Parish	£ 50,000		
	Ascot Round Table	£ 20,000		
	Horace Moore Charitable Trust	£ 3,500		
Funding - Requested*	Sunningdale Parish Council	£ 150,000	£ 162,500	£ 88,274
	Mobbs Memorial Fund	£ 12,500		
Funding - Planned Local Charity Requests**	Sunninghill Allotment and Fuel Trust	£ 10,000	£ 25,000	£ 63,274
	Firebridge Trust	£ 10,000		
	Ascot Rotary	£ 5,000		
Funding - Planned Other Targets**	Various charities target £10K or over, ref Addendum 7 Fund Raising Plan. (OCE success rate adjusted)	£ 76,375	£ 77,950	-£ 14,676

*Figures indicate what we have submitted in applications

**Figures are estimates and subject to change

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

None received.

13. How does the project help address the demands of development in the area. What evidence is there to support this?

Demand for activities for young families moving to the area

- There is a demand for Scouting in Sunningdale and surrounding parishes. The 2024 Scout Association Census reported for the three local Scout Groups (1st Sunningdale, 1st South Ascot & 1st Ascot) a membership of 291 Young People with 150 on the waiting list. 1st Sunningdale accounted for approximately 45%% of places and has ambition to increase this to over 55%. To begin to address this, where Leader numbers allow, we have doubled the number of Squirrel and Beaver sections and added a second Scout troop to accommodate up to an additional 45 young people. This issue will grow with the increase in development across the parishes. (*refer to Addendum 2 Key Stats, Local Scouting Numbers*) Specifically, this project will support addressing the demand by:
 - providing a significantly improved environment to attract and retain more leaders, in turn allowing us to increase the number of sections we operate.

- by providing increased community engagement at the hut we will raise awareness of Scouting to a broader range of adults who would benefit from a leader role.
- Scouting provides a wide range of low-cost youth activities. We operate a hardship fund and have agreed with Sunninghill Fuel Allotment Trust to establish a bursary scheme for financially disadvantaged children to be able to participate in Scouting at 1st Sunningdale Scouts.

Wider Community Activities

- Community space to use for other activities while not in use by the Scouts. Will provide an additional option to address the increasing need for community space, as developments are delivered.

Addressing sustainability requirements

- Providing a more sustainable and energy efficient building to contribute to the management of environmental impact of growing development.
- Providing more spaces for local children to be able to join a group in their local area and feasibly be able to walk to the Hut rather than having to drive to alternative locations.

Parking

It is recognised that parking is challenging across Sunningdale and the development in the area will increase pressure. Whilst we cannot significantly impact the availability of parking, as this is outside of our remit, in discussion with the our neighbours we have implemented parking guidelines and carefully schedule Section meeting times to minimise disruption. We are taking steps to educate and enforce appropriate parking and behaviour by our Parents.

14. What evidence is there of support from the community?

Established in 1910, Sunningdale Scouts is among the longest-standing Groups in the country, having consistently served young people in Sunningdale and neighbouring parishes. Community interest and support for Scouting have remained steady throughout its history, as evidenced by a continuing waiting list that exceeds current capacity. This sustained demand underscores both an enduring community commitment to supporting youth through Scouting and the importance of expanding resources to enable the Group to operate effectively and grow.

Over the four years since the inception of this project, feedback has been gathered from a diverse group of stakeholders, including endorsements from local Headteachers who recognise the value Scouting offers to young people (*refer to Addendum 4 – Commendations from community supporters*).

Charters School, Mr. John Fletcher (Headteacher)

“Charters School would value any help you [Parish Councils] could offer to rebuild the group’s hut so that many more of our students have the opportunity to develop their creativity, resilience and leadership skills as part of this thriving Scout Group.”

Holy Trinity School Mrs. Jo Griffith (Headteacher)

“The work that the Scouts do extends and builds on the experiences and life skills that we work on in schools. Therefore, enabling better facilities for the Scouts will inevitably increase the opportunities and experiences for a lot of the children in our school and community.”

St Michael's CE School, Mr Thompson (Headteacher)

“I am fully in support of the funding application to rebuild the scout hut for the 1st Sunningdale Scout Group.”

Community engagement extends beyond those directly involved with Scouting, with regular participation in fundraising events such as quiz nights, bike sales, and golf days. These initiatives have contributed significantly toward achieving self-funding goals. Additionally, local professionals have provided substantial in-kind support valued at over £21,000 to advance the New Hut project.

Furthermore, the Resident & Stakeholder Survey 2024, distributed to all households in the Parish and achieving a statistically significant response rate, demonstrated strong backing for this initiative. Specifically, Question 4, which asked about desired additional community services in Sunningdale, identified ‘Scout Hut refurbishment’ as the top priority and ‘Youth club/places for teens to meet’ as the third, both of which can be addressed through this project.

15. Proposed timelines for the project

If the funding can be secured, we would like to commence building works from April 2026 and to be completed October 2026. Payments for the build will be aligned to milestones through this period with a final sign off payment, this schedule will be established in the contract of works and managed by an appointed independent Contract Delivery Management consultant.

16. Is there a related operating cost associated with the project? How will this be addressed?

Whilst this request pertains to the capital build, we acknowledge that there will be ongoing operational costs associated with maintaining the site and new facilities once the project is complete. 1st Sunningdale Scouts has successfully managed the operational costs of the current building since 1967. To ensure the long-term sustainability of the new facilities, we will establish a dedicated maintenance fund to support ongoing upkeep and operating expenses. This proactive approach will help safeguard the site's usability and longevity for future generations.

Regular operational expenditures are funded through a combination of subscription fees from our membership and a small amount of fund raising. We also maintain an account balance of £13,000 to cover all operational costs for a minimum of 1 year if, in the unlikely event, we were unable to receive subscription fees or fundraise at any point.

Future maintenance of the building will be covered by a new dedicated fund, with all revenue generated from the building hire going into this separate fund. The amount of money held in this account will be agreed once the building is complete and we fully understand the anticipated life of equipment and materials including any manufacturers or builders guarantees. Any additional funds raised from hiring will be invested back into equipment and opportunities for the Young People to enrich their life experiences.

Both fund levels will be reviewed as part of the annual financial planning discussion to ensure they reflect the impact of inflation and other considerations. For more information on the financial assessment of our operational readiness please refer to Addendum 5 - Business plan and cash flow analysis.

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.

We have attached a copy of our audited accounts, signed off on 14th June 2025. The documentation includes:

- Profit & Loss
- Balance Sheet

18. Do you need planning permission to carry out the works?

Yes

19. If planning permission is required is it in place to carry out the works?

Yes. The revised planning application for a reduced scheme was submitted and fully approved on 17th April 2025.

If so please provide the application number.

Planning application number 25/00461

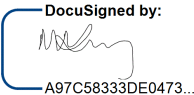
Declaration

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:  DocuSigned by:
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Organisation: 1st Sunningdale Scouts Group

Date: 6th July 2025

Addendum 1 - History of 1st Sunningdale Scouts and What We Do

1st Sunningdale Scouts is one of the earliest Scouting groups in the country which has continued running, without break, to this day.

First registered in 1910, as part of the Windsor Forest Association, they used to meet in the old stables and a bell tent in the grounds of Dale Lodge. Our first real Scout Hut opened in 1929 and was at the corner of Bedford Lane and Church Road, opposite the War Memorial until, in 1937, John Henry St. Quinten Astell (owner of the Dale Lodge Estate) gifted the Sandy Lane site to 1st Sunningdale, and a wooden hut was erected, then in 1967 the current building was established. The land now belongs to The Scout Association.

1st Sunningdale - The Early Years



The first Scout Troop 1919



The first Scout Hut 1929



Camping at East Wittering 1930



Building the Sandy Lane hut 1937



Taking the "trailer" to camp 1940's

1st Sunningdale – More recent milestones



Gardening at the Rec 2017



First Quiz Night at Holy Trinity 2020



First Virtual Camp – one of three during lockdown 2020



First Diamond Chief Scout 2020



First Golf Day with 1st South Ascot 2023



Oscar (centre) - one of our Explorers chosen to represent SE Berkshire at the King's Coronation 2023

What do the sections do...

Squirrels

Aged 4-6



Outside at Sunningdale Park



Our first Golden Acorn!



Helping in the garden



Visiting Holy Trinity!



Making space helmets for teddy bears

Scouts



Smors!



Decorating biscuits

Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

BEAVERS

Aged 6-8



Science at Silwood Park



Boa constrictor!



Baby giant tortoise!

Scouts



Ninja lines!



Bio-diversity



Tent races!



Campfire investitures

Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

cubs

Aged 8 – 10 ½



District Dragon Boat Regatta

Orienteering at South Hill Park



Tent peg whittling

Scouts



Local Police visit



Sleepover on HMS Belfast



Birds of Prey



Shelter Building



Bracknell Fire Station

Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

SCOUTS

Aged 10 ½ - 14

Scouts



Games at the hut



Kayaking



Rifle shooting



Hiking....



Pioneering



Fires!



Open fire cooking

Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

EXPLORERS Aged 14 - 18

Scouts 



Abseiling



Chillin' at Earleywood



Sea canoeing



Caving!



Wild camping



Being creative



Night hikes



Go kart making

....and in 2 weeks' time they're off to Morocco!

Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

and then there are the camps...

Scouts 



Loading the trailer



The leaders!



Camp fire



All together!



Food for 80!



Big building at Parent & Child camp



Leader's campfire cheese board!



Being creative!



Drying wet canvas afterwards!

Squirrels

BEAVERS

cubs

SCOUTS

EXPLORERS

Community support...

and community events



Squirrels



BEAVERS



cubs

SCOUTS



EXPLORERS

Addendum 2 - Key Statistics**Location of Young People** – based on addresses of current membership

Parish	Location	#	Parish %
Sunningdale	Sunningdale	79	61%
Sunninghill & Ascot	Sunninghill	33	34%
	Ascot	8	
	South Ascot	3	
Other	Windlesham, V Water, Chobham etc	7	5%
		130	100%

Leaders and back office formal roles – this excludes the significant number of Alumni and parent volunteers involved on an ad hoc call off bases.

Section	Active	Seeking
Adult Leaders	31	6
Young Leaders (under 18yrs)	2	4
Trustee Board	5	0
Support Roles	15	11
Total	53	21

Section Numbers - Boy / Girl split

Section	Boys	Girls
Squirrels	17	5
Beavers	25	10
Cubs	14	11
Scouts	27	12
Explorers	7	2
Total	90	40
% split	69%	31%

SEN & Additional Needs - data set is partially complete as it relies on parental input. SEN - Scout Association Classification	%
Developmental	15
Medical	9
Mental Health	4
No needs	72

Ethnic Demographic - data set is partially complete as it relies on parental input. Ethnicity - Scout Association Classification	%
British – White	74
Other - White	16
Indian	8
Mixed	2

Target Section Numbers – the following outlines the aspirations towards the number of places provided, which is highly dependent on recruitment and retention of the Leaders.

Section	Target Numbers	Current	% increase
Squirrels (15 x 2)	30 - 2 sections of 15	22 – 2 sections	36%
Beavers (24 x2)	48 - 2 sections of 24	35 – 2 sections	37%
Cubs (24 x 2)	48 - 2 sections of 24	25 – 1 section	92%
Scouts (24 x 2)	48 - 2 sections of 24	39 - 2 sections	23%
Explorers (16)	16 - 1 section of 16	9 – 1 section	78%
(190) Total	190	130	46%

Local Scouting Group numbers – the following provides an overview of the three key scout groups supporting the Sunningdale and surrounding parishes. Figures below are from the 2024 Scout Association Census

Group	Waiting list	# Sections	Target Section Growth	# Current Leaders	# Leader vacancies
1stSunningdale	66 Now 51	7 (4-18 years) 97 YP Now 130 YP	+2 (8-18) ~ 45 YP	27 Now 31	6 to achieve target growth
1st South Ascot	53	5 (4-18 years) 89 YP	None	21	0
1 st Ascot	46	4 (6-18 years) 72 YP	None	5	5

National Scout Survey – the following are relevant extracted elements from the last national Scout Survey, based on a comparison with a control group of non-scouts

- By the age of 50 Scouts are 15% less likely to suffer from mood disorders, depression, or anxiety
- Scouts have on average 1.1 more active days each week
- 6% higher on happiness
- 6% more likely to have increased perseverance and grit
- 6% more likely to play an active role in their community
- 10% higher score in getting along well with people of different race, cultures, & religions
- 12% more likely to show leadership by taking initiative and acting as a role model to help other make a positive difference
- 17% more likely to value the outdoors
- 19% more independent

National Chief Scout – Dwayne Fields

"I never thought I belonged anywhere until the moment I walked into that [Scout] hut."

Scouting provided him: “with a place to "belong" after he survived a stabbing and an attempted shooting during his youth. ... attending Scouts helped him avoid growing up "on the wrong side of the tracks". Mr Fields, the first black Briton to reach the North Pole, said he wanted to use his tenure to show Scouts is "a family for absolutely anyone".

(September 2024: <https://www.bbc.co.uk/news/articles/cd73lze14yxo>)

Berkshire Scouts 2024 Census (extract 29/10/24) - as every Scout Group/section is a different size the top awards and Dof E achieved are always expressed as a percentage of eligible young people in the Group/section during the census year

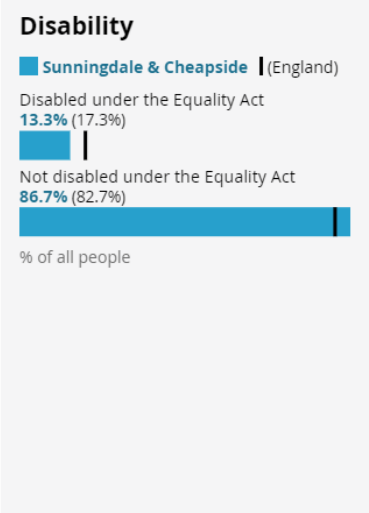
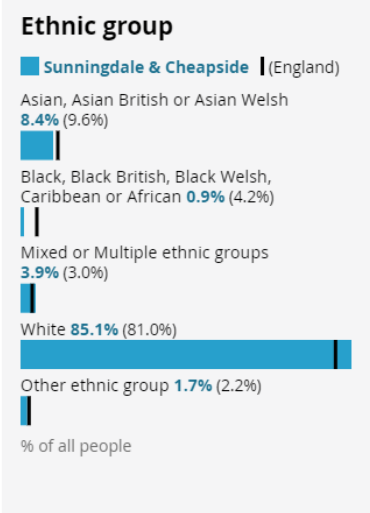
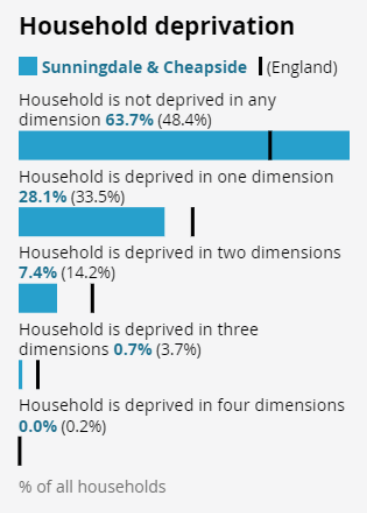
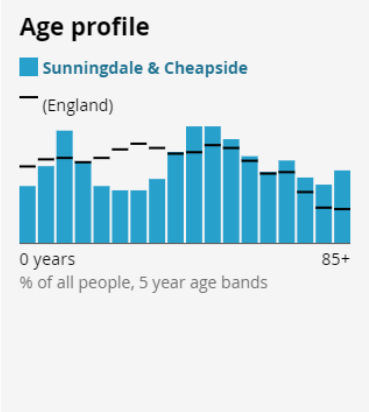
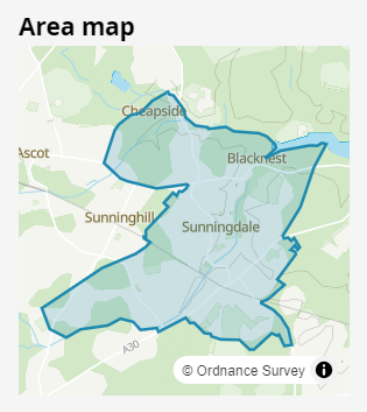
Top Youth Awards * - Royal Berkshire - 01 February 2023 to 31 January 2024								
Name	Chief Scout Awards Achieved							
	ACORN	% of Eligible	BRONZE	% of Eligible	SILVER	% of Eligible	GOLD	% of Eligible
South East Berkshire - 1st Ascot (All Saints)			0	0%	0	0%	0	0%
South East Berkshire - 1st South Ascot	1	9%	5	63%	7	70%	3	100%
South East Berkshire - 1st Sunningdale	12	62%	7	78%	7	100%	3	50%
BERKSHIRE - County Total	86	39%	556	41%	556	46%	213	33%

