



Community Infrastructure Levy (CIL) Policy & Procedures

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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/ukxi/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:	Date:
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Project Description

Project Title:	
Project Location:	
Description of the project:	

Project Justification

How does the project support business plan objectives?	
How does the project comply with CIL Regulations?	
What is the legal power under which we can implement this project?	
What are the main benefits of the project?	
Who will be the beneficiaries of the project?	
Are the benefits available to all?	
Please provide evidence of community support for the project?	

Project Status

Are there other preliminary tasks before the project can commence	
Please identify any constraints or risks?	

Project Funding

What is the total cost of the project?	
What is the spend to date on this project?	
Please provide a breakdown of the costs?	

Please provide a forecast of any income and operating costs that derive from the project after completion	
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Delivery Timescale

Please show the key milestones for the project	
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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	
2. Name & position of main contact	
3. Applicant contact details (phone no, email & address)	
4. Type of organisation If a charity, please provide registration number	
5. Is the organisation able to reclaim VAT?	
6. Location of project	
7. Summary of the project proposal	
8. Estimated project cost	

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		
Any other Local Authority Contribution		
Third party contribution		
Total Cost		

10. Details of additional sources of funding available	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made 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	
13. How does the project help address the demands of development in the area. What evidence is there to support this?	

14. What evidence is there of support from the community?	
15. Proposed timelines for the project	
16. Is there a related operating cost associated with the project? How will this be addressed?	
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.	
18. Do you need planning permission to carry out the works?	
19. If planning permission is required is it in place to carry out the works? If so please provide the application number.	

Declaration

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

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

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

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

[Privacy Policy](#)

Signed: _____

Organisation: _____

Date: _____



SUNNINGDALE PARISH COUNCIL

Community Infrastructure Levy (CIL) Policy & Procedures

Document reference: PC-GOV-009

Document title: Community Infrastructure Levy Policy and Procedures

Version: v1.4

Date adopted: 2026

Minute reference: /26

Next review due: August 2028

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

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Stakeholder CIL Grants

- G. Up to 20% of the Neighbourhood CIL 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 request using the criteria described below. The Council will normally assess any grant applications twice per year, in November and March. The Council's decision on any grant will be final.

5. Implementation

Business Plan / Neighbourhood Plan Projects

- 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 Grant Applications (see Form at Appendix 3) will be assessed by the Council based on the following criteria:
1. The proposed project conforms to the CIL spending regulations
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- D. The applicant must demonstrate that the project can be completed and the grant funding spent within two years of the funding decision.

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Appendix 2

Request for CIL Funding for Business Plan/NP Projects

Name of Proposer:	Date:
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Project Description

Project Title:	
Project Location:	
Description of the project:	

Project Justification

How does the project support business plan objectives?	
How does the project comply with CIL Regulations?	
What is the legal power under which we can implement this project?	
What are the main benefits of the project?	
Who will be the beneficiaries of the project?	
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Please provide evidence of community support for the project?	

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Are there other preliminary tasks before the project can commence	
Please identify any constraints or risks?	

Project Funding

What is the total cost of the project?	
What is the spend to date on this project?	
Please provide a breakdown of the costs?	

Please provide a forecast of any income and operating costs that derive from the project after completion	
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Delivery Timescale

Please show the key milestones for the project	
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DRAFT

Appendix 3

CIL Stakeholder Grant: Guidance Notes & Application Form

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- 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.

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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

All grant funding awarded by the Council should normally be spent within two years of the date of the relevant Full Council approval, unless the Council has agreed an extension in writing. Any grant funds remaining unspent after this period may be reclaimed by the Council. Recipients may be required to provide evidence of expenditure upon request.

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	
2. Name & position of main contact	
3. Applicant contact details (phone no, email & address)	
4. Type of organisation If a charity, please provide registration number	
5. Is the organisation able to reclaim VAT?	
6. Location of project	
7. Summary of the project proposal	
8. Estimated project cost	

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		
Any other Local Authority Contribution		
Third party contribution		
Total Cost		

10. Details of additional sources of funding available	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made 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	
13. How does the project help address the demands of development in the area. What evidence is there to support this?	

14. What evidence is there of support from the community?	
15. Proposed timelines for the project, the applicant must demonstrate that the project can be completed and the grant funding spent within two years of the funding decision.	
16. Is there a related operating cost associated with the project? How will this be addressed?	
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.	
18. Do you need planning permission to carry out the works?	

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

If so please provide the application number.

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 understand that any grant awarded by Sunningdale Parish Council must be spent within two years of the date of approval by Full Council, unless an extension has been approved in writing by the Council. I acknowledge that any unspent funds may be reclaimed by the Council.

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](#)

I recognise Sunningdale Parish Council's statutory rights as the designated provider of these CIL funds, which include provision to reclaim unspent or misappropriated funds.

Signed: _____

Organisation: _____

Date: _____

55 26 – CIL Policy Proposed Amendments

The adopted CIL Policy and proposed draft v1.4 are attached for comparison. The amendments are summarised below.

80% / 20% split

Approved Policy (2024)

- At least **80%** of CIL should be spent on Business Plan and Neighbourhood Plan projects.
- Up to **20%** of CIL would be placed in a **Stakeholder Reserve Fund** for grant applications.

Draft v1.4 Policy

- Retain this existing provision as outlined above

Grant Spending time limits

Approved Policy (2024)

- Required projects to commence within 24 months
- Did not explicitly require grant monies to be spent within 2 years
- Did not expressly provide for reclaiming grants after a fixed 2 year period

Draft v1.4 Policy

- Applicants must demonstrate that projects can be completed and grant funding spent within 2 years of the funding decision.
- Grants awarded should normally be spent within 2 years of Full Council approval unless an extension is agreed.
- Unspent grant funds may be reclaimed by the Council.

Changes to declaration

Approved Policy (2024)

- States applicants recognise the Council's rights to reclaim unspent or misappropriated funds

Draft v1.4 Policy

- Adds explicit acknowledgment that: grants must be spent within 2 years, unspent funds may be reclaimed by the Council, and the Council has statutory rights to reclaim unspent or misappropriated funds.

Grant Assessment Timetable

Approved Policy (2024)

- Council would normally assess grant applications twice per year

Draft v1.4 Policy

- Specifically identifies the assessment periods as November and March
- In line with Community Grant approvals

Payment of funding section

Draft v1.4 Policy

- Revised to include: Spending within 2 years, possible clawback of funds and evidence of expenditure.

Stakeholder CIL grants – (Section G)

Wording has been revised to update and clarify the operation of stakeholder grant funding.

Other administrative changes to the Draft v1.4

- Introduction of formal document control information on the front page
- Update to question 15 on the form, so it aligns with the revised wording of the policy (highlighted)

Our Ref: RB/Q2026058B

11 August 2026

Ms N Hayes
Clerk Designate
Sunningdale Parish Council
The Pavilion
Broomhall Lane
Sunningdale
SL5 0QS,

Dear Natalie,

Sunningdale Parish Council – Cricket Pavilion Condition Survey

We are pleased to submit our proposal for undertaking a Condition survey of the above building. We interpret your requirements are to identify costs to retain the building in a sound/ safe condition and forecast potential costs over the next 10 years.

The costs relate to maintenance, and replacement works other than day-to-day maintenance or regular service contracts. Our proposal includes for the implications of statutory compliance works affecting the buildings.

Summary Of Fees (Excluding VAT)

Our fees are inclusive of travelling, printing, and all reasonable disbursements. Fees will be invoiced monthly and payment terms will be 28 days from date of invoice.

Condition Survey	£774.00
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1.0 Risk Assessed Condition and Statutory Compliance Appraisal

A Condition Survey undertaken broadly as described in **Appendix B**, where issues are recorded in manner like the sample reports enclosed. The Legislation Non-Compliance Appraisal combines Safety and Fire appraisals, the details for which can be separated out for reporting purposes.

2.0 Reports & Software

The supply under licence of our computer programme for the Condition and Legislation survey running under Microsoft Access for Windows Access together with all survey information including photographs. We will also issue PDF and Excel versions of the survey.

3.0 Resource Plan

The team will comprise a partner of the practice who will be responsible for the commission supported by suitably qualified Building Surveyor.

5.0 Condition Survey Assumptions

- Although surveys are non-intrusive, access will be given to plant rooms, roofs, etc in an agreed sequence. Access plant/ equipment to be provided by others. We have not included for access plant to view roofs or loft spaces on the understanding that safe fixed access is available. Where our inspection reveals a need to expose elements to assess the condition, we will liaise with Client personnel to provide access. We have not included for revisits arising from intrusive inspections. We do not usually lift drain covers as it is not usually safe without specialist lifting equipment.
- Operational personnel will be available for consultation as well as Fire and/ or Health and Safety Officers, if appointed. Our survey team must be advised of any known hazardous areas prior to the survey including the presence of asbestos or other potentially dangerous material.
- Floor plans of the buildings will be available for inspection during the survey along with legislative test certificates and records.
- Costs identified in the appraisals are overall budget figures, they are not detailed measured estimates. Costs are exclusive of betterment, professional or statutory fees, decanting costs, and VAT unless otherwise noted.
- The appraisal is not in itself a pre-planned maintenance (ppm) package nor an asset survey. The appraisal will identify visibly deficient elements of construction or plant, which may have arisen due to shortfalls of regular maintenance.
- The appraisal does not constitute a pre-purchase survey sufficient for acquisition purposes and cannot be relied upon in this respect. The purpose of the survey is to identify future maintenance and long-term maintenance liabilities over a ten-year period.
- The Legislation appraisal relates only to the physical characteristics of buildings and will not cover administrative procedures such as fire drills, training or the provision or auditing of equipment such as hand-held fire extinguishers, free-standing departmental equipment etc.
- Our proposal is based on our surveyors exercising reasonable skill and care in the commission and by the very nature of this type of survey we do not warrant in any respect that all defects/ deficiencies will be seen and/or recorded in the survey.
- Much of our surveying assessment will rely upon subjective assessments. It is impossible to make all assessments objective as there is no absolute measure of the right standard for a condition, function, space, or statutory compliance. The reports are not structural surveys and provide no guarantees in respect of statements made for condition or statutory compliance.
- The survey systems, formats and methodology are copyright to [REDACTED] and all software issued will be under licence for use on the Client's properties as detailed in your proposal documents. We exclude copyright of our software packages to the purchaser.
- The survey data and reports are restricted to the sole use of the client in conducting estate maintenance and general management. Use of the data and reports by third parties is not permitted unless agreed in writing with [REDACTED]
- We will photograph significant defects that are difficult to describe or have a high associated cost. We will take a sample photograph where issues are generic rather than capture each individual occurrence. We will refrain from taking photographs of children or if security, privacy, or confidentiality would be compromised.
- Our survey and reports do not take account of Leasehold or other repairing liabilities or covenants unless specifically agreed with the client in advance of the site surveys.