Census January 2024 - Top Youth Awards * - Royal Berkshire - 01 February 2023 to 31 January 2024														
Name	Chief Scout Awards Achieved				DofE Awards Achieved									
	PLATINUM	% of Eligible	DIAMOND	% of Eligible	BRONZE	% of Eligible	SILVER	% of Eligible	GOLD	% of Eligible	Explorer Belt	% of Eligible	Young Leader Belt Buckle	% of Eligible
South East Berkshire - Explorers at 1st Ascot (All Saints)	0	0%	0	0%	0	0%	3	33%	0	0%	0	0%		
South East Berkshire - Explorers At 1st South Ascot	6	100%	1	17%	7	100%	0	0%						
South East Berkshire - Explorers at 1st Sunningdale	11	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	0%
BERSHIRE - County Total	42	7%	35	6%	38	6%	22	4%	3	1%	16	6%	29	23%

Census January 2024 - Section Summary - Royal Berkshire			
District	Scout Group	Young People	
		Males	Females
South East Berkshire	1st Ascot (All Saints)	93%	27%
South East Berkshire	1st South Ascot	66%	34%
South East Berkshire	1st Sunningdale	67%	33%
BERKSHIRE - County Total		73%	27%

ONS Data for Sunningdale – a selection of dimensions from the 2021 Census

Sunningdale & Cheapside



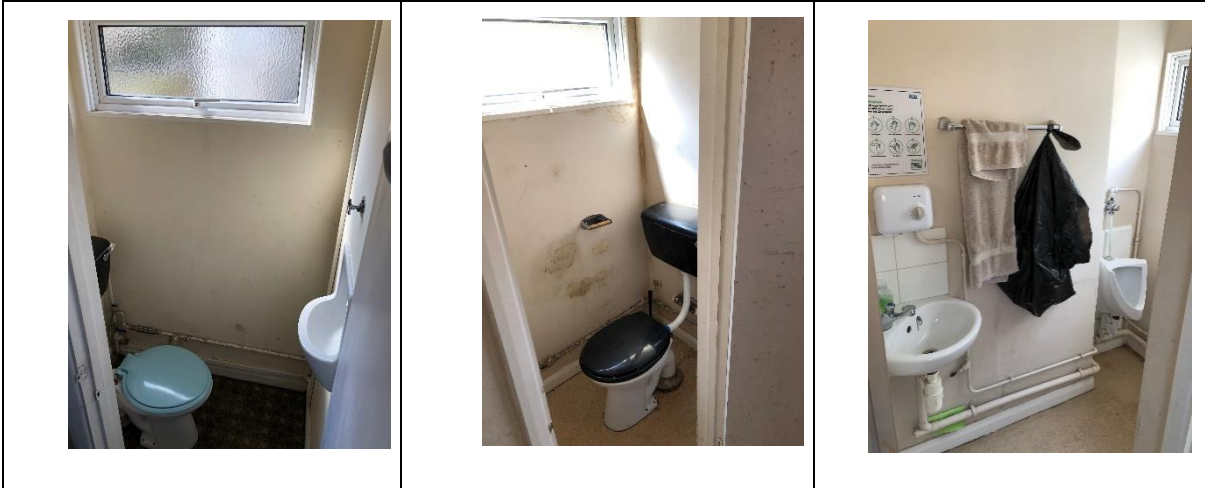
Source: Office for National Statistics - Census 2021

Addendum 3 – Pictures of the Site

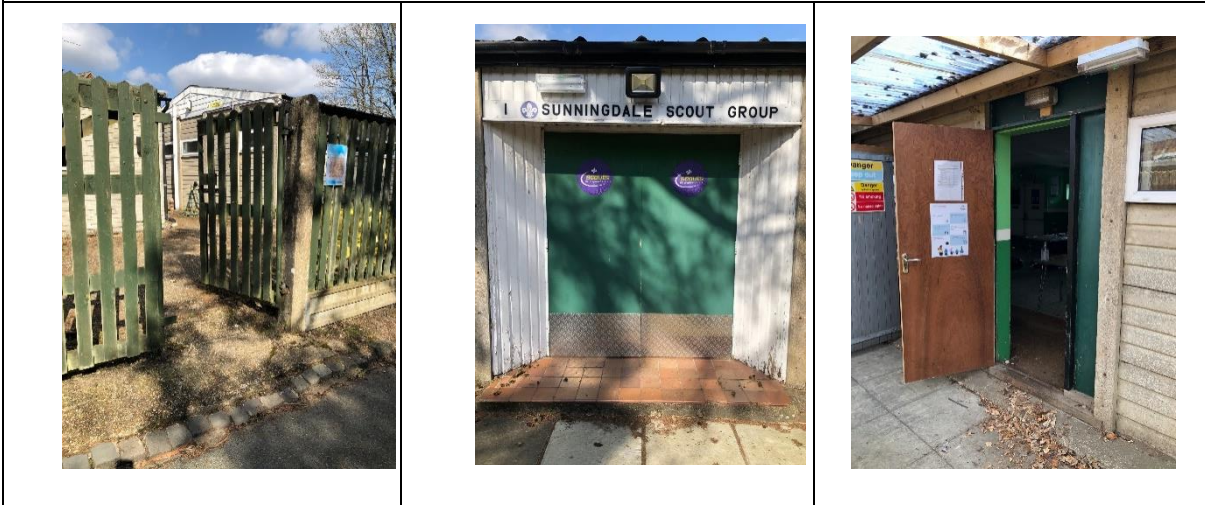
The damaged asbestos roof is resulting in significant water damage throughout the main Scout Hut. In the existing boys toilet it resulted in the ceiling collapsing, having to close off access and leaving only one toilet.



The toilets are not adequate standard and difficult to maintain hygiene. Not accessible



Access issues to the site are present throughout and need to be adequately addressed



Addendum 4 - Commendations from community supporters

The following local organisations have also provided formal confirmation of their support for the project

Charters School, Mr. John Fletcher (Headteacher)

“The 1st Sunningdale Scout Group is one of the institutions that helps our students develop into well-rounded individuals who are proud to be part of the wider community. Charters School would value any help you could offer to rebuild the group’s hut so that many more of our students have the opportunity to develop their creativity, resilience and leadership skills as part of this thriving Scout Group.”

Holy Trinity School Mrs. Jo Griffith (Headteacher)

“As a school, we are integral to the community and the development of our children. We strongly believe that this is a shared responsibility within the community and cannot be fulfilled without the support of parents and community groups, especially the local Scout Group. Many of our boys and girls attend Beavers, Cubs and Scouts. The work that the Scouts do extends and builds on the experiences and life skills that we work on in schools. Therefore, enabling better facilities for the Scouts will inevitably increase the opportunities and experiences for a lot of the children in our school and community. Offering opportunities for those children who may not otherwise have access to such activities and development, is a key benefit of having a thriving Scout group within the community.”

St Michael’s CE School, Mr Thompson (Headteacher)

“I am fully in support of the funding application to rebuild the scout hut for the 1st Sunningdale Scout Group. Being a former scout myself, I understand the vital role scouts/guides, etc play in shaping young people's lives. The range of activities and skills taught and experienced each week give children an excellent opportunity to become well-rounded individuals with vital life skills. Not only this, being in the scouts gives children a sense of belonging and gives them an excellent foundation as citizens, making them kind, caring and empathetic young people.”

St Michael’s CE PSA, Shelley Hayman (Co-Chair Parent Staff Association)

“St Michaels School Sunninghill PTA fully support the funding application made by 1st Sunningdale Scouts for their new hut. The scouts are a huge part of our children’s community, teaching valuable morals and life skills as well as building solid friendships in a non-school environment. They always support the local community wherever possible and many of the children at our school are at various stages of their scout journey. We look forward to building on our relationship with them in the future and wish them every success with their application.”

Holy Trinity Church, Revd Jon Hutchinson (Vicar)

I wish to offer my wholehearted support to the 1st Sunningdale Scouts and hope to see their dream for a new Scout Hut come to reality. We very much enjoy being able to loan our church to them for very large gatherings and their money-raising quiz and want to see the successful completion of the re-development; something they work tirelessly to achieve. As volunteers, the leaders give heart and soul to the well-being of the young people in their charge.

Addendum 5 - Balance sheet / P&L / Cash Flow (Business Plan)

The following Accounts were signed off by an independent examiner on 14th June 2025.

Profit & Loss
1st Sunningdale Scout Group
Accounting Year 2024/25

	Debit	Credit
Turnover		61,854
Member Subscriptions		13,930
Donations		4,942
Gift Aid		1,863
Other Income		65
Other Grants		2,949
Bikes		4,425
Community Event		4,728
Easy Fundraising		135
Golf		4,059
Quiz Night		8,132
Other FR		312
Bank Interest		1,743
Minibus Trailer		600
Rent Income		200
300 Club		528
Activities		13,245
Gross Profit		61,854
less Administration Expenses	171	
Water	171	
less Tax-Disallowable Admin Expenses	50,593	
Capitation	6,019	
Activities Expenses	20,912	
Electricity	1,548	
Telephone and Internet	390	
Gifts	88	
Community Event Expenses	1,783	
Golf Expenses	3,305	

Balance Sheet
1st Sunningdale Scout Group
As at 28 February 2025

	£	£
Capital Assets		
Net Book Value	0	
Opening Balances	128,272	
Current Assets	139,363	
Bank Account: Group	3,782	
Bank Account: Squirrels	2,086	
Bank Account: Beavers	2,719	
Bank Account: Cubs	2,945	
Bank Account: International Travel Fund	2,488	
Bank Account: Explorers	805	
Bank Account: Rainy Day	14,069	
Bank Account: Scouts	6,074	
Bank Account: New Hut	19,396	
Charity Bank Savings Account	85,000	
Owner's Equity		
Retained Profit	11,091	
Total Owner's Equity	139,363	

Business Plan

The following is a summary of the key factors towards the cash flow in 1st Sunningdale Scouts

INFLOW

Subscription Fees

- The 'Group' receive 20% of the subscriptions received from each member.
- Currently £45 per term, this will be reviewed annually
- Currently have 124 members we have assumed a straight-line increase to 190 members by 2028

Fund Raising

- **Core Scout Led Events** - continue to maintain the key events (Quiz Night, Bike Sales, Golf Day) to provide a strong foundation for future funding.
- **Community Events** – support events and provide BBQ and Hog Roast to build additional fund raising.
- **Fund Matching** – we have identified individuals who can provide regular fund matching to build provide incremental benefit

Equipment Hire

- **Minibus & Trailer** – we will maintain the communication of the rental opportunity, management of the hiring website, and build a minibus maintenance fund once running a surplus (capped at £2,000)
- **Hall Hire** – we have assumed once the new building is available, we will be providing space 4 times a week for regular bookings @ £17.50/hour and 2 time a month at the weekend @£25/hour. This is based on the experience of South Ascot who have not advertised.

OUTFLOW

All our operational costs are annually reviewed to identify efficiencies and opportunities to reduce costs.

MAINTAINANCE FUNDS

As described above there are several funds being established to cover the operational costs and unexpected cost of assets held, including:

- £25,000 (planned)- Building and site £25,000 – this is placeholder until more information is available from the formal tendering process
- £13,000 (established) - Operational costs covered for 1 years
- £2,000 (Planned) - Minibus & trailer costs covered for 1 year

All maintenance funds will be reviewed annually. The funds will be retained in interest bearing savings accounts.

Cash Flow Analysis

		Hut Project			Post Hut Project Completion			Notes
		FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	
Cash at beginning of year (beginning 1st Mar)		67,529	95,343	108,975	97,016	34,763	46,993	Cash at beginning of year (beginning 1st Mar)
Inflow (+)	External funding - Council				200,000			10 FR - One Off
Inflow (+)	External funding - Others			13,500	110,774			9 FR - One Off
Inflow (+)	Subs - 20%	2,635	2,786	3,597	4,555	5,512	5,512	5 Ops Rev
Inflow (+)	Bike Sales	4,251	4,425	3,500	3,675	3,859	4,052	FR - Reg
Inflow (+)	Quiz Night	6,474	5,579	4,000	4,200	4,410	4,631	FR - Reg
Inflow (+)	Golf day	2,500	754	1,250	1,313	1,378	1,447	FR - Reg
Inflow (+)	Gift Aid	2,086	1,863	1,800	1,800	1,800	1,800	FR - Reg
Inflow (+)	Easyfundraising	201	135	100	105	110	116	FR - Reg
Inflow (+)	Brick sales		-	12,000	-	-	-	7 FR - One Off
Inflow (+)	300 Club	1,362	368	-	-	-	-	
Inflow (+)	Donations & fund matching	14,825	4,942	1,500	1,500	1,575	1,654	FR - Reg
Inflow (+)	Other fundraising and grants	4,471	5,902	600	630	662	695	FR - One Off
Inflow (+)	Hiring of Minibus	120	600	1,200	1,800	2,400	3,000	1 Ops Rev
Inflow (+)	Hiring of hall	300	200		4,100	4,100	4,100	2 Ops Rev
Inflow (+)	Interest received	568	1,743	2,800	400	420	441	Other Income
Outflow (-)	Building Consultancy & Design	-	5,443	3,380				New Hut Expense
Outflow (-)	Hut build - deposit		-	42,500				New Hut Expense
Outflow (-)	Hut build				- 381,774			New Hut Expense
Outflow (-)	Relocation costs during build				- 2,000			New Hut Expense
Outflow (-)	Booking system				- 265	- 278	- 292	3 Ops Exp
Outflow (-)	Operational expenses	- 11,979	- 10,222	- 11,926	- 13,065	- 13,718	- 14,404	Ops Exp
Cash at end of year (year ending 28th of Feb)		95,343	108,975	97,016	34,763	46,993	59,743	Cash at end of year (year ending 28th of Feb)

Total Inflow	39,793	29,297	45,847	334,852	26,226	27,446
Inflow - Internal	39,793	29,297	32,347	24,078	26,226	27,446
Inflow - External	-	-	13,500	310,774	-	-
Total Outflow	- 11,979	- 15,665	- 57,806	- 397,104	- 13,996	- 14,696
Cash movement	27,814	13,632	11,959	62,252	12,229	12,750
Check	-	-	-	-	-	-
Reserved funds for maintenance						
Maintenance of Gold Fund		12,524				1,000
Maintenance of Minibus & Trailer					12	492
Maintenance of Building & Site				4,100	4,100	4,100
Unreserved funds generated				30,663	42,881	54,151

Operational Expenses - Breakdown

		FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29
Outflow (-)	Maintenance / cleaning	-741	-296	-250	-1200	-1260	-1323
Outflow (-)	Equipment	-2131	-1111	-1048	-1100	-1155	-1213
Outflow (-)	Administration	-719	-608	-546	-573	-602	-632
Outflow (-)	Uniform	-1599	-2030	-2132	-2238	-2350	-2467
Outflow (-)	Mini bus - Road Tax	-165	-165	-173	-182	-191	-201
Outflow (-)	Mini bus - MOT & Service	-400	-240	-252	-265	-278	-292
Outflow (-)	Mini bus - Maintenance	-1729	-263	-668	-701	-736	-773
Outflow (-)	Insurance - Minibus	-1130	-1022	-1073	-1127	-1183	-1242
Outflow (-)	Insurance - Others	-1749	-2258	-3444	-3616	-3797	-3987
Outflow (-)	Utility cost	-1146	-1719	-1805	-1500	-1575	-1654
Outflow (-)	Fire Exting.	-222	-120	-126	-132	-139	-146
Outflow (-)	Broadband	-248	-390	-410	-430	-451	-474
Total Expenses		- 11,979	- 10,222	- 11,926	- 13,065	- 13,718	- 14,404

Notes:

Propose all this money goes into an account until we have the annual costs and estimated maintenance covered

Propose all this money goes into a hall account less the hall running costs (insurance, untility, PAT, Fire, Broadband) to cover maintaince (cap £25,000), Hall master booking and invoicing system - same as Sunningdale Village Hall

Estimate for basic service £150 + general fund and tyres £450

We are increasing the level of membership to 157 in FY2026 and to 190 in FY2027 as this is our capacity target once the new hut is in place. EMB -

According to OSM current membership is 109

Regular gift aid through JW £500, WC £500

Once funding from parishes established we will drive for a 'buy a brick' sale to increase funding

Reduction in utiility costs related to more efficient building impacting bills for water and electricity

Assumed Other funding £36k secured

Assumed Parish funding £50K secured

Addendum 6 - Building cost and schedule

The following provides an overview of the estimated costs from Stones Architects, the appointed firm for this project. The total project cost is estimated at **£424,274 including VAT**. Stones Architects are managing the tender process and negotiations regarding building costs to help achieve value for the project.