6.0 Programme

We will agree a mutually agreeable start date upon appointment based on workload and availability. The survey will take a day on site and then a further week for write up and production.

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

We trust the above is of interest to you.

A small black rectangular redaction mark covering a portion of the signature.

Appendix A - Appraisal Methodology

Each commission is directly managed by a Partner of the practice who deals with setting up the surveys, Client liaison, co-ordinating data, QA, report production and client installation and training. Technical quality and consistency are randomly checked on site by a Partner to ensure standards are maintained. Prior to commencement we review safety, access, and survey team requirements with the client in accordance with our QA procedures.

The professional disciplines we would employ on this commission would include Chartered Building Surveyors, Chartered Building Services Engineers or time served experienced personnel for which CVs are provided. All personnel used on surveys are very experienced in HE and Health estate surveys and have current enhanced CRB checks.

All survey commissions are resource programmed using Microsoft Project. Programmes are updated weekly to monitor progress by the site survey manager is a directly employed senior surveyor.

The significant proportion of data acquisition for condition and legislation surveys is by physical site inspection, each surveyor recording data to a tablet-based input system which is collated and consolidated into our database software. The site survey is enhanced by discussion with estate personnel to identify non-visible issues and to ensure local knowledge is considered. Deficiencies are recorded at the point of inspection and repair/ replacements dates attributed. Complex safety matters or significant condition issues are reviewed on site by the team leader or safety consultant as appropriate.

Liaison meetings with estate personnel and our survey teams weekly to review survey data. Data is input, and quality checked. Draft reports are then issued for client review. The data is modified following review, QA checked, and final reports are issued with client input up to the preparation of final reports.

Quality Procedures:	Review of commission contract. Development of resource programme. Pre-commencement client meeting to establish lines of communication; access; safety issues; qualify client commission; restrictions; and administrative requirements. Establish appraisal monitor documents. Establish review meeting diary. Establish survey timetable management via team leader. Data collection, QA and report production managed by Partner. Database installation and training, ongoing support by Partner.
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Survey Costings

Uniformity and normalisation are achieved by using experienced personnel who all have wide experience in appraisal surveys of Education and Health Estates. Costs are normalised by use of our standard pricing schedule. Deficiencies and non-compliances are graded in a rigid structure.

Costs are normalised by way of our in-house price schedule based on industry standard pricing guides such as BCIS Dilapidations, Spons Architectural and Mechanical/ Electrical. Deficiencies and non-compliances are graded in a rigid structure. Price adjustments such as location factors and quality adjustments are agreed with the Client and applied uniformly across the survey. The software allows for the addition of inflation over time.

Costs identified in the appraisals are overall budget figures, they are not detailed measured estimates and are to establish an order of cost.

Survey Methodology

Condition Survey

The Condition survey records the state of a building on an elemental basis, initially by 19 main elements, which in turn are further sub-divided into some 100+ sub-elements.

For each sub-element we provide:

- An assessment of its condition on a coarse grading of A-D and DX.
 - A** As new.
 - B** Sound, operationally safe and exhibits only minor deterioration.
 - C** Operational but major repair or replacement needed soon.
 - D** Inoperable or serious risk of failure.
 - DX** Failure that presents a significant or high risk.
- The estimated life of the element.
- The cost of any repairs or upgrading required to rectify defects or deficiencies.
- A risk assessment of the consequence and likelihood of failure from 0-25.

Likelihood:	1	Rare - in > 10 years
	2	Unlikely – in > 10 years
	3	Possible – in < 5 years
	4	Likely – in < 1 year
	5	Certain – in < 6 months

Consequence	1	Insignificant
	2	Minor
	3	Moderate
	4	Major
	5	Catastrophic

Legislation Non-Compliance Survey

This appraisal identifies significant items of work required to bring buildings into compliance. This is assessed against 16 main elements, which are sub-divided into approximately 90 sub-elements. The sub-elements are subject headings against which non-compliances and safety issues can be recorded and grouped.

The appraisal is limited to assessing the built estate and does not address operational management issues unless these necessitate physical addition or improvement to the existing estate. Non-compliance is graded as follows:

- C** Foreseeable lack of compliance with a time span for works to be carried out.
- D** Current non-compliance with legislation requiring action within current year.
- DX** Current non-compliance with legislation requiring immediate action.

Costs relating purely to physical condition are included within the condition appraisal. Where elements are also non-compliant with legislation, the costs and the description of the remedial work is included in the legislation non-compliance survey and a note to this effect inserted in the condition appraisal to avoid double counting.

**CONDITION
ELEMENTS**

Substructure
Frame
Floors and Staircases
External Stairs
Roof Parapets Stacks

STRUCTURE

Walls
Light Claddings
Render
Windows/Doors
Decorations

EXTERNAL FABRIC

Coverings - Pitched
Coverings - Flat
Rooflights
Gutters/Downpipes

ROOF

Masonry Walls
Partitions/Screens
Doors
Wall Finishes
Wall Tiling
Floor Finishes
Ceilings
Decorations

INTERNAL FABRIC

Fittings
Sanitary Fittings

FITTINGS

Landscape
Walls/Fences
Outbuildings/Covered
Ways
Roads/Pavings
Service Ducts/Subways
Electrical Distribution
Gas Distribution
Telephone Distribution
Heating Mains
Water Distribution
Fire Mains/Hydrants
Mains Drainage - Foul
Mains Drainage -
Surface

Street Lighting
Alarm Systems

EXTERNAL WORKS

Lighting
Power
Emergency Lighting

**ELECTRICAL
INSTALLATION**

Piping System
Heat Emitters
Controls

HEATING SYSTEM

Steam Piping System
Condensate Piping
System
Condensate Receiver

STEAM SYSTEM

Ductwork Grilles
Diffusers
Fans
Filters
Heating/Cooling
Batteries
Humidifiers
Refrigeration Plant
Controls
A/C Unit
Extractor
Extract Hood/ Fume
Cupboard
Cooling Tower
Condenser
Air Handling Unit
**VENTILATION & AIR
CONDITIONING**

Fire Alarms
Intruder Alarms
Lightning Protection
CCTV
**COMMUNICATIONS:
ALARMS/SAFETY**

Phones
Radio/TV
Paging Systems
Nurse Call System
Building Management
System
**COMMUNICATIONS:
PHONES/PAGING**

Foul Drainage
Surface Water Drainage
DRAINAGE

Oxygen/ Nitrogen/
Hydrogen
Nitrous Oxide
Oxygen/Nitrous Oxide
Compressed Air
Vacuum Plant
Industrial Gases
Monitoring/ Alarms
**PIPED GASES &
VACUUM**

Domestic Cold Water
Domestic Hot Water
Drinking Water
Hosereels
Hydrants
Wet/Dry Risers
Water Treatment Plant
**HOT COLD & MAINS
WATER**

Bed/Passenger Lifts
Goods Lifts
Hoists
Lifting Equipment
LIFTS

Boiler Plant
Heating Calorifier/ Heat
Exchanger
HWS Calorifier/ Heat
Exchanger
Point of Use Heater
**BOILER/CALORIFIER
PLANT**

Pump
Compressor
Generator
Pressure Vessel
Batteries/ Charger
Incinerator/ Waste
Disposal
I.T. Installation
Plant Controls
Autoclave/ Sterilizer
Cold/ Hot room
Equipment/Plant
Storage Vessel
Service Distribution/
Insulation
FIXED PLANT

Water Tanks
Gas Piping
Fuel Tanks
**FUEL/WATER
STORAGE & DISTBTN**

SAFETY ELEMENTS

Lifts Safety
Equipment Protection
Access Protection
Noise Levels
Glazing
VDU/ Task Lighting
General Lighting
Heating
Ventilation
Staff Facilities
Sanitary Facilities
Workplace Environment
Occupiers Liability
Radiological Protection
Manual Handling
HEALTH AND SAFETY

Testing
As Fitted Drawings
Distribution Boards
Bonding
ELECTRICAL SAFETY

Cooling Towers
Cold Water Storage
Hot Water Storage
Water Distribution
LEGIONELLOSIS SAFETY

Survey/Test/Log
Fume Extraction
Ventilation
HAZARDOUS SUBSTANCES SAFETY

Survey/Test/Log
Control of Exposure
ASBESTOS SAFETY

External Access/Site
Car Parking & Transport
Entrances
Horizontal Circulation
Vertical Circulation
Emergency
Disabled Sanitary
Provision
General Sanitary
Provision
General Accommodation
DISABLED PERSONS PROVISIONS

External Renovations
Internal Renovations
CONSERVATION/ LISTED BUILDINGS

Main Supplies
Distribution
Tanks
WATER SAFETY

Effluent
Discharge/Drainage
Waste Disposal
Genetic Modification
ENVIRONMENTAL SAFETY

Meter Housing
Installation
GAS SAFETY

Site Storage
Pumps
FLAMMABLE LIQUIDS AND PETROLEUM SAFETY

Survey/Test/Log
Plant
Distribution
Storage
PRESSURE SYSTEMS SAFETY

Internal Fabric
General Arrangements
Lighting
Heating/Ventilation
Fixed Equipment
Stores
FOOD SAFETY

Temperature Control
Ventilation Control
Lighting
Noise
Fabric
Special Precautions
Monitoring/Alarms
ANIMAL PROCEDURES SAFETY

Kitchen Provision
Sanitary Provision
HOUSING PROVISIONS

Fire Safety
Structural Integrity
Compartmentation
Fire Stopping
Horizontal Escape Routes
Vertical Escape Routes
Escapes/Exits
Fire Alarms/Detection
Lighting
High Fire Risks
Sign Posting
Fire Assessment
Fire fighting
Safety Notices
FIRE SAFETY

Risk table extracted from efm-standards “A risk-based methodology for establishing and managing backlog”.