Stones Architects Ltd		
2/3 Noble Corner, Great West Road, Hounslow TW5 0PA		
Date	04/07/2025	
Proj. Ref	2025.030	
Project	Sunningdale Scouts, Sandy Lane, Ascot SL5 0ND	
Title	Draft Cost Report	
Code	Title	Provisional/£
	Preliminaries	£31,000
	Provisional and prime cost sums	£39,000
	Asbestos survey	£12,000
C20, D20, E05, F10	Demolition, Excavating and filling, In situ concrete construction generally, Brick/ block walling	£31,500
G20, H30	Carpentry/ timber-framing/ first fixing, Composite timber cladding	£35,650
G21	Option of using rooftrusses rather traditional rafter construction (supply/fit - not in documents)	£15,000
H43, J40, K10	Metal insulating sandwich panel roofing, Flexible sheet waterproofing/ damp-proofing, Gypsum board dry linings/ partitions/ ceilings	£14,200
L10, L20, L40	Windows, Doors, General glazing	£19,000
M40	Ceramic tiling, Vinyl, Painting/ clear finishing, General fixtures Kitchen	£12,000
N13, N15, P10,	Sanitary appliances and fittings, Internal fire and safety signage systems, Sundry insulation/ proofing work,	£3,500
P12, P20	Fire-stopping systems, Unframed isolated trims/ skirtings/ sundry items	£3,000
P21	Door/ window ironmongery	£4,500
Q21, Q40	In situ concrete ramps / pavings/ bases, Fencing	£7,000
R10	Rainwater drainage systems	£12,000
R11	Above ground foul drainage systems	£4,000
R12	Below ground drainage systems	£2,500
T90, V90	Heating systems, Electrical systems	£15,000
W90	Communications and security systems	£4,000
Z10, Z20, Z21 and Z22	Purpose-made joinery, Fixings and adhesives, Mortars, Sealants	£3,000
	Sub-Total	£267,850
	Professional fees at 8%	£21,428
	Sub-Total	£267,850
	Add profit and attendance at 20%	£53,570
	Sub-Total	£321,420
	Add 10% Contingency	£32,142
TOTAL		353,562

Addendum 7 - Fund Raising Plan

Raising the funds we need for the Scout Hut is a complex task and fraught with uncertainty.

We have engaged a specialist consultancy, Our Community Enterprise (OCE), to build a realistic funding plan and maximise successful applications. They were previously retained by RBWM, for over 12 years, to provide funding support services in the community.

So far, we have evaluated 139 potential funding sources, and with OCE’s support, established over 30 viable targets, we will continue to build the target list. The target amount for each source was established by reviewing the Annual Report and Accounts, either available on the trust or foundation or Charity Commission website and validating (in most cases) the value of grants awarded in the last financial year alongside the number of grant recipients. We have then overlaid OCE success rate for the target range to establish an Adjusted Target.

In the table below you can see which organisations we are planning to approach and OCE’s best view of our likely success, assuming we have secured the critical financial funding from our parish councils.

£ Range	# Identified	Funding Source	Target	Status	Submitted	Restriction	OCE Success Rate	Adjusted Target	% of Target	Average	Actual
N/A	3	Sunningdale Parish Council	£ 150,000	Submitted 1SD	07/07/25		N/A	£ 150,000	35%	N/A	
		1st Sunningdale Fund Raising	£ 100,000	Secured 1SD	N/A		N/A	£ 100,000	24%		£ 100,000
		Sunninghill & Ascot Parish Council	£ 50,000	Secured 1SD	01/10/24		N/A	£ 50,000	12%		£ 50,000
30,001-70,000	1	Garfield Weston Foundation	£ 35,000	Preparing 1SD		Planning approval 50% funded Quote in 3-months 10% max	53%	£ 18,550	4%	£ 18,550	
15,001-30,000	1	The Gosling Foundation	£ 25,000	Preparing 1SD		Planning submitted	71%	£ 17,750	4%	£ 17,750	
5,001-15,000	10	Forrester Family Trusts	£ 10,000	Declined	28/10/24		72%	£ 79,200	19%	£ 7,920	
		Heathrow Commitee for tomorrow	£ 15,000								
		Lennox Hannay Charitable Trust	£ 12,500								
		Mobbs Memorial Fund	£ 12,500	Submitted OCE	07/11/24	Planning and costs to be confirmed					
		The Hobson Charity	£ 10,000								
		The Sunninghill Trust	£ 10,000	Engaged 1SD							
		Ascot Round Table	£ 10,000	Secured 1SD	01/03/25						£ 20,000
		The Ascot Fire Brigade Trust	£ 10,000	Engaged 1SD							
		Shanly Foundation	£ 10,000	Preparing 1SD		75% funded - after SDPC (July)					
0 - 5,000	23	National Lottery	£ 10,000	Preparing 1SD		Planning approval	60%	£ 46,500	11%	£ 2,022	
		Bernard Sunley	£ 5,000			Planning approval					
		Greenhall Foundation	£ 5,000								
		Englefield Charitable Trust	£ 5,000			Planning and quotes					
		The Prince Philip Trust Fund	£ 5,000			Planning and quotes					
		Persimmon Community Champions	£ 5,000								
		Robert Hall Foundation	£ 5,000								
		Span Group	£ 5,000								
		Scottish and Southern Electricity Network (SSEN)	£ 5,000								
		Foyle Foundation	£ 5,000								
		Ascot Rotary	£ 5,000								
		Leathersellers Foundation	£ 5,000								
		The Syder Foundation	£ 5,000								
		Horace Moore Charitable Trust	£ 2,500	Secured 1SD	01/02/25	Delivered April 25					£ 3,500
		Rowan Bentall Charitable Trust	£ 2,500								
		Berkshire Masonic Charity	£ 2,500	Engaged 1SD							
		The Hedley Foundation	£ 2,500			Costs breakdown					
		Hall & Woodhouse Community Chest	£ 1,500								
		Paradigm Norton Trust	£ 1,500								
		Postcode Lottery	£ 1,000								
		Louis Baylis Trust	£ 1,000								
		Windsor & Maidenhead Christian Trust	£ 1,000								
		Gilchrist Educational Trust	£ 1,000								
		The Catherine Cookson Trust	£ 500								

Target	£	424,274	
Total secured	£	173,500	41%
Total potential	£	288,500	68%
Positive Variance	£	37,726	9%

Progress Against Target

		By Group			By Collective		
Status		Count	Value	% of Target	Count	Value	% of Target
Identified	Identified	24	110000	26%	24	£ 110,000	26%
Engaged	Engaged 1SD	3	22500	5%	3	£ 22,500	5%
	Engaged OCE	0	0	0%			
Preparing	Preparing 1SD	4	80000	19%	4	£ 80,000	19%
	Preparing OCE	0	0	0%			
Submitted	Submitted 1SD	1	150000	35%	2	£ 162,500	38%
	Submitted OCE	1	12500	3%			
Secured	Secured 1SD	4	173500	41%	4	£ 173,500	41%
	Secured OCE	0	0	0%			
Declined	Declined	1	10000	2%	1	£ 10,000	2%

Community Grant Application Form

Application for Grant Funding for Voluntary Organisations

Name and Address of Organisation:	The Arrow District Day Centre
	The Chandler Centre, Bagshot Rd. Sunninghill
Postcode:	SL5 9PD

Name and Role of Main Contact:	ROBERT ELLISON
	CHAIRMAN OF THE TRUSTEES

[Redacted]	
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Is the organisation a registered Charity?	YES ☒	NO ☐
If yes, please provide Charity No.	269 845	

Total amount of Grant Requested:	£2,000 £1,000
Purpose of the Grant or Project:	
Last year the costs of running the Day Centre totalled £144,000. We provide a vital role in the local community serving the needs of the elderly.	

Total cost of the Project:	—
From where will the remaining funds be sourced: (Please list funder and fund amounts)	
All of our funds are sourced by our own fundraising activities, grants from local organisations, events and donations.	

Who will benefit from the Project?
For some their visit to the Day Centre is the only time our members leave to leave their home we provide a vital role in stopping loneliness & isolation amongst our elderly.

How many of these beneficiaries will be residents of Sunningdale Parish:
We have over 100 members with 15 from the Sunningdale Parish some visiting us 4 times a week.

What are the Project Outcomes?
We combat loneliness & isolation amongst the elderly in the area. I feel we are able to prolong their independence, please help support.

Please return the application form to the Clerk via email: clerk@sunningdaleparish.org.uk

Community Grant Application Form

Application for Grant Funding for Voluntary Organisations

Name and Address of Organisation: Holy Trinity Parish Church, Church Road, Sunningdale		
Postcode: SL5 0PD		
Name and Role of Main Contact: - Revd Jon Hutchinson – Vicar		
[REDACTED]		
Is the organisation a registered Charity?		
YES ✓		NO
If yes, please provide Charity No.	1129882	
Total amount of Grant Requested:	£400	
Purpose of the Grant or Project:		
We are creating a new plaque that names all those from Sunningdale lost in the second World War. We have a WW1 plaque and this will be a companion to it.		
Total cost of the Project:	£2,000	
From where will the remaining funds be sourced: (Please list funder and fund amounts)		
The idea was formed by a parishioner who generously gave £500. Since then other gifts have been given by local people and relatives of those names on the parish memorial and funds currently stand at £1,340. We are confident of reaching the total from further local giving.		
Who will benefit from the Project?		
In an indirect way it is for the whole community, in that Sunningdale will honour the lives lost in WW2 not just on the memorial located at the junction of Bedford Lane, High Street and Church Road but in the church also.		
How many of these beneficiaries will be residents of Sunningdale Parish:		
The vast majority although relatives of those named live elsewhere and in other countries. It is primarily something that felt right to us as something we ought to do (see attached letter)		
What are the Project Outcomes?		
Correcting a long-standing omission and honouring the fallen.		

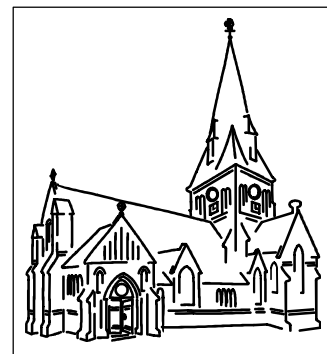
Please return the application form to the Clerk via email: clerk@sunningdaleparish.org.uk



Holy Trinity Sunningdale

Church and Community

Sharing God's love



12th August 2025

Dear Natalie

A new WW2 memorial in the Parish Church.

Please find attached an application for a Community Grant towards the above.

Last year we displayed in church some of the banners the council had previously placed around Sunningdale which listed the names of Sunningdale residents whose lives were lost in WW2.

During the remembrance service I commented that it felt right to have their names displayed in church as the existing plaque we have is for WW1 only.

This inspired a parishioner to petition us for a second plaque to be made and to begin the funding with a very generous gift of £500. The total cost will be £2,000. Since then, other residents have given money including some from overseas whose relatives are named on the memorial at the east end of the church grounds. Currently funds stand at £1,340.

I felt I ought to bring this matter to councillors' attention as it's a rather unique event and one they might feel is something the council A) should know about and B) be part of in terms of a small grant.

The WW1 plaque is to be relocated and together with the new plaque they will be positioned in the chancel, (the choir area and oldest part of church) a much more visible place and more suitable than the back wall where the original is now.

A small notice will highlight how the new plaque has been funded.

I'm mindful of the large and generous grant the council has awarded the church towards the Transforming Trinity project and would perfectly well understand the council thinking that the amount awarded to Holy Trinity is enough for now (!) however, I do want the parish council to be aware of this new memorial that we hope to have in place for this year's act of remembrance and church service. (9th November)

Your sincerely

Revd Jon Hutchinson

Tennis Working Group Motion to Council

Tennis Courts Utilisation and User satisfaction

Date of Council Meeting	November 2025
Background	In July 2024 Council established a Tennis Working Group. Its objectives were to: • Investigate why income from tennis courts has not reached budget since refurbishment • Consult with users and coaches to recommend changes which can increase court utilisation+ • To ensure the tennis courts are a safe place to play, ensuring our current maintenance schedule is meeting the health and safety requirements. In order to improve maintenance and playability the Working Group recommended the purchase a tractor and drag brush. This was approved by Council in March 2025. This paper addresses the remaining objectives of the working group, namely income, court utilisation and user satisfaction. A survey was distributed to all past and current subscribers. Feedback, including outstanding complaints and suggestions for improvement, was carefully reviewed by the Tennis Working Group. Following this evaluation, the group has proposed a series of minor enhancements and updates to the rules governing court usage. These recommendations are outlined below. Attached is a presentation of the survey results, along with a supporting document detailing the work undertaken by the Tennis Working Group. The survey responses were overwhelmingly positive, with many participants expressing appreciation for the tennis facilities. One respondent described it as a “great community facility,” and several others highlighted their enjoyment of playing on the new surface. In addition to this positive feedback, respondents suggested a number of minor improvements, including the addition of a clock, waste bin, shoe brush, and coat hangers. Broader suggestions relating to the park as a whole have been passed on to the Recreation Working Group for consideration. Participants also shared their experiences with the coaching services. These comments and suggestions have been communicated directly to the coaching team to be made aware of.
Proposer	Julie Coxon

Seconder	Philip Curtis
The Resolution	For council to approve- 1) Changes to Broomhall Park Tennis – rules & regulations - attached at Appendix 1 2) Provision of Tennis Net Divider: a. Net Divider between court 2 and 3 at a cost of £5,972 (supply & fit) Appendix 2 3) Emergency contact key to be left with councillor Curtis, as the point of contact 4) To obtain planning permission for an extension of the tennis court floodlight timings all year round, 7 days a week until 21:00hrs (<i>Variation of the condition</i>). Appendix 4 For council to note- • The positive appropriate feedback from the survey to the tennis coaches and recreation ground • To note the cost of coat hangers, foot brush, clock and waste bin
Rationale	1)Proposed of rule changes The working group undertook a survey of the court users seeking their views as to how court utilisation and satisfaction could be improved. The survey result is shown as appendix 3 and the proposed rule changes are shown in appendix 1 2)Recommendation to Install Divider Nets Between Courts Following consultation with the contractor and fitter Chiltern, it was advised that clubs undertake their own risk assessments. Our suppliers have pointed out that our courts do not meet the LTA recommended standard distance between adjoining courts. LTA minimum standard is 3.66 metres between courts. Our courts are 3.2m apart. Our suppliers have advised that this may compromise play. We have visited a neighbouring Tennis Club, Windsor who have experience of using net dividers. Their courts have a slightly smaller distance between them than ours but they have successfully used net dividers for many years and are now looking to replace them. The primary motivation for installing divider nets is to enhance safety by stopping balls straying between courts reducing the risk of trips, distractions, and interruptions—particularly important in competitive or coaching environments. Beyond safety, there are several additional benefits: Improved Focus and Concentration

	• Divider nets create a clear visual and physical boundary, helping players stay focused on their own game without being distracted by movement or noise from neighbouring courts. Enhanced Court Management • They support better organisation during tournaments, group lessons, and club events by clearly defining court boundaries. • Coaches and staff can more effectively manage multiple sessions simultaneously, improving the overall efficiency of court usage. Conclusion: Given the safety benefits, improved court management, and positive feedback from other clubs, the working group believes that installing divider nets represents a sound and worthwhile investment for our facility. If agreed a rule can be added to explain when and how the nets will be used. 3)Emergency Contact There have been a number of occasions when tennis users have left personal belongings on court and unable to access once their session time has finished as their entry code had expired. Emergency contact number will be displayed on the notice board. 4)Tennis Floodlit This will consist of submitting a planning application under ‘section 73’ to vary condition 5 of (the tennis) planning permission 12/02841 (hours of illumination). The tennis court floodlights are currently permitted to operate “Monday-Saturday until 2000hrs October-March, 2100hrs April-September” This restricts play for Season Ticket Holders and the community on Sundays and on Winter evenings past 2000hrs. We have been informed by the officers that stats have shown even in summer 8pm-9pm is the least popular time to play in 2024. However, in 2025 subscribers are telling us they wish to play later in winters months and the lighting times hinders the length of play on the social session, cutting it down to an hour instead of 2 hours. https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-application_for_removal_or_variation_of_a_condition.pdf Variation cost for planning £586.00
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Cost Breakdown

Netting Between court 2 and 3

Cost see appendix 2 – to supply and fit

Please note two other contractors were contacted for quote but each company only supply the netting dividers.