SCORE RANGE		RISK RANKING	
1-6		LOW	
7-10		MODERATE	
11-16		SIGNIFICANT	
17-25		HIGH	

PROBABILITY OF FAILURE						
Rating		1	2	3	4	5
Failure descriptors		RARE	UNLIKELY	POSSIBLE	LIKELY	CERTAIN
		None or minimal remedial action required and/or new/recent upgrade. Estimated time to failure may be circa > 10 yrs	Normal wear and tear. Sound, operationally safe and exhibits only minor deterioration. Estimated time to failure may be circa < 10 yrs	Reasonable physical damage/deterioration. Reassignment of life may be acceptable based on technical tests or residual robustness. Estimated time to failure may be circa < five yrs	Major physical damage/deterioration. Failure apparent/assessed as imminent or unacceptable built environment. Not appropriate to reassign life. Estimated time to failure may be circa < one yr	Failure occurred. Unacceptable built environment. Not appropriate to reassign life. Estimated time to failure may be circa < six months
		Fire/statutory Complies with mandatory fire safety requirements and statutory safety legislation.	Fire/statutory Complies with mandatory fire safety requirements and statutory safety legislation with minor deviations of a non-serious nature	Fire/statutory Known contravention of one or more requirements – which falls short of "B".	Fire/statutory Dangerously below "B"	Fire/statutory Dangerously below "B"
		1	2	3	4	5
		2	4	6	8	10
		3	6	9	12	15
		4	8	12	16	20
		5	10	15	20	25

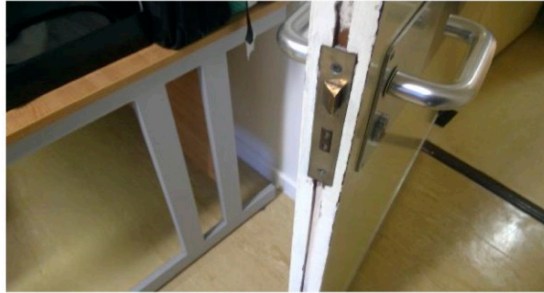
SEVERITY		Health & safety	Environment	Business	Operational/ building/ engineering element
Rating	Descriptor				
1	INSIGNIFICANT	No injury/breach of guidance/ procedures	No or minimal impact breach of guidance/ procedures.	Unlikely cause of complaint. Litigation remote. Minimal reputation loss/ limited awareness within organisation.	Minimal or no impact. Minimal or no disruption.
2	MINOR	Minor injury/ill health (first aid or self-treatment). Breach of legal requirement.	Breach of legal requirement.	Possible complaint. Litigation unlikely. Loss of reputation (widespread internal awareness).	Localised impact. Disruption to normal services.
3	MODERATE	Moderate injury/ill health statutory obligations. Improvement notice issued.	Single breach of legal requirement. Improvement notice issued.	Possible complaint. Possible litigation. Loss of reputation. National paper reporting.	Moderate impact. Moderate disruption to normal services.
4	MAJOR	Major/significant injury or long-term incapacity/disability. Prohibition notice issued.	Multiple breach of legal requirement. Prohibition notice issued.	Litigation expected. Loss of reputation. National reporting.	Major/significant impact. Severe disruption to normal services.
5	CATASTROPHIC	Fatality and/or permanent incapacity/ disability. Prosecution.	Multiple breach of legal requirement. Prosecution.	Litigation certain. National adverse publicity.	Critical impact. Service closure.

POTENTIAL CONSEQUENCES	

Appraisal Year: 2021
Cost Year : 2024

CONDITION SURVEY REPORT

SITE : 054 - Community Hospital
 BUILDING : 001 - Community Hospital
 AREA m² : 3121

ELEMENT	DESCRIPTION	FLOOR	R		
Doors	Renew door ironmongery - Counter 403152	C		£44,681	8
					
	Amend door lock to latch - Counter 403155	M129	D	£244	1
					
Wall Finishes	Make good damp damaged plaster in corridor adjoining M111 - Counter 403169	B		£244	2
	Make good damp damaged plaster adjoining room 110 - Counter 403190	103	B	£366	2
	Make good damp damaged plaster adjoining room 188 - Counter 403191	187	B	£366	2
	Investigate damp damage adjoining rooms 135 and 136 inc in rooms and make good - Counter 403183	Corridor	B	£1,221	1
Wall Linings	Renew splashback to kitchen - Counter 403188	126	C	£244	3
	Redecorate to kitchen - See Legislation for cost - Counter 403179	176	C	£0	2
	Renew hygienic wall cladding to kitchen - Counter 403182	176	C	£34,042	7
	Renew hygienic cladding to wc's bath rooms - Counter 403165	J124/M108C /R131		£7,691	3
	Renew hygienic cladding to treatment room - Counter 403157	M104	C	£2,930	5
Floor Finishes	Renew vinyl to circulation areas, wards, utility rooms - Counter 403146	C		£192,029	3
	Renew office carpets - Counter 403185	104/106/13C 1/109/161/ 162/164/18 7/		£9,923	5

SAMPLE

Appraisal Year: 2021
Cost Year : 2024

CONDITION SURVEY REPORT

SITE : 055 - Bridgestone Road Clinic
BUILDING : 001 - Bridgestone Road Clinic
AREA m² : 988

ELEMENT	DESCRIPTION	FLOOR	ROOM	GRADE	Cost £	Year
Emergency Lighting	Self contained and integral emergency lights , ad-hoc replacements - Counter 403783	G	All	C	£2,442	5
Distribution	Dorman Smith distribution boards - Counter 403784	G	Store	B	£0	0
	Main LV Switch board not seen due to No access, assumed in satisfactory condition - Counter 403785	G	Switch room 134	B	£0	0
					£8,912	