To note under delegated responsibility

Hooks to enable players to hang clothes – Durable hanging hooks -£15 for a pack of 20

or

[Tennis Court Kit Peg - Powder Coated Green - Hexa Sports](#) £57.60

Foot brush

Purchase Foot brush [Best Deals on JobSite The Original Boot Scrubber - Includes Drill Bit & Sc](#)

2 one for dog walkers and one for tennis - **£38 each**

A waste bin nearby

[WB Stubbs Lightweight Portable Hook Over Manger - Blue | Feedem](#) £15

Outdoor Tennis clock

[Waterproof Outdoor Garden Clock – Gear Tech UK](#) £39.99

Total £188.59

Net Divider between court 2 and 3 at a cost of £5,972 (supply & fit)

Planning Application fee £586.00

Context for the motion (i.e. why is the motion being submitted – what is the proposer aiming to achieve)	
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Which Council Plan Priority does the Motion support? (select all that apply)

Part of the Sunningdale Parish Councils Mission Statement it states :

- The Parish Council works to preserve and improve the quality of life for all Sunningdale's residents.
- It monitors the delivery of appropriate high-quality, efficient and sustainable services from the Royal Borough and other service providers.

Strategic plan sets seven strategic focus one being:

A Safe Place – Promote good health

Does the motion have potential financial or resource implications for the Council – if yes advise what these might be – Please attach any financial request on Appendix 1

Yes, however there is sufficient funds in the tennis court reserves fund

Does the motion have potential legal or constitutional implications for the Council – if yes advise what these might be None that I am aware of
Are there any equalities impacts associated with the motion? If yes, an equalities impact assessment will be required – Please complete Appendix 2 Not at this point in time
Does the motion require further background information to enable the Council to make a decision– if yes advise what might be required. These items have been highlighted by the tennis players from completing the survey also we revisited any outstanding complaints that had been highlighted previously by players as a suggested improvement. See supporting paper
Are there any plans, maps, drawing to support the application? Please attach. N/A
Is there any associated risk identified? Please rag rate the risk Green –No current/ low impact Amber – some /medium impact Red – High impact Has this been highlight as a potential risk that needs to go on the risk register? Players satisfaction and the feeling they are not being listen to. Green



Broomhall Park Tennis Survey

61 Responses from

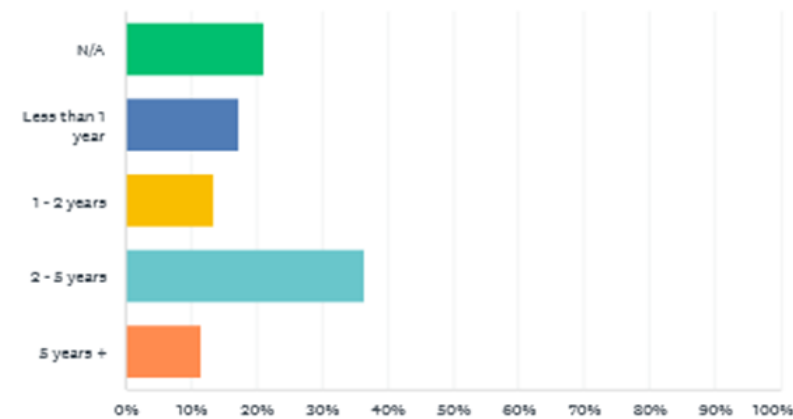
Q1: Do you currently hold a Season Ticket for Broomhall Park Tennis?



People replied who were subscribers

Q2 : How long have you been a Season Ticket holder for?

Answered: 52 Skipped: 9



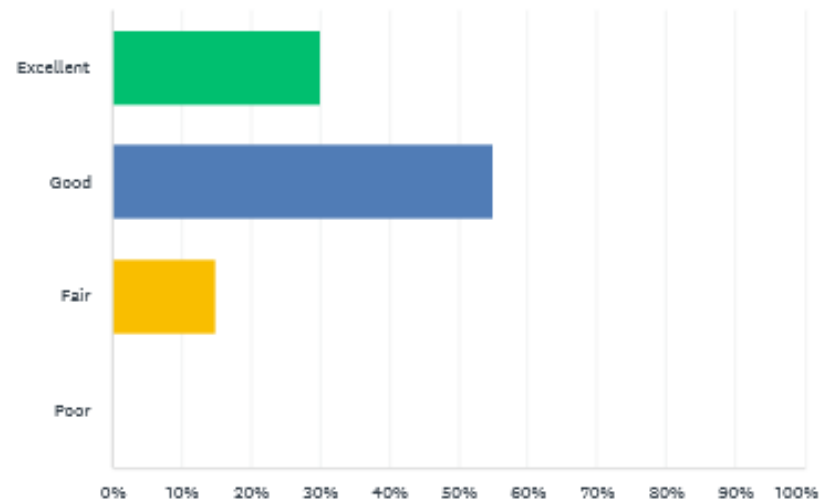
ANSWER CHOICES	RESPONSES	
N/A	21.15%	11
Less than 1 year	17.31%	9
1 - 2 years	13.46%	7
2 - 5 years	36.54%	19
5 years +	11.54%	6
TOTAL		52



We are retaining 36.5% subscribers for 2-5 years

Q3 How would you rate the current offer of tennis activities available?

Answered: 60 Skipped: 1

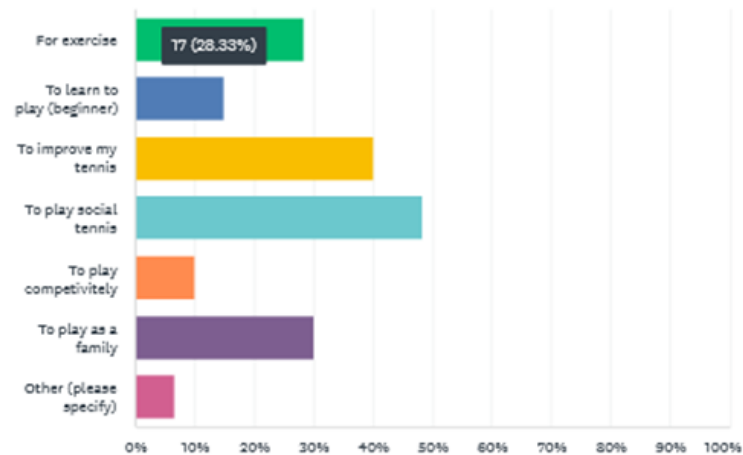


ANSWER CHOICES	RESPONSES	
▼ Excellent	30.00%	18
▼ Good	55.00%	33
▼ Fair	15.00%	9
▼ Poor	0.00%	0
TOTAL		60

85% rate the tennis activity as Excellent or Good

Q4 Why did you join Broomhall Park Tennis?

Answered: 60 Skipped: 1



ANSWER CHOICES	RESPONSES	
▼ For exercise	28.33%	17
▼ To learn to play (beginner)	15.00%	9
▼ To improve my tennis	40.00%	24
▼ To play social tennis	48.33%	29
▼ To play competitively	10.00%	6
▼ To play as a family	30.00%	18
▼ Other (please specify)	Responses 6.67%	4
Total Respondents: 60		

for fun and to meet other players

I'm not a member but I attend a private group lesson learn to play and for exercise

When my grandson visited

Because of Charlie and his wonderful team.

Q5 Do you think Broomhall Park Tennis is welcoming and accessible for beginners/inexperienced players?

95%

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People who answered - No

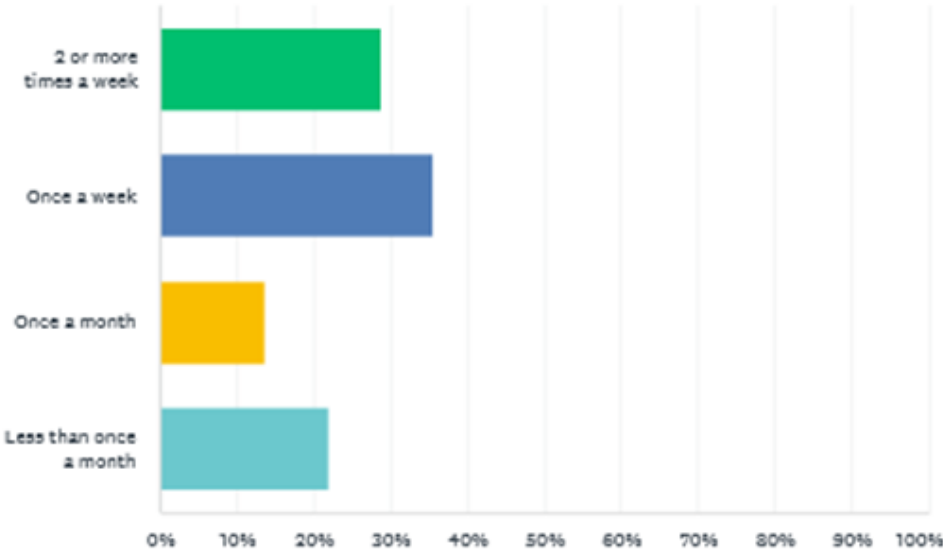
I think yes in general but I heard that the Tuesday socials weren't very welcoming for beginners so I wouldn't attend those even if I joined

Too much coaching and not enough social offerings or pay and play courts

Don't know

Q6 Please can you tell us how often you play tennis at Broomhall Park?

Answered: 59 Skipped: 2

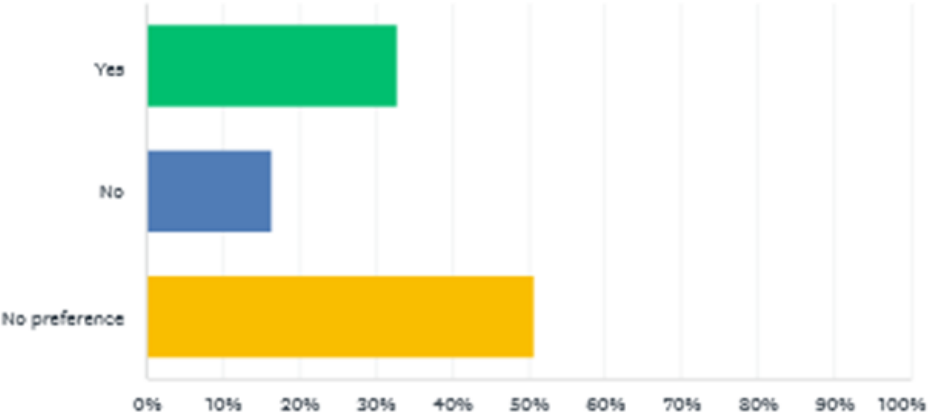


ANSWER CHOICES	RESPONSES	
2 or more times a week	28.81%	17
Once a week	35.59%	21
Once a month	13.56%	8
Less than once a month	22.03%	13
TOTAL		59

35.5% of people who responded play weekly

Q7 Would you prefer to pay for your Season Ticket on a rolling basis from the date you join rather than September - August?

Answered: 61 Skipped: 0



50% had no preference when they pay for their season ticket and 32% would prefer a rolling bases

ANSWER CHOICES	RESPONSES	
Yes	32.79%	20
No	16.39%	10
No preference	50.82%	31
TOTAL		61

Q8 Do you think costs at Broomhall Park Tennis are **good value for money?**
(Tick more than one if relevant to you)



People who answered – Other 8%

you should not need to be a member to have lessons
Would like to see more social season ticket holder tennis nights available to all not to just 12 people on a Tuesday
I appreciate there is a cost of maintenance but the high season and pay and play costs are off putting (possibly especially so for beginners). I drive to Sunninghill to use their free courts other than for my weekly lesson
I think Members should be allocated with a certain number of free guest passes per annum
Remove guest fees

Q9 What are the **most important** aspects of your Season Ticket? (Tick more than one if relevant to you)

Local Facility 58%

Price 39%

Availability of coaching 32%

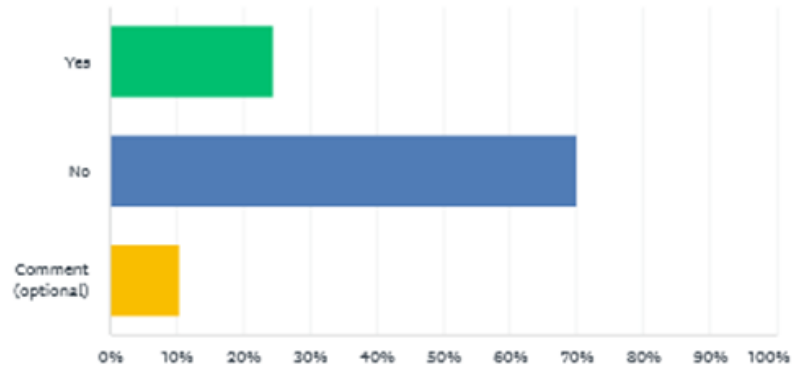
Quality of Coaching 32%

Social Interaction 32%

Improving Standard 28%

Q10 Would you like to see Peak and Off-Peak playing times (and a different charging structure?)

Answered: 57 Skipped: 4



Peoples' comments

70% had no preference

- Everyone should pay the same rate to accommodate wear and tear
- More for turn up and play
- Subscribers cost with priority booking and coaching in peak times

Q11 Are you able to book a court when you require one?



Said Yes

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Peoples' comments

- Sometimes in school holidays is limited due to clubs
- Evenings and weekends
- Sometime coaching sessions are cancelled and courts are free
- Summertime

Q12 Have you experienced any issues with the booking system?

Said No



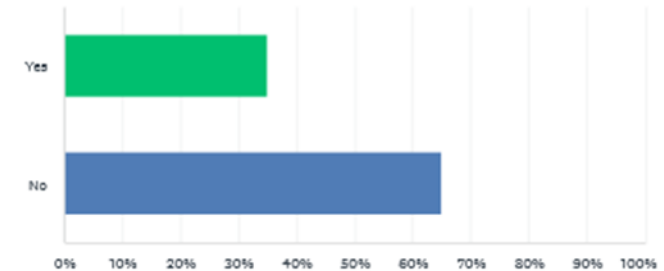
Peoples' Comment

- If you pay a guest fee and then it rains, you cannot cancel for a refund
- App is down sometimes so have to book via web browser
- Could be via a simple app
- Occasional login problems
- When you cancel a court the booking system still counts that as one of your 3 sessions per week which is annoying
- You can't book an empty court after the relevant hours has already started

Q13 When thinking about the length of each booking would you like to book 30-minute slots?

When thinking about the length of each booking would you like to book 30-minute slots?

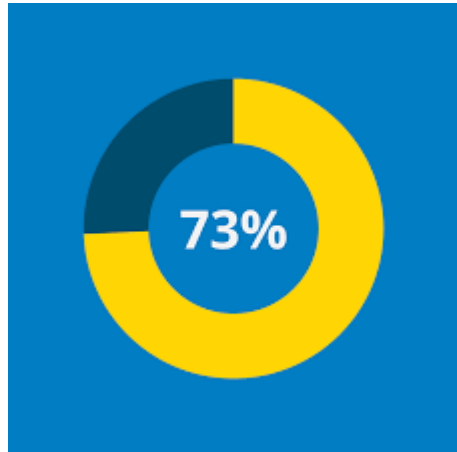
Answered: 60 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	35.00%	21
No	65.00%	39
TOTAL		60

**Yes 35% and No 65% however
30 min slots may help to
rebook court for no shows ?**

Q14 Do you think a maximum of a 90-minute slot is adequate?



Yes

This will help to free up more availability therefore 30 min slots will be needed



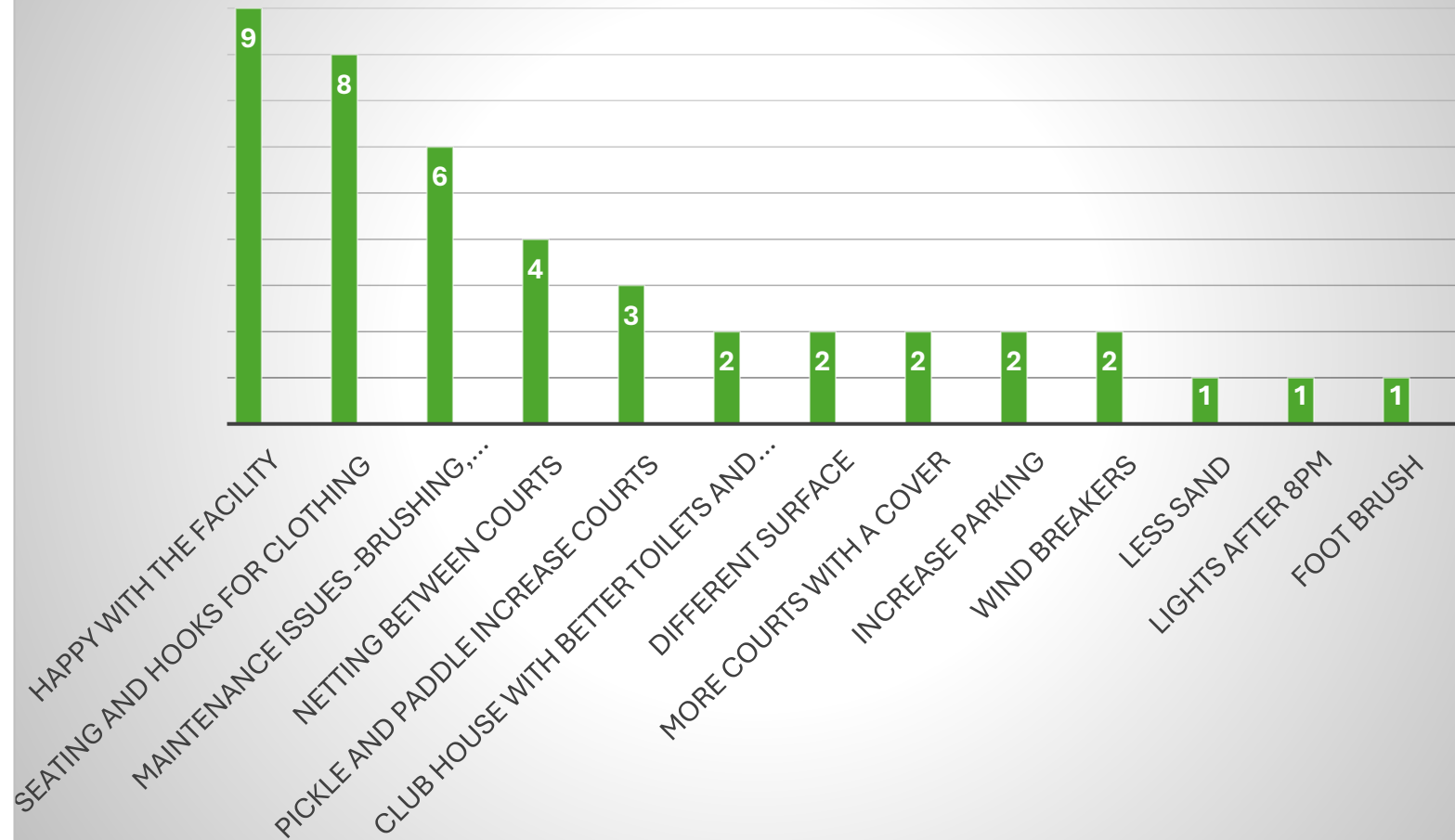
shutterstock.com - 2393192767

Q15 Do you **like playing on the new Tiger Turf surface** which was installed in November 2023?



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Improvements



Q16 Is there anything you would like to see to improved in regards to the playing surface or the Broomhall Park Tennis facilities?

Q17 Can you tell us what is working well at Broomhall Park Tennis?

Gates Flood lights and surface 11

- Nice surface
- Facilities are clean and well maintained
- Parking is easy
- Good lighting / floodlit
- Easy to book
- Good pin code gate

Coaching 11

- Welcoming fellow players and coaches – community feel
- The coaches
- Coffee shop
- Coaching sessions
- Good coaches friendly and polite and welcoming
- **Coaches are the only reason to have season ticket**

Club Spark 4

- Booking system for courts
- Availability of sessions
- Cleanliness
- Gate access
- Having the Curly cafe

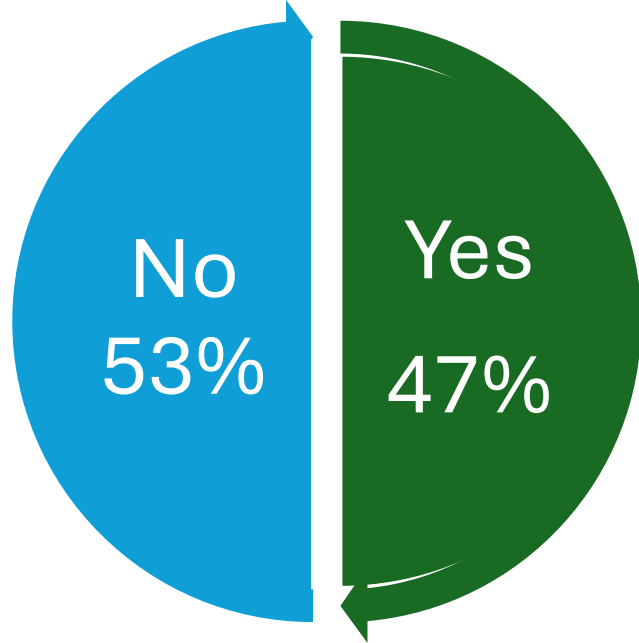
Experience 2

- Everything is great and it is superb

Management 2

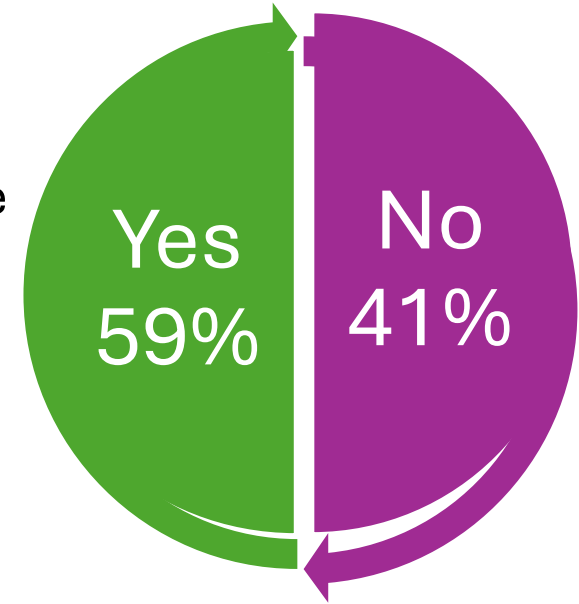
- Poor communication between officers and players
- Well Run well maintained

Q18 If the floodlights were in use in the Winter until 9pm instead of 8pm would this encourage you to play later in the evenings?

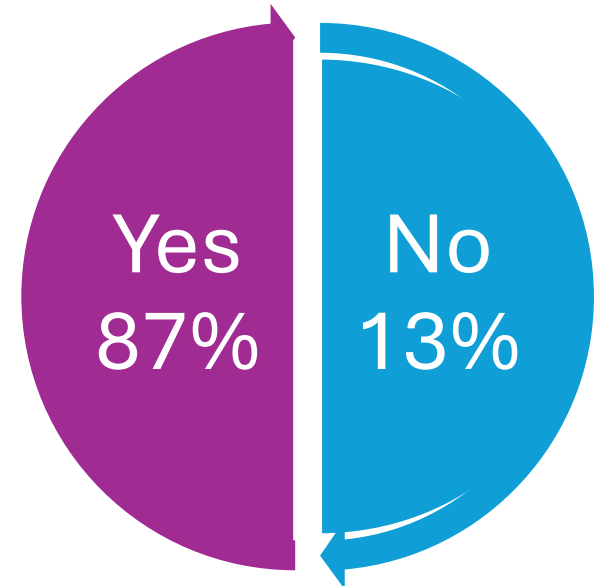


? Is it financial worth thinking of extending the hours as it was nearly 50:50

Q19 Do you participate in any coaching sessions?



Q20 Are you aware of the coaching sessions on offer?



Q21 Which of these coaching sessions do you attend?

People who said – other

- I would like to join the social evenings but feel it has been monopolised by the strong male platers



How can this be organised differently, so it is fully inclusive irrespective of ability

ANSWER CHOICES	RESPONSES	
Junior holiday clubs	5.66%	3
Social evenings for Season Ticket holders	26.42%	14
Junior coaching groups	5.66%	3
Individual coaching	41.51%	22
Adult coaching groups	26.42%	14
Private group coaching	11.32%	6
Cardio tennis	16.96%	9
None	26.42%	14
Other	1.89%	1

Q22 Do you have any comments about the current coaching sessions?



People told us they enjoy the coaches , they are excellent, brilliant and the team are great. Coaching sessions are fun and a good level.

Q23 Are there any other coaching sessions you would like to see offered?

33 Responses in total for these two questions



Improvements to consider

More socials / club nights and for all abilities / levels

No limits in numbers on social nights

Regular coaches on the coaching evening, relook at structure

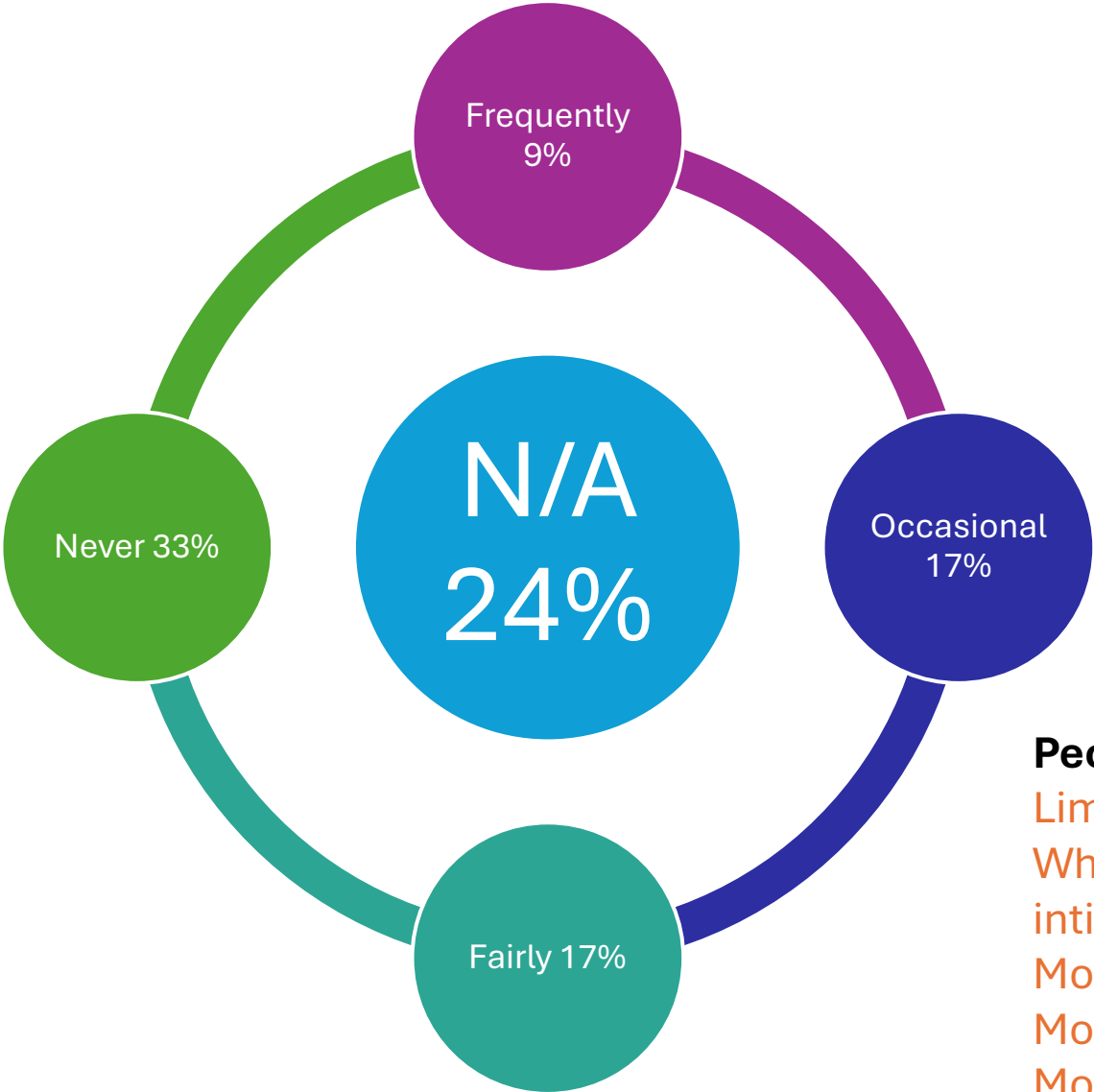
Children's sessions

Improve communication

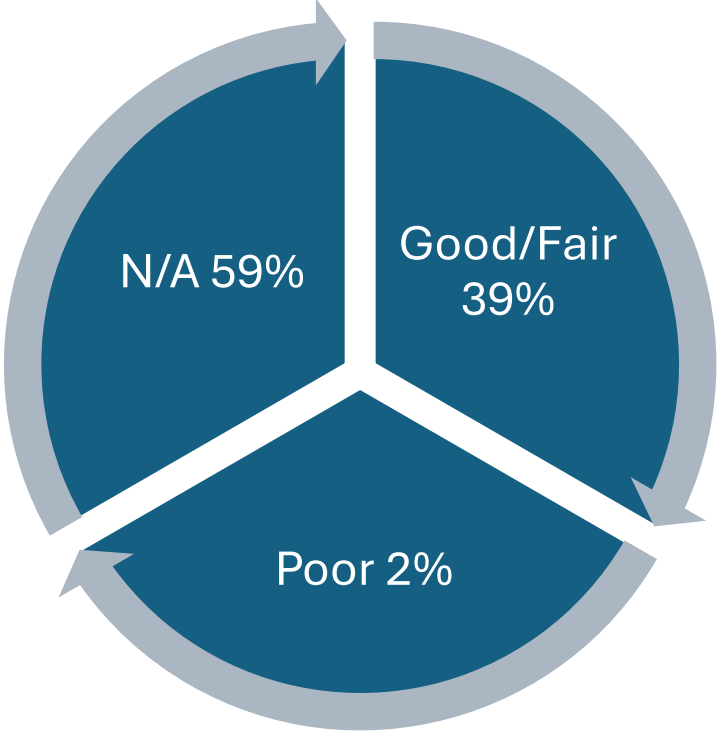
More sessions in the evening and strength and conditioning for juniors

Monthly cost for coaching so we can join several sessions

Q24 If you are a Season Ticket holder, how often do you attend the Tuesday social coach-led evenings?

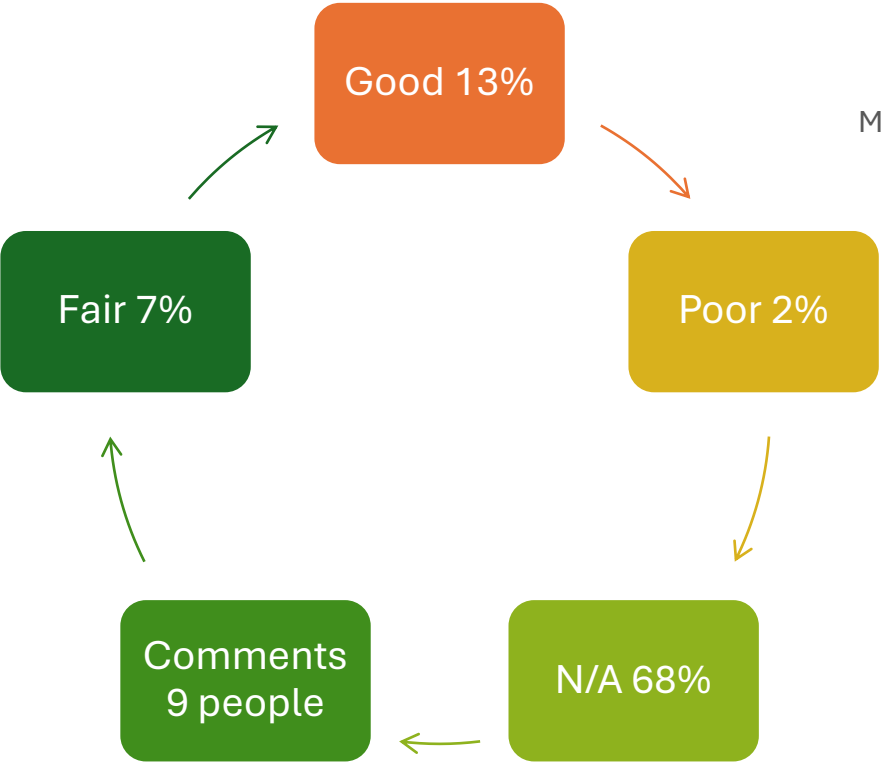


Q25 If you are a Season Ticket holder how would you rate the current social coach-led evenings?



People who commented
Limited places too high level
Whilst it is advantage to have coach led sessions. Standard intimidating and does not improve confidence
More could be offered, expensive if you pay for each session
More than 3 sessions it works out expensive
More to be offered

Q26 If you are a Season Ticket holder how would you rate the box leagues?