HEATING SYSTEM

Piping System	Future system pipework replacement - Counter 403684	All	All	C	£124,975	5
Heat Emitters	Future radiator replacements with system 40% of system cost - Counter 403685	All	All	C	£49,990	5
Control Valves	Future radiator valve replacements with system , several TRVs missing, - Counter 403686	G	All	C	£3,662	5
					£178,628	

VENTILATION & AIR CONDITIONING

Ductwork/ Grilles/ Diffusers	Toilet extract ductwork - Counter 403778	G	WC's	B	£0	0
Fans	Vent AXIA fans, allow future replacements - Counter 403776	G	Clinic 114	C	£1,221	10
	Toilet extract grilles - Counter 403775	G	WC's	B	£0	0
A/C Unit	Daikin AC inverter - Counter 403774	G	Court yard	B	£0	0
Air Handling Unit	AHU with heating coil - Counter 403680	1	Tank Room	B	£0	0



AHU with heating coil, future overhaul, belts, motor , filters etc - Counter 403681	G	Tank Room	C	£1,221	5
				£2,442	

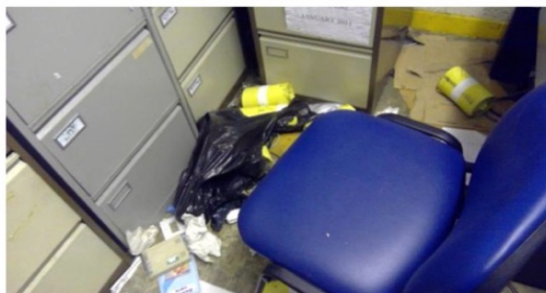
COMMUNICATIONS: ALARMS/ SAFETY

SAMPLE

Appraisal Year: 2021
Cost Year : 2024

CONDITION SURVEY REPORT

SITE : 055 - Bridgestone Road Clinic
 BUILDING : 001 - Bridgestone Road Clinic
 AREA m² : 988

ELEMENT	DESCRIPTION	FLOOR	ROOM	GRADE	Cost £	Year
Access Protection	Finish treads to stairs with highlighted nosings and highlight large steps in upper air handling room - Counter 403261	G-1	136	D	£769	1
						
Workplace Environment	Keep store room tidy, Management issue, not costed - Counter 403255		145	D	£0	1
						
	Consider cooling to rooms 146- 151 - Counter 403787	G	Treatment C / consult rooms		£19,533	2
					£45,925	
<u>ELECTRICAL SAFETY</u>						
Testing	Carry out 5 year periodic test & inspection - Counter 403580	All	All	C	£1,279	2
As Fitted Schematics	Update record drawings and provide where missing - Counter 403581	All	All	C	£639	2
Bonding & Safety	Remedials following test & inspection - Counter 403582	All	All	C	£1,279	2
					£3,196	
<u>LEGIONELLOSIS SAFETY</u>						
Cold Water Storage	L8 review, clean and chlorinate annually - Counter 403583	All	All	C	£639	2
Water Distribution	Provisions for repairs/ adjustment following L8 tests - Counter 403584	All	All	C	£1,279	2
					£1,918	
<u>GAS SAFETY</u>						
Meter Housings	Gas safety inspection to boilers and other equipment - Counter 403780	G	Plant Room	C	£744	2
					£744	

SAMPLE

Appendix B Curriculum Vitae

Robert Bathurst, BSc (Hons), MRICS, MCIOB - Partner

Partner and a Chartered Quantity Surveyor with 30 years' experience in the Construction Industry and private practice. Quality Assurance and IT Manager for the practice who wrote and developed the practice software as published in the BMI Special Report. Responsibilities on appraisals include survey team management, site survey audits, quality assurance monitoring, project management, costing and IT installation and training.

Adrian Groves MRICS, Dip Conservation – Chartered Building Surveyor

A chartered surveyor with over 25 years' experience in private practice. He holds a post-graduate diploma in Building Conservation and completed a Disability Awareness BSc Module at Surrey University. He has wide experience of condition surveys and building pathology and can take a practical and pragmatic approach to disability audits. Adrian has carried out condition surveys with the practice for over 15 years covering education, health, central government, and other public authority estates.

Holy Day MRICS

Experienced senior Building Surveyor with 35 years' experience. Undertakes all core Building Surveying work and specialises in Condition Surveys and functional suitability surveys. Has worked at a senior surveyor level for private and public sector organisations. Worked with [REDACTED] & Kannemeyer on Condition Surveys for Education, Health, and Local Authority Clients. Recent surveys include North Manchester General Hospital, Bournemouth University, University for Creative Arts and RADA.

Appendix C [REDACTED] & Kannemeyer LLP: Standard Terms and Conditions

DEFINITIONS

'Consultant' means [REDACTED] & Kannemeyer LLP and its legal successors.

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

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

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

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

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

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

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

1.0. GENERAL

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

Likely circumstances warranting dis-instruction: -

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

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

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

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

2.0. PERFORMANCE OF SERVICES AND SCOPE

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

3.0 FEES

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

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

Additional fees on a quantum meruit basis will be charged if building operations are delayed whether arising from bankruptcy or liquidation of the contractor or from any other claim beyond our control including adjudication, arbitration, contractor's non-performance, loss and expense claims and other protracted involvement. If for any reason the works do not proceed, the fee will be up to and including the instalment due plus a quantum meruit charge for the works executed to date. All services provided will be subject to confirmation of professional fees for each individual instruction. Where possible and at your request we will estimate our anticipated expenditure to fulfil the instruction. Where expenditure cannot be determined, a fee ceiling will be provided. In such scenario the level of time expended will be recorded to update you, particularly where any previous estimates may be exceeded. Each instruction will be subject to a minimum fee of £250.00 plus VAT unless otherwise agreed.

4.0. DISBURSEMENTS AND EXPENSES

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

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

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

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

5.0 VALUE ADDED TAX

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

6.0. PAYMENT TERMS

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

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

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

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

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

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

7.0 LATE PAYMENT

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

If a party to this contract disagrees with an invoiced amount that party may give notice to us not later than 14 days after the invoice date specifying the amount (if any) of the payment made or proposed to be made, the amount to be withheld and the basis on which those amounts were calculated. Payment may not be withheld after the final date for Payment, unless an effective notice to withhold payment has been given. In the event of postponement or termination, for whatever cause, we reserve the right to charge for work carried out in accordance with the fee basis agreed for the appointment. Should any invoice not be paid by the final date for payment in accordance with the terms of our appointment and no effective notice has been given we reserve the right to suspend work until payment is made and we shall not be responsible for any additional costs incurred by the Client as a result

thereof. Where there are disputed fee invoices this shall not entitle the Client to withhold the payment of undisputed fee invoices or parts thereof. In the event of a dispute under or in connection with this contract any party to the contract has the right at any time to refer the dispute to adjudication. The terms of our appointment may only be varied if accepted in writing by a Members of this Limited Liability Partnership.

8.0 VARIATION OR DISRUPTION CONSULTANT WORK

If [REDACTED] & Kannemeyer LLP must carry out additional work and/or suffer disruption in the performance of the Services because: -

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

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

9.0 INSURANCE COVER AND LIMITATION ON LIABILITY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10.0 INSURANCES

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

11.0 PAPERS HELD BY [REDACTED] & KANNEMEYER LLP

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

12.0. COPYRIGHT

The legal and beneficial ownership of all intellectual property prepared or developed by or on behalf of the Consultant in connection with the Project shall remain vested in the Consultant. Upon full payment of the fees due under this Agreement, the Consultant shall grant to the Client an irrevocable, royalty-free, non-exclusive licence to use all rights, titles, and interest in any such intellectual property in connection with the construction, completion, maintenance, reinstatement, repair, letting, promotion and/or advertisement (whether by the Client or by a third party authorised by the Client) of the Project. Such licence shall enable the Client to use the Consultant's intellectual property for the extension of the Project, but such use shall not include a licence to reproduce the designs contained therein for any extension of the Project. The Consultant shall have no liability for any use of the intellectual property other than for the purposes for which it was originally intended.

13.0 CLIENT CARE

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

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

Complaints Handling Procedure

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

Stage 1 – Contact [REDACTED] & Kannemeyer LLP

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

Stage 2 – Independent Resolution

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

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

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

14.0 CLIENTS OBLIGATIONS

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

15.0 DUTY OF CARE

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

16.0 ETHICAL CONDUCT OF THE PARTIES

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

17.0 THIRD PARTIES

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

18.0 COMPLIANCE WITH LAWS

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

19.0 SEVERANCE

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

20.0 ASSIGNMENT

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

21.0 RELATIONSHIP OF THE PARTIES

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

22.0 NOTICES

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

23.0 WAIVER

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

24.0 ENTIRE AGREEMENT

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

PROPOSAL to Council 29 September 2026

TABLE TENNIS TABLES AT BROOMHALL RECREATION GROUND

1) FOR COUNCIL TO APPROVE THE PURCHASE 1 X TABLE TENNIS TABLE AT BROOMHALL RECREATION GROUND, AT A COST OF £5,800 (INCLUDING CONTINGENCY) TO BE FUNDED FROM CIL.

2) FOR COUNCIL TO APPROVE THE LOCATION OF 1 X TABLE TENNIS TABLE.

Background

Following the resident and stakeholders survey which took place in May 2024 it was requested from 15 residents for outdoor table tennis tables. The council has also received feedback previously that the recreation ground mainly caters for younger children. Table tennis tables would cater for all age groups, not just children.

The Resolution before the Council

This proposal is asking council to approve the budget for 1 x table tennis table (possible location suggestions appendix A). Tennis table bats and balls could be rented and/or sold from the parish office or/and coffee chalet.

Table options (9ft X 5ft)

Option A *

Cornilleau Park Table

Persons with Reduced Mobility (PRM) Approved

£2,020 excl VAT

Bolt to ground - £225 excl VAT

Table assembly - £80 excl VAT

Total £2,325 + VAT



Option B

Butterfly B2000 Outdoor Standard Concrete Table Tennis Table

No mention of Persons with Reduced Mobility on website

£5,830 excl VAT

No need to secure to ground due to weight



Option C

Rotterdam Concrete Table Tennis Table

£4,384 excl VAT

No need to secure to ground due to weight



Surface for tables (appendix B)

Overall space needed (play included) recommended at 17ft x 11ft (minimum)

If the tables were to stand on grass alone the area would get damaged and muddy.