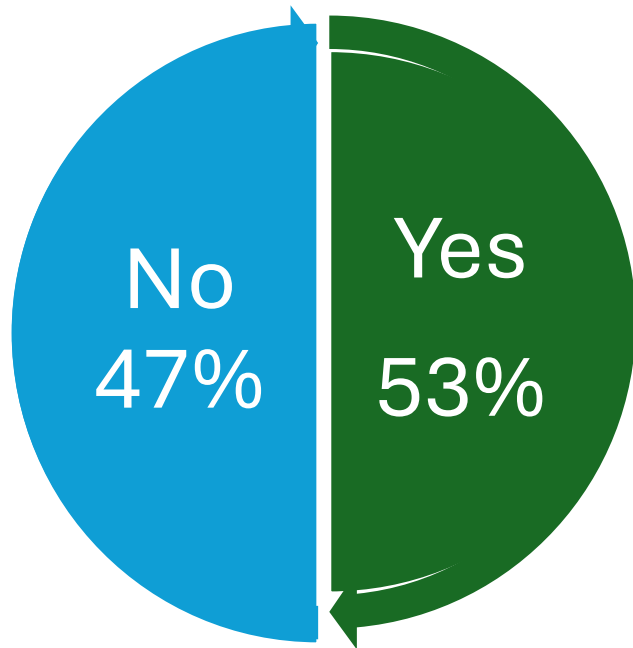


- I don't know about the box leagues
- Not aware of box leagues.
- I wasn't aware there was one would be interested
- never played them
- There should be levels
- There must be a trophy once a year
- I'd like to see doubles leagues
- A doubles box league would be a good idea.
- Find it hard to arrange matches at convenient times.

Q27 Which of the below would most improve your experience of social tennis?

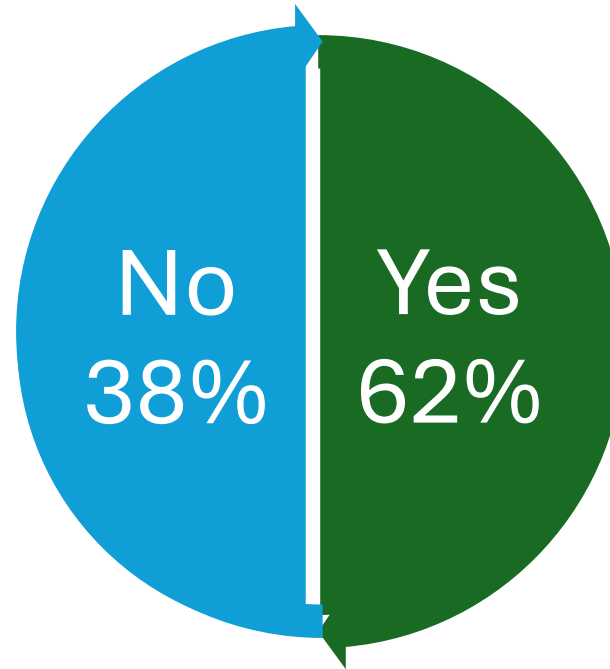


Q28 Do you know how to raise an issue or problem in regards to your Season Ticket or court facilities?



Action: To communication how to raise a problem

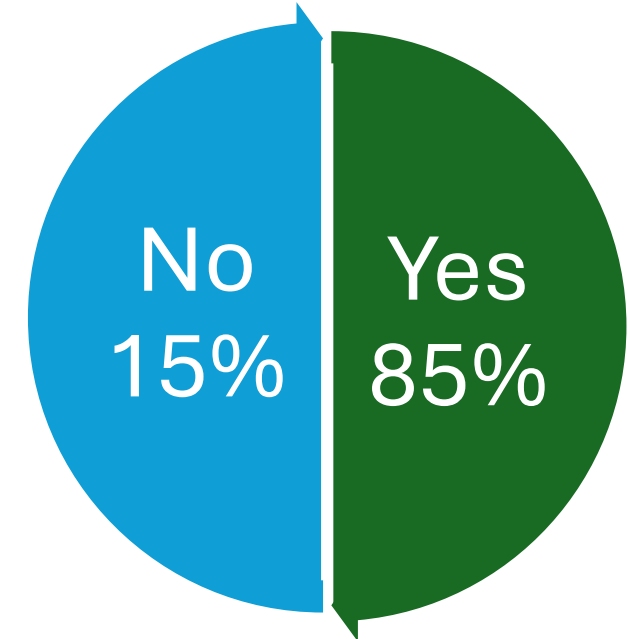
Q29 If you have raised a concern was your issue listened to?



To address - People comments

1. Still waiting for a bench and coat hooks
2. Communication with the parish office is poor
3. Often suggestions for improving the court are ignored sent multiple emails when new courts were being built asking for updates

Q30 If the courts are booked out for any reason (maintenance / event) and you are unable to reserve a slot do you have enough notice period?

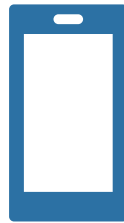


Q31 Have you any suggestions on how we can improve communication?



communication

To have a tennis committee
For coaches to inform players



Communication

Newsletter
Tennis What App



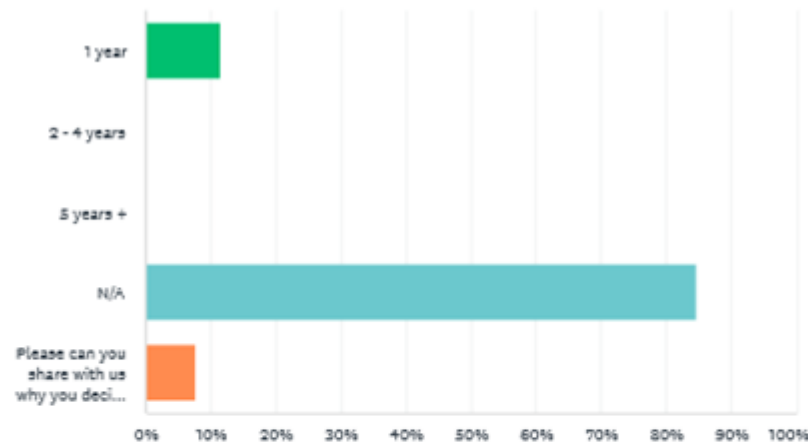
Coaching

More social and box league
Open courts at 6am

Q32 For ex Season Ticket Holders - Please can you tell us how long you had been a Season Ticket holder before you decided not to re-join?

26 people responded

Answered: 26 Skipped: 35



ANSWER CHOICES	RESPONSES
▼ 1 year	11.54% 3
▼ 2 - 4 years	0.00% 0
▼ 5 years +	0.00% 0
▼ N/A	84.62% 22
▼ Please can you share with us why you decided not to re-join and if there is anything you would like us to do which would encourage you to re-join?	Responses 7.69% 2
Total Respondents: 26	

For those players who decided to leave they left after a year

Moved out of the local area

Children wont play in winter months

Did not like Sept – Aug renewal system

Q33 The Broomhall Park Tennis rules and regulations can be viewed via our website. Do we need to add/clarify anything in the rules and regulations?

Review the rules would be good

Para3.5 is unfair & gives advantages to certain groups of players.

E.g. if you book 3x2 hours sessions gives 6 hrs. use a week, whereas if you book 3 x 1 hour's sessions a week this totals 3 hours.

You are penalized for booking 1 hr per session.

To limit the number of hours per week.

Unfair advantage given to Windlesham boys and other groups of players – it appears sessions are booked 6 months in advance rather than 14 days as per the rules.

51 people answered No

2 people made a comment



Q34 By not allowing Junior Season Ticket holders to bring a guest, does this cause any difficulties?

80% said NO (36 people)

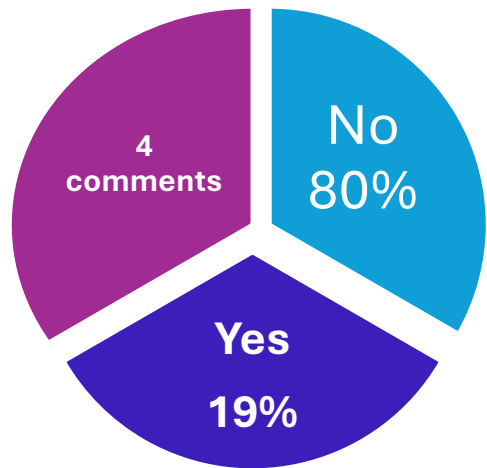
Comments

- 1. How can 1 junior hit against a new player if they can't invite them.
- 2. The LTA tennis programme are required to play matches against other players the same standard. They should be able to bring a guest.
- 3. It would be better to include guest in the price
- 4. Limits independence of Tennis
- 5. Need to encourage young players
- 6. This could introduce juniors to the game

Q35 Do you think the current arrangement for guest fees works well? (Season Ticket holders pay £1.75 for their guests during the online booking process) 82% said yes (49 people)

- 1. Adding additional guests to an existing booking is not possible
- 2. Difficulties in paying
- 3. Be able to pay after the booking (as if you book for 4 and only 2 turn up)
- 4. Easier payment system
- 5. System requires people to be honest about bring guest
- 6. When courts are free, I would like to bring my children but not pay for them
- 7. Free for people who only play once a week
- 8. Better to include it in the price

Q36 Do you think we need to limit the number of times people can play as a guest of Season Ticket holders?



- 1. No need to limit
- 2. Always have guest so I'd end up playing less
- 3. Only if people are taking advantage of the system
- 4. Absolutely not – without this it would be hard to find partners

Summary of all the comments

These comments have been gathered from both the survey and the findings from the working group as well as outstanding issues raised from complaints and suggestions.

The information has been split into 4 different areas:

- On Court improvements
- Off Court
- Playing Tennis
- Communication
- General



On Court You Said

We Will

Net Dividers could this be explored - Barriers / netting between courts, this will help to prevent balls rolling onto other courts

To obtain quotes and propose to Full Council.

The need for better cleaning of courts and maintenance / Better maintenance – weeding and there is too much sand

Tractor to be purchased to help with brushing and efficiency of maintenance.

Ball Machine – *review rules* ?

Not practical currently. Health and safety issues. Management of hiring out the machine would be difficult.

Clock

No practical place to put a clock on courts.

Seating area for spectators seating , bench by each court

Refer to Recreation Ground Working Group.

On Court You Said

We Will

Hooks to enable players to hang clothes

To obtain costs and propose to Full Council.

More courts with a cover – all weather dome

Refer to Recreation Ground Working Group.

Extend lighting to enable play beyond 8pm in the winter and open at 6am

Planning permission would need to be required to extend flood light timings. Data analysis shows low usage early in the mornings and later in the evenings.

Add another court and have the surface as clay

Refer to Recreation Ground Working Group.

Sessions are booked 6 months in advance rather than 14 days as per the rules.

To set a rule for all. To propose to Full Council to extend booking window to 28 days before.

Off Court You Said	We Will
Increase racket facilities add paddle and pickle courts.	Refer to Recreation Ground Working Group.
Small Clubhouse – for changing and to increase and improve toilet facilities	Refer to Recreation Ground Working Group.
Difficult to park, overflow parking is needed. Allocate spaces for tennis players	Refer to Recreation Ground Working Group.
Wind breaks to improve play	To obtain quotes and propose to Full Council.
Extend fencing for seating area or bench	Refer to Recreation Ground Working Group.
Repaint parking lines in the parking area	Refer to Recreation Ground Working Group.
Purchase Foot brush and a waste bin near by	To obtain quotes and propose to Full Council.

Playing Tennis, You Said

We Will

Not enough Social and too much coaching.

Firstly, discuss additional social nights with coaches. Could Season ticket Holders run the socials themselves?

Season Ticket on a rolling basis from the date you join rather than September – August. When 16% said no. 50% had no preference and 32% said yes for this

Operational / admin item. Deputy Clerk to investigate the feasibility of this.

You should not need to be a member to have lessons

To be proposed to Full Council.

High season and pay and play cost are too off putting only 7 people said when 22 said its good value

The majority of respondents have advised the P & P costs are good value.

Members should have a certain number of guest passes per annum and remove guess fees, although 23 people said it is good value

Not practical currently. Guest fee costs are low at £1.75 per guest.

Playing Tennis, You Said	We Will
Be able to turn up and play with guest for free and short notice without it affecting the number of slots they have available	Maximum booking sessions per week to be reviewed (see below).
More of a community feel	To investigate increasing social nights (see above).
6-month membership	To investigate Season Ticket to be on a rolling basis from the date you join rather than September – August (see above).
Courts to be available up to 10pm and increasing socials will help increase people joining	Planning permission would need to be required to extend flood light timings. Data analysis shows low usage early in the mornings and later in the evenings.
A portal that you are looking for a tennis partner	To investigate increasing social nights (see above).
Review numbers of booking hours. If you book 1 hour in one session you get 3 hrs per week however if you book 2 hours slots you get 6 hours per week	To amend to 90min slots x 3, every 7 days. To be proposed to Full Council.
Regular groups booking 6 months in advance	To set a rule for all. To propose to Full Council to extend booking window to 28 days before.

Playing Tennis, You Said

We Will

More social sessions and box leagues with trophy and have double leagues

To investigate increasing social nights (see above).

To include guest cost in the price of subscription

Difficulty to manage this for different usage types. Guest fee costs are low at £1.75 per guest.

To pay after playing in case you 4 for people and only 2 turn up OR rained off

Not practical currently due to restrictions within booking system.

A coaching membership so you can do more coaching sessions that is affordable

To discuss idea with coaches.

Social sessions on Tuesday different levels is needed and **more often** with **more places** available

To investigate increasing social nights (see above).

Juniors to be able to bring guest

To be proposed to Full Council.

Playing Tennis, You Said

We Will

Club Spark - Club spark booking system is not easy

Limited alternatives available than ClubSpark.

Adding additional guest is difficult

Limitations within the ClubSpark booking system.

Be able to book on at short notice if people do not turn up

To amend to 30 min booking slots. To be proposed to Full Council.

When you cancel a court, the booking system still counts that as one of your 3 sessions per week

Limitations within the ClubSpark booking system. Under these circumstances Deputy Clerk can book you an extra court. deputy.clerk@sunningdale-pc.gov.uk .

90 mins max – therefore 30 min sessions

To be proposed to Full Council.

Playing Tennis, You Said

Reviewing the rules and Regulations

We Will

Amend clause 5.2

To be proposed to Full Council.

Amend clause 5.9

To be proposed to Full Council.

Amend clause 7.1

To be proposed to Full Council.

Amend clause 7.4

To be proposed to Full Council.

Delete clause 4.1

To be proposed to Full Council.

Delete clause 4.7

To be proposed to Full Council.

Review Clause 3.5 & 3.6 Due to survey and people are booking 14 days further in advance and to address the max play of 90mins

To be proposed to Full Council.

Review 4.4 coaching must be a season ticket holder

To be proposed to Full Council.

Communication You said

We will

Communication – how to raise a problem

Contact email address to be made clearer on website and ClubSpark.

Communication – Newsletter ,WhatsApp message ,
Broomhall Tennis WhatsApp group

Proposed season ticket What's App group to organise
socials etc.

Have a tennis committee to enable better
communication

Working group to meet every 6 months open to any
player to attend.

Allow coaching staff to aid communication

Not practical due to GDPR.

You said – General

We will

Preferred Hard courts or artificial clay

Refer to Recreation Ground Working Group.

Club House

Refer to Recreation Ground Working Group.

Pickle and paddle extra courts

Refer to Recreation Ground Working Group.

Things we are doing well



Good Led Flood Lights

Surface is excellent

Facilities are clean and well maintained

Easy booking

Good to see the tennis courts being used

Nice coffee shop

Bravo – thanks for caring, thanks for all you do, doing a job – keep it up

Excellent coaches and availability of sessions

Great community facility

Chiltern Sports Contractors

7th October 2025

Nikki Tomlinson
The Pavilion
Park Recreation Ground
Broomhall Lane
Sunningdale
Ascot
SL5 0QS

Proposal reference: ADS/kd/7662

Dear Mrs Tomlinson,

Many thanks for your recent invitation to quote for the proposed installation of a divide netting at the above address, accordingly, please find attached our detailed proposal.

We are proud to be 'Principal Contractors' within the Sports & Play Construction Association (SAPCA) whom are the regulatory body for our industry. We continually achieve high scores in our on-site performance and our office procedures. SAPCA carry out quarterly financial reviews to ensure the financial stability of their members. Contracts awarded through the LTA, Sport England, England Netball etc, insist on SAPCA membership to qualify for the tendering process and this ensures a minimum standard will be achieved.

Prior to any works commencing a detailed Construction Phase Plan will be issued for your approval to ensure the works are carried out in a safe fashion. On completion of the project a detailed Health & Safety File (operations & maintenance manual) will be issued along with any guarantees.

I trust you will find this of serious interest and look forward to hearing from you soon. Should you have any queries arising from our proposal or require any further information, please do not hesitate to contact me directly.

Assuring you of our best attention always.

Yours sincerely

Andy Sims
Senior Estimator

Honours Yard, Lodge Lane, Chalfont St. Giles, Bucks HP8 4AJ

T: 01494 766673 **F:** 01494 766674 **E:** sports@thechilterngroup.co.uk

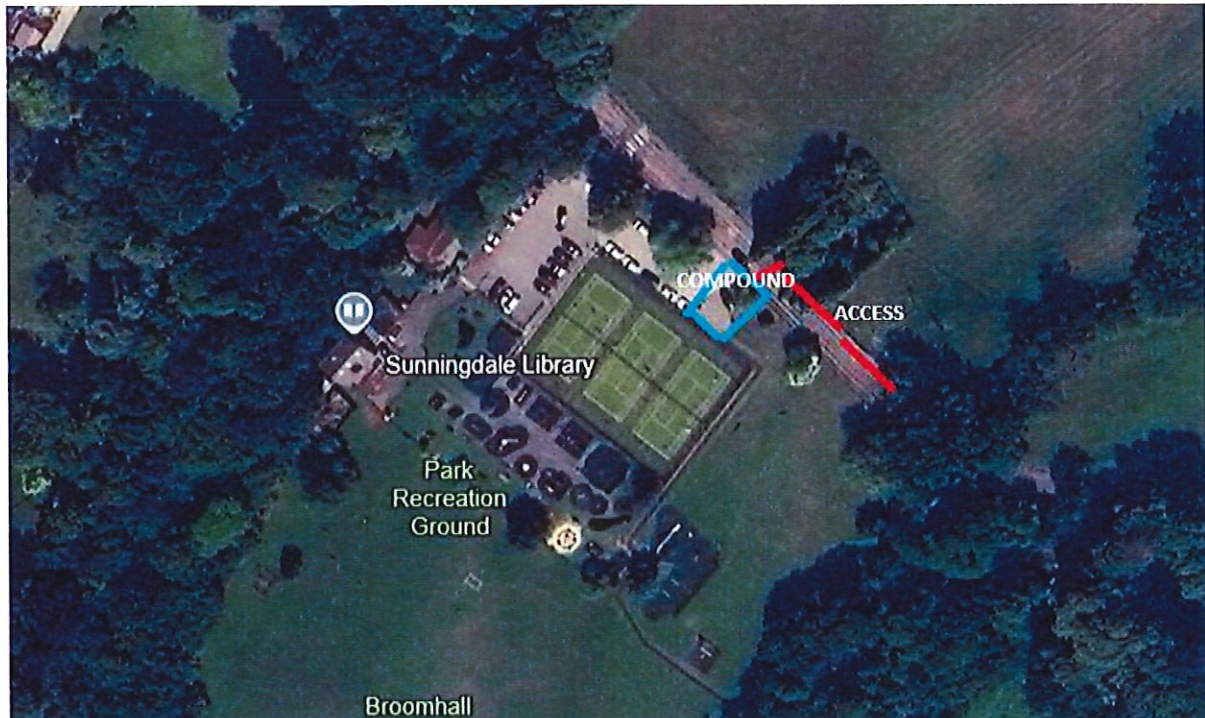
www.chilternsportscontractors.co.uk



1.0 Introduction

This document sets out our detailed proposal for divide summer netting.

A Heras fence compound will be erected for storage of plant and materials required for the execution of the works as illustrated below. Access to this compound for 8-wheel rigid tipper lorries will be required at all times. From this compound, materials will be moved into the works area using small dumpers.



Please note the project will take approximately 1 week.

The access will be as illustrated above. This needs to be suitable for an 8-wheel rigid tipper. We will need a suitable water supply however do not need electricity.

Any permissions required in relation to the works will be sought by yourselves in advance of the works. This includes but is not limited to planning permission and permission to use suggested access route (including parking suspensions etc).

2.0 Clients Requirements

- Installation of divide netting

3.0 Chilterns Proposal

- Note we do not agree there is sufficient space between courts. We will install only at your request.
- As detailed herein.

4.0 Pricing Schedule – 33.86LM

1 Divide Run	£	5,972-00
2 Divide Runs	£	9,865-00

N.B. Please note the above prices are subject to the addition of VAT at the prevailing rate at the time the invoice is raised.

5.0 Specification/Scope of Works

Preliminaries

- Provide a portaloo for site operatives.
- Lay protective recycled plastic ground sheets to help protect any soft landscaping
- Provide chapter 8 barriers to secure work area.

Divide Runs

- The following to suit 3000mm high pitch divide with a top cable and weighted bottom.
- Set in concrete winch post 3750mm long x 100 x 100 x 5mm SHS complete with 1No manual winch and fittings to suit.
- Set in concrete hook post 3750mm long x 100 x 100 x 5mm SHS complete with wheels and rigging screws to suit.
- Install multi strand cable.
- Hang black netting 3300mm x 18000mm long x 40 x 40 x 2.3mm polypropylene knotless with weighted bottom.
- Install 2No storage bags with drain holes.
- Install 2No tubular support posts with wheeled base.

6.0 Site Specific Terms and Conditions

6.0.1 We have assumed the following when preparing our proposal:

6.0.1.1 Sufficient space will be allocated for the creation of a compound and access as previously described in section 1.0 Introduction.

6.0.1.2 No services are within the area, no allowance has been made for the location/diversion or protection of any that may be present.

6.0.1.3 Free use of a suitable water supply for the duration of the works.

6.0.2 Our costings are based on the size measured as 33.86 liner meters.

6.0.3 It is the client's responsibility to ensure that the proposed specification is suitable for their requirements.

7.0 General Terms & Conditions

7.0.1 Our proposal includes only for those items detailed therein and for which we have either made an allowance or stated are included within our bid. It is the client's responsibility to ensure the proposed specification/scope of works meets with their requirements.

7.0.2 It is deemed that all these conditions as well as the Site-Specific Conditions shall form part of any agreement to execute the works.

7.0.3 Our prices are fixed for 3 months from the date of issue of the quotation and are subject to confirmation thereafter.

7.0.4 The equipment shall remain the property of Chiltern Sports Contractors Ltd until full payment is received, and we reserve the right to remove same in event of non-payment.

7.0.5 Our payment terms are strictly, payment within 14 days of invoice. Invoices shall be raised based on fortnightly valuations covering works carried out to that point and materials on site.

7.0.6 Payment to be made by bank transfer, unfortunately we are no longer able to accept payment by cheques.

7.0.7 Chiltern Sports Contractors Ltd insurances are limited to:

Public Liability: £10million
Employers Liability: £10million
Professional Indemnity: £1million

7.0.8 Where the scope of works falls within requirements of the Planning Laws, it is the responsibility of 'The Client' to obtain all necessary permissions and pay any fees in connection therewith.

7.0.9 All liaison with local authorities or public utility companies and fees or licenses payable will be the responsibility of 'The Client'.

7.0.10 As members of the Sports & Play Construction Association, our works will be carried out in accordance with the Code of Practise published July 2023 unless stated otherwise in our proposal or specifically excluded within the terms and conditions.

7.0.11 No allowances have been made within our proposal for the location, protection or diversion of existing drains or services, unless specifically stated. It is 'The Client's' responsibility to raise awareness of all known or potential services prior to commencement of our works.

- 7.0.12 No allowance has been made in our proposal for the breakout of unforeseen obstructions within excavations below ground which require breakout by mechanical means unless specifically stated. Any requirement for breakout of concrete/brickwork/asphalt and the such like will be notified and additional costs advised accordingly.
- 7.0.13 Where our works include for installation of fencing and excavation of fence post holes, we have assumed the ground is free of any hard obstructions. If this is not the case and it is necessary to break out hard obstructions such as brick or concrete, this will be at an additional cost. Please note that unless specifically stated within our specification, our proposed fencing is not suitable for the installation of windbreaks.
- 7.0.14 Under no circumstances can we be held responsible for the growth of weeds which can either be dormant under the existing surface and germinate following the extreme heat of asphalt, already existing, or wind-blown seeds on the new surface. Weeds should be treated by a licensed expert prior to and post installation if necessary and do not form part of our expertise or works.

7.1 Ground Conditions

- 7.1.1 Where excavations are to take place and soil/existing court construction is to be removed and/or deposited on site the following assumptions and conditions will apply unless specifically stated in writing within our proposal:
- 7.1.2 Where works are being carried out on existing courts or sub-bases/formations prepared by others the following assumptions and conditions will apply unless specifically stated in writing within our proposal:

7.2 Warranty Details

- 7.2.1 Our materials and workmanship are guaranteed for 3 years. Any additional manufacturer warranties will be issued at handover.

Broomhall Park Tennis- Rules & Regulations

CURRENT September 2025

By holding a Season Ticket for Broomhall Park Tennis, you agree to abide by the following rules:

1. Season Tickets

1.1 Season Tickets for the Tennis Courts shall be open to all residents of Sunningdale.

1.2 Season Tickets will be open to residents of other areas at the discretion of the Sunningdale Parish Council (SPC)

1.3 The Season Ticket categories are:

Tennis Season Ticket Category	1 September 2024 to 31 August 2025	1 September 2025 to 31 August 2026
Junior (age 5 – 17)	£32.00	£32.00
Adult (18+)	£66.00	£66.00
Senior (60 +)	£56.00	£56.00
Family (includes up to 2 adults and 4 juniors)	£134.00	£134.00
Student (proof of student status required)	£42.00	£42.00

1.4 Broomhall Park Tennis may withdraw the Season Ticket of any player or coach who contravenes the Rules of the Parish Council.

1.5 A Season Ticket Holder's shoe tag is proof of the Season Ticket and must always be visible for inspection when on the courts.

1.6 Code of Season Tickets:

- Season Ticket Holders may bring guests to play for an additional charge of £1.75 per session (hour) payable online when booking your court or directly in cash to the parish office.
- Junior Season Ticket Holders **may not bring guests**.
- Season Ticket Holders under 12 years of age **should** be supervised by a responsible adult.

Please ensure that you name all players in your sessions under the 'Add Participant' field on ClubSpark when making your booking. You will then be charged the £1.75 guest fee (per guest) for non-Season Ticket holders upon confirming your booking.

2. Season Ticket Subscriptions

2.1 Season Ticket Subscriptions shall be subject to review.

3. Use of Courts

3.1 Courts are bookable from 8:00 to 20.00/21.00 (last booking runs until 20.00 in the Winter season and 21.00 in the Summer season)

3.2 The entrance gate system is unlocked via a personalised Pin which is sent out automatically on your booking confirmation.

3.3 Bookings are to be dealt with by the Parish Office via ClubSpark or by phoning the Parish Office during opening hours. If you turn up to play without booking you may book via the office if it is open, or the booking must be made via ClubSpark.

3.4 Sunningdale Parish Council reserves the right to allocate court time for the exclusive use by Season Ticket Holders sessions. Allocation of court time and booking arrangements shall be determined and reviewed by the Parish Office and published on the Sunningdale Parish Council website.

3.5 Season Ticket Holders may only book one court on any one day for a maximum of **2 hours**. A Season Ticket Holder can book **14 days** in advance and can make up to 3 bookings in a 7-day period (the 7 day period starts from the first booking made). All bookings are subject to fair usage and the Council may revoke the Season Ticket of anyone considered to be abusing the booking system.

3.6 The Parish Council reserves the right to have sole use of the courts at certain dates/times which will be reserved through the online booking system, ClubSpark at least one week in advance.

4. Coaching

4.1 Coaching is permitted **but is subject to review by the parish council if it causes distraction to other players.**

4.2 Coaching must be booked via the Parish Office **and is liable to VAT unless booked for a season in advance.**

4.3 Cancellation of courts booked for coaching purposes only, must be notified to the Parish Office within 1 hour of cancellation. Refund of fees within this period is at the discretion of the Parish Clerk and no refund is made if notification is received outside this window.

4.4 All persons (including Juniors) receiving coaching must be Season Ticket Holders of Broomhall Park Tennis. Persons receiving coaching who are not a Season Ticket holder are allowed a maximum of 2 sessions as a paying guest before a Season Ticket must be purchased. It is the responsibility of the coach to ensure these rules are followed.

4.5 All coaches running sessions at Broomhall Park Tennis must only book a maximum of 2 courts at one time. For coaches to book all 3 courts at one time prior approval must be granted by the Parish Council prior to the beginning of the coaching session.

4.6 All coaches must abide by the LTA Code of Ethics for coaching. Any breaches of these will be reported to the Lawn Tennis Association.

4.7 Coaches at Broomhall Park Tennis will not act in a manner which precludes other coaching activities from taking place.

4.8 The Parish Council reserves the right to remove any coach or coaching organisation in breach of any of these rules without notice.

5. Dress, Behaviour and Court Care

5.1 Appropriate sports attire (no jeans) must be worn on the courts. Tops must be always worn.

5.2 Players must wear **soft-soled** tennis shoes. Non-marking shoes must be worn; if shoes are marking the surface you will be asked to leave the court. **Season Ticket shoe tags should be attached to laces.**

5.3 Un-sportsmanship, noisy behaviour and foul language will not be tolerated. Continued infringement of this rule will result in the player concerned being asked to leave the court and the Season Ticket will be cancelled without refund.

5.4 Do not place heavy objects on the surface. Sharp toys, roller skates, in-line skates, bicycles and scooters etc. are not permitted on the courts.

5.5 All litter must be removed from the court and placed in a litter bin.

5.6 When you leave the courts, ensure the gate is closed and locked.

5.7 Never lean on or attempt to jump the net.

5.8 Used chewing gum is to be placed in a litterbin, and not left on the courts' surface.

5.9 No smoking within the vicinity of the courts.

6. Animals

6.1 No animals are allowed on the courts.

7. Publicity

7.1 **Players agree to allow parish council** to use any images of myself or family (in case of family Season Tickets) in publicity material which promotes the Broomhall Park Tennis Courts e.g. on the Sunningdale Parish Council website and Facebook page. The Parish Council will not divulge names or the names of family members.

7.2 Players agree for the parish council to contact by email as part of the 'Tennis Flash' updates.

7.3 To opt out of 7.1 and/or 7.2 then please contact deputy.clerk@sunningdale-pc.gov.uk

7.4 Sunningdale Parish Council, as the owner / operator of Broomhall Park Tennis abide by the Data Protection Act 2018 and all personal information held by the council conforms to the General Data Protection Regulations of May 2021. For further information please access the Council Privacy notice published on the Council website – www.sunningdale-pc.org.uk/cookie-privacy-policy/.

Court Administration

Please observe the following when booking and using the courts.

1. Court Access Times

The Courts are available for play between 8.00am – 20.00/21.00 (last booking runs until 20.00 in Winter, 21.00 in Summer)

2. Court Bookings

Season Ticket Holders may book courts 2 weeks in advance and can make up to 3 bookings in a 7-day period (the 7 day period starts from the first booking made). Pay & Play sessions can be booked one week in advance. This service may be suspended in the event of bad weather in the winter.

3. Court Book Ability

All courts are bookable except during regular open Season Ticket Holder sessions. Please note that during occasional Season Ticket Holder events, i.e. competitions and matches, no courts are book-able and Sunningdale Parish Council reserve the right to have sole use of the courts at certain dates/times. These occasions will be visible on the booking page within ClubSpark.

4. Booking Method

To book a court, you may book via the online booking website (ClubSpark). If you turn up to play without booking, you must register at the parish council office (only available during office hours).

5. Late Arrival for Bookings

If a Season Ticket Holder or pay and play guest has booked a court and does not turn-up within 15 minutes of the booked time they forfeit the court, and another Season Ticket Holder/pay and play guest could be allocated the court, but the SPC office request that common sense should prevail in these instances.

6. Instructions of use of the Floodlights

The use of floodlights must be purchased for bookings once day light starts to fade (the time will vary throughout the year). Please note floodlights cannot be used or purchased on Sundays and Bank Holidays due to Borough regulations.

Floodlights are to be purchased at time of booking via credit / debit card on ClubSpark or directly in cash to the parish office.

Floodlight cost is £2 per hour per court. (for pay and play court the cost will be £10 per hour; £8 for the court and £2 for the floodlight)

Floodlights will be switched on 5 minutes prior to your booking and switched off 5 minutes past the end time of your booking. Please vacate the court on time.

All bookings can be cancelled up to 1 hour prior to the start of the booking. This will allow season ticket holders to claim a refund on their floodlight fee and will allow pay and play bookings a full refund.

We ask that all players (Season Ticket holders and pay and play) cancel their court bookings if they are no longer needed.

Broomhall Park Tennis - Rules & Regulations

PROPOSED November 2025

By using the Broomhall Park Tennis courts, you agree to abide by the following rules:

1. Season Tickets

1.1 Season Tickets for the Tennis Courts shall be open to all residents of Sunningdale.

1.2 Season Tickets will be open to residents of other areas at the discretion of the Sunningdale Parish Council (SPC).

1.3 The Season Ticket categories are:

Tennis Season Ticket Category	1 September 2024 to 31 August 2025	1 September 2025 to 31 August 2026
Junior (age 5 – 17)	£32.00	£32.00
Adult (18+)	£66.00	£66.00
Senior (60 +)	£56.00	£56.00
Family (includes up to 2 adults and 4 juniors)	£134.00	£134.00
Student (proof of student status required)	£42.00	£42.00

1.4 Broomhall Park Tennis may withdraw the Season Ticket of any player who contravenes the Rules of the Parish Council.

1.5 Guest Fees and Juniors

- Season Ticket Holders may bring guests to play for an additional charge of £1.75 each, per session payable online when booking a court.
- Junior Season Ticket Holders may bring guests.
- Season Ticket Holders under 12 years of age must be supervised by a responsible adult.

Please ensure that you name all players in the session under the 'Add Participant' field on ClubSpark when making a booking. A £1.75 fee (per guest) for non-Season Ticket holders will be charged upon confirming a booking.

2. Season Ticket Subscriptions

2.1 Season Ticket Subscriptions shall be subject to review.

3. Use of Courts

3.1 Courts are bookable from 8:00 to 20.00/21.00 (last booking runs until 20.00 in the Winter season and 21.00 in the Summer season).

3.2 The entrance gate system is unlocked via a personalised Pin which is sent out automatically on your booking confirmation.

3.3 Bookings are to be dealt with by the Parish Office via ClubSpark or by phoning the Parish Office during opening hours. Pay & Play sessions can be booked one week in advance. This service may be suspended in the event of bad weather in the winter. If you turn up to play without booking you may book via the office if it is open, or the booking must be made via ClubSpark.

3.4 Sunningdale Parish Council reserves the right to allocate court time for the exclusive use by Season Ticket Holders sessions. Allocation of court time and booking arrangements shall be determined and reviewed by the Parish Office and published on the Sunningdale Parish Council website.

3.5 Season Ticket Holders may only book one court on any one day for a maximum of **90 minutes** (3 x 30 min slots). A Season Ticket Holder can book **28 days** in advance and can make up to 3 x 90-minute bookings in a 7-day period (the 7-day period starts from the first booking made). All bookings are subject to fair usage, and the Council may revoke the Season Ticket of anyone considered to be abusing the booking system.

3.6 The Parish Council reserves the right to have sole use of the courts at certain dates/times for **maintenance** and **social/match events** which will be reserved through the online booking system, ClubSpark at least one week in advance.

3.7 If a Season Ticket Holder or pay and play guest has booked a court and does not turn-up within 15 minutes of the booked time, they forfeit the court, and another Season Ticket Holder/pay and play guest could be allocated the court, but the SPC office request that common sense should prevail in these instances.

3.8 The use of floodlights must be purchased for bookings once day light starts to fade (the time will vary throughout the year). Please note floodlights cannot be used or purchased on Sundays and Bank Holidays due to Borough regulations.

Floodlights are to be purchased at time of booking via credit / debit card on ClubSpark or directly to the parish office.

Floodlight cost is £2 per hour per court (for pay and play court the cost will be £10 per hour; £8 for the court and £2 for the floodlights).

Floodlights will be switched on 5 minutes prior to your booking and switched off 5 minutes past the end time of your booking. Please vacate the court on time.

3.9 Tennis net dividers will be used selectively during sessions involving less experienced players or children's camps / coaching. This measure is intended to prevent interruptions to play on Court 3. Broomhall Park Tennis coaches will be responsible for assessing and determining the appropriate times for the net dividers to be deployed.

3.10 All bookings can be cancelled up to 1 hour prior to the start of the booking. This will allow Season Ticket holders to claim a refund on their floodlight fee and will allow pay and play bookings a full refund. We ask that all players (Season Ticket holders and pay and play) cancel their bookings if they are no longer needed.

4. Coaching

4.1 Coaching is permitted. Any persons wishing to coach must contact the Parish Council. **Documentation** of coaching qualifications will be required.

5. Dress, Behaviour and Court Care

5.1 Appropriate sports attire (no jeans) must be worn on the courts. Tops must be always worn.

5.2 Players must wear clean tennis shoes. Non-marking shoes must be worn; if shoes are marking the surface, you will be asked to leave the court.

5.3 Un-sportsmanship, noisy behaviour, **music** (unless organised by Broomhall Park Tennis coaches) and foul language will not be tolerated. Continued infringement of this rule will result in the player concerned being asked to leave the court and the Season Ticket will be cancelled without refund.

5.4 Do not place heavy objects on the surface. Sharp toys, roller skates, in-line skates, bicycles and scooters etc. are not permitted on the courts.

5.5 All litter must be removed from the court and placed in a litter bin.

5.6 When you leave the courts, ensure the gate is closed and locked.

5.7 Never lean on or attempt to jump the net.

5.8 Used chewing gum is to be placed in a litterbin and not left on the courts' surface.

5.9 No smoking, vaping or drug taking within the vicinity of the courts.

6. Animals

6.1 No animals are allowed on the courts.

7. Publicity

7.1 The Parish Council will consult to use any images of individuals or family members (in case of family Season Tickets) in publicity material which promotes the Broomhall Park Tennis courts e.g. on the Sunningdale Parish Council website and Facebook page. The Parish Council will not divulge names or the names of family members.

7.2 Players agree for the Parish Council to contact by email as part of the 'Tennis Flash' updates.

7.3 To opt out of 7.2 then please contact deputy.clerk@sunningdale-pc.gov.uk

7.4 Sunningdale Parish Council, as the owner / operator of Broomhall Park Tennis will hold personal data for a period of 24 months and abide by the Data Protection Act 2018 and all personal information held by the council conforms to the General Data Protection Regulations of May 2021. For further information please access the Council Privacy notice published on the Council website – www.sunningdale-pc.org.uk/cookie-privacy-policy/

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Sunningdale Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

17 06 2025

and recorded as minute reference:

21/25

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

www.sunningdale-pc.gov.uk

Section 2 – Accounting Statements 2024/25 for

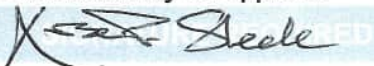
Sunningdale Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,729,830	1,914,570	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	228,962	234,042	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	470,303	499,203	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	186,692	145,503	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	327,833	418,187	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,914,570	2,084,125	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,033,542	2,210,719	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,211,282	1,201,078	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

19/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

17 06 2025

as recorded in minute reference:

MINUTE 22/25

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Sunningdale Parish Council - BE0076

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were not reviewed and approved by the authority as a whole during the year. As a result, this assertion should have been answered ‘No’. The smaller authority has carried out a review post year end.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

25/09/2025

PROPOSAL TO COUNCIL FOR KILN LANE CEMETERY EXTENSION AND RESURFACING WORKS

Under objective F2 from the approved Business Plan the resolution before council is:

FOR COUNCIL TO APPROVE THE PLAN TO EXTEND AND RELAY THE EXISTING FOOTPATHS AND CAR PARK IN THE CEMETERY. TO APPROVE EXPENDITURE OF £43,000 FROM CIL FUNDS.

Background:

Action needs to be taken because:

- The open sections within Kiln Lane Cemetery are close to full with only approx. 20 burial plots and 30 ashes plots left available to sell / lease. Plots are being reserved / sold quicker than they have in the past due to Sunninghill & Ascot cemetery being full. 15 burial and 8 ashes plots have been sold / leased within the last 12 months.
- Kiln Lane, car park and current pathways need repair work due to potholes, damaged path edging and roots, wear and tear and weeds.



Proposed Method:

1) To install the footpaths for new sections (G, H, I, J) which will create approx. 300 burial plots and 200 ashes plots. These additional sections will take 25 years + to become full however timelines are difficult to estimate especially as Sunninghill and Ascot cemetery is now full. Sunninghill and Ascot are looking for land to open their cemetery provision once again.

The current 6 sections of Kiln Lane cemetery have taken 50 years to become full.

2) To clean, repair and replace damage to existing edging, pathways, entrance and car park.

See appendix 1 for summary of works.

Funding Power:

The CIL Regulations 2010.

59C. A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding—

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.

Quotes:

All 3 contractors were given the same specification of works required.

Scope of Works with Costings: (contractor 1 breakdown of works)		Contractor 1				Contractor 2				Contractor 3				
Items	Description- New Paths	Qty	Unit	Rate	Total	Qty	Unit	Rate	Total	Qty	Unit	Rate	Total	
1	Prelims (site fencing, delivery-collection of machines	1			£800				£3,415					Part 1 of Works
2	Mark out and excavate new paths	109	m ²	£10.00	£1,090				£14,343					
3	Remove pin kerbs on latest path and excavate for foundations	68	lin m	£8.50	£578									
4	Remove spoil from site	36	ton	£26.00	£936									
5	Supply and lay geotextile to compacted excavations	109	m ²	£1.50	£164									
6	Supply and lay 150x50 concrete pin kerbs with concrete foundation to new paths	222	lin m	21	£4,662									
7	Relay original pin kerbs into new foundation on exiting path	68	lin m	£17.00	£1,156									
8	Supply, lay and compact 100mm type 1 to new paths	109	m ²	£11.50	£1,254									
9	Supply and lay 14mm aggregate base course tarmac 40mm compacted thickness	109	m ²	£28.00	£3,052									
10	Supply and lay 6mm aggregate wearing course tarmac 20mm compacted thickness with camber	109	m ²	£19.00	£2,071									
Sub Total					£15,762				£17,758					Part 2 of Works
Items	Description- Overlay existing paths and carpark	Qty	Unit	Rate	Total									
1	Prelims (site fencing, delivery-collection of machines	1		Inc with other work										
2	Clean and prepare existing tarmac	913	m ²	£17.00	£1,156				£36,004					
3	Cut out and repair 3 pot holes and areas of tree roots with base tarmac	Item			£950									
4	Lay CRM and prime surfaces with tar emulsion	913	m ²	£2.50	£2,283									
5	Supply and lay 6mm aggregate overlay wearing course tarmac 20mm compacted thickness to drive in (back to potholes) car park, existing main path up cemetery and six existing cemetery branch paths	913	m ²	£19.00	£17,347				£17,193					
Sub Total					£21,736				£53,196					
Total					£37,498				£70,954				£48,590	

Recommendation:

To proceed with contractor 1 and budget for a 15% contingency.

Appendix 1 (contractor 3 summary of works, - All contractors were given the same specification of works required however breakdown summarised differently within their quotes.)

SITE SETUP

- Fence off area of carpark, highlighting all required health and safety requirements.
- Welfare unit, plant and materials will all be stored in here.

NEW PATHWAYS

- Mark out new pathways.
- Excavate marked out areas to approximately depth of 8 inches.
- Cover prepared area using geo-text membrane.
- Create sub-base using type 1 scalping, this will be approximately 6 inches in depth.
- Using a strong concrete mix edge perimeter of new pathways.
- Supply and lay approximately 50mm of base coat tarmacadam.
- Supply and lay approximately 30mm of 6mm granite stone dense tarmacadam.

EXISTING EDGING, PATHWAYS, ENTRANCE AND CARPARK

- Take out all loose and damaged path edgings and relay using a strong concrete mix.
- Cut around perimeter of all old path edgings, this will allow a flush finish with new overlaid tarmacadam.
- Clean and prepare all old tarmac applying weed killer and bitumen primer.
- Cut out all roots damaging existing tarmac and prepare.
- Cut out all potholes and prepare.
- Using approximately 30mm of 6mm granite stone dense tarmacadam resurface all old tarmac discussed.



HR Committee Meeting Minutes Thursday 11 September 2025

HRC 9 / 25 Attendance and apologies.

Attendance: Cllr Hilton (Chair), Cllr Buxton, Cllr Evans and Cllr Morgan

Absent: Cllr Penney

In Attendance: Natalie Hayes - Clerk

HRC 10 / 25 Disclosure of pecuniary interests and other registerable interests

No members declared a personal interest in any items on the agenda.

HRC 11 / 25 To approve the minutes of the HR Sub-Committee meeting 17 June 2025

RESOLVED: That the HR Committee approved minutes of the HR sub-Committee meeting held on 17 June 2025. The Chair signed the minutes as an accurate record of the meeting.

HRSC 12 / 25 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 items by reason of the confidential nature (detail of staffing arrangements) of the business to be transacted.

TO NOTE: The exclusion of the public, originally listed as item 12, was moved to item 16 during the meeting to allow all public business to be completed first.

HRC 13 / 25 Review of the Grievance Policy Adopted February 2021

TO NOTE: A discussion took place regarding aspects of the policy that require updates. The summary document outlining the proposed changes will be circulated at the next Full Council meeting.

HRC 14 / 25 Code of Conduct Policy Review (Adopted July 2021)

TO NOTE: A discussion took place regarding aspects of the policy that require updates. The proposals include declaring all gifts, regardless of value, to ensure the council remains open and transparent, as well as clarifying the process for making complaints and the associated timescales. A summary document outlining the proposed changes will be circulated at the next Full Council meeting.

HRC 15 / 25 Officer Handbook and Policies

TO NOTE: The clerk will circulate a document with amendments to the HR Committee to review and share with Croner. To make this process easier, it was suggested that access to Adobe

Creative Suite be purchased to support the updating of documents and other administrative tasks within the office.

[Further to the meeting, the Clerk has arranged a meeting with Croner to discuss both subjects.]

HRC 16 / 25 Risk Register – Council Management

TO NOTE: The risks identified under Council Management were discussed. Councillors with further feedback were asked to send it to the Clerk via email.

Confidential Part 2 of the agenda was conducted after agenda item HRC 16/25 as Cllr Evans needed to leave the meeting earlier.

HRC 17 / 25 Training and Development Policy

TO NOTE: A discussion took place regarding aspects of a draft policy before it is taken to Full Council for approval and adoption. The proposals included the volunteer section and a review of the wording in the training evaluation paragraph. A draft policy will be circulated for approval at the next Full Council meeting.

HRC 18 / 25 Update from the Clerk

TO NOTE: The Clerk advised the HR Committee that the Deputy Clerk, Nikki Tomlinson, is now CILCA qualified. Cllr Morgan asked if the council could apply for GPC.

[Subsequent to the meeting, the Clerk confirmed that the General Power of Competence is only available to councils where the proper officer (the Clerk) is qualified].

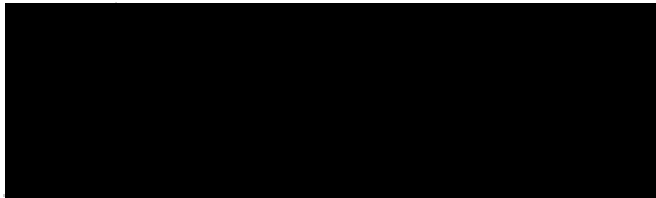
The meeting started promptly at 9.00 am and closed at 10.20 am.

Cllr Evans left the meeting at 9.57 am.

Signed as a true record of the meeting:

Signed: _____

Dated: _____



Description of the Works

Site: Broomhall Rec and Woodland,

BR32. Elm. Dismantle to ground level.

Additional oak above BR32 - Requested during site visit. Reduce lowest branch by 3-4 metres in length to best growth points.

WL11. Hazel. Coppice at approximately 0.4 metres.

WL12. Oak. Remove major dead wood.

WL17. Alder. Remove stem.

WL22. Alder. Dismantle stem to ground level.

All waste will be removed from site for BR32 and the additional oak. All other waste will be stacked in the woodland and all areas left clean and tidy upon completion of the agreed works.

All tree works will be completed to British Standard 3998 by competent arborists,through relevant education, training and experience. Arborists will climb the trees or access them by MEWP using safe and approved techniques, working in accordance with systems deemed to be arboricultural best practice.

We are an '**Approved Contractor**' with the Arboricultural Association, whereby a stringent process to ensure continued high level of advice, customer service and correct working practice are adhered to.

Sub Total	£ 3,167.92
VAT @ 20%	£ 633.58
Total	£ 3,801.50