Bark/woodchip – Low cost option but would not be accessible. A table tennis table supplier recommended concrete for durability. A mulch would be too sticky for play, which would lead to health and safety implications.

Concrete surface for table to stand and play on =

Contractor A - £2,197

Contractor B * - £2,726

Contractor C – No response to quote request

Feedback from Charters School

- 1) "I believe the tables are a great resource, and students often use them in lessons.
Last week we had a Year 5 Open Evening, and the tables were used throughout the event by families visiting our school. There was a lot of laughter coming from this area of the school grounds!" (Marketing and Communications Manager)
- 2) "They (the table tennis tables) have been an excellent addition to the school and are used extensively by our students. They are in constant use before school, at break and lunchtime, and after school as well. To be honest, we could actually do with having more tables, as they are so popular.
I think they would be a fantastic addition to any local park. Table tennis is a very inclusive activity that can be enjoyed by people of all ages and abilities. It's easy for beginners to pick up, while also offering plenty of opportunity for players to develop their skills over time. Another real advantage is that bats and balls are relatively inexpensive, making it an accessible sport for everyone.
Overall, I would highly recommend installing them, as they are a great way to encourage people to be active, socialise, and enjoy outdoor spaces. (Head of PE)"

Recommendation

A supplier **STRONGLY** recommended **option A** (Cornilleau Park Table) out of option A & B, the, for recreation ground use, as it has a 10 year warranty (Vs 5 year for Butterfly table, option B), longer durability, more convenient for movement if needed and better play conditions than (old fashioned) concrete tables (option C). The steel fixed net is as durable as a concrete net and would be easier to replace if vandalism occurs. It is also graffiti/fire resistant and completely weatherproof. This supplier sell hundreds of outdoor tables per year and seem extremely knowledgeable.

Facilities officer recommends **contractor B** for the concrete surface as the parish council have used them before and found them to be extremely professional. The quote was also more detailed. (Please note quotes were originally for 2 concrete slabs not 1)

- 1) Total cost £2,325 + £2,726 (approx. as 75% of quote for 2 slabs) + approx. 15% contingency = £5,800 + VAT.
- 2) Facilities Officer and Deputy Clerk recommend for the table tennis table to be located by the basketball hoop/zip wire.

Appendix A (open to suggestions)



Appendix B

Contractor A (concrete surface)

Thank you for your enquiry.
We have the quotation for the works for you.

Project:
X 2 table tennis concrete bases.

Work specs.
Exact location of the slabs and sizes is still to be determined.

Estimated sizes -17ft x 13ft.

- An excavating machine will be brought onto the site,
- All earth excavated from new concrete base areas will be removed from site.
- Timber shuttering is to be layed out below the levels of the grass.
- Reinforced concrete is to be mixed and laid on site.

-The site is to be kept clean,
safe & tidy at all times.

Total project cost
Including the supply of all materials and labour.
£2930.00

Should you require any further information or clarification,
please do not hesitate to contact me.

Kind regards

Contractor B (concrete surface)

Broomhall Recreation Ground,
 Broomhall Ln, Sunningdale, Ascot SL5
 OQS

Broomhall recreation ground - 2 concrete slabs for heavy table tennis tables.

Scope of work

- Install temporary Heras fencing around the skip and work area.
 - Dig the soil out a 17ft x 9ft area 200mm deep for each concrete slab using an excavator.
 - Place soil waste into an on-site skip.
 - Install 100mm of compacted type 1 mot as a subbase.
- Install temporary wooden shuttering to contain wet concrete.
- Pour C30 concrete into each shuttering at 100mm thickness and float off to create a smooth top surface.
 - Remove the temporary shuttering after 48 hours.
 - Repair surrounding grass with soil and grass seed.
- Each concrete base will be level with the surrounding grass to ensure no trip hazard.
 - Remove temporary Heras fencing.
 - Leave site clean and tidy.

*This project will require the use of heavy machinery.

*Work areas will be sectioned off to prevent public access.

*Insurances, signage and RAMS provided

Quotation

Project amount (Net)	£3625.00
VAT	£725.00
Project total (Gross)	£4350.00

Proposal for Replacement of Allotment Entrance Gates

Sunningdale Allotments

Purpose and decision required. This paper presents the revised supplier quotations for replacing the entrance gates at Sunningdale Allotments. Council is asked to select a preferred design and supplier, subject to final technical checks and confirmation of the quotation terms.

1 Background

The current gates have been in place since 1989. Weathering and movement of the supporting posts have made the gates increasingly difficult for allotment users to open and close. Replacement gates would improve security, reliability and access for plot holders and maintenance vehicles.

2 Required Works

- A site survey to confirm measurements and installation requirements.
- Removal and disposal of the existing framed gates and posts.
- Supply and installation of double steel vehicle gates with an integrated pedestrian gate.
- New posts, hinges, drop bolts and a combination lock.
- A durable galvanised and powder-coated external finish.

3 Supplier A Revised Quotation

Supplier A proposes a pair of flat-top steel gates spanning an opening of approximately 3.7 metres and 1.8 metres high, with an integrated pedestrian gate. The finish would be galvanised and powder coated in satin black or green, to be confirmed. The quoted lead time is 10 to 12 weeks after authorisation, subject to change.

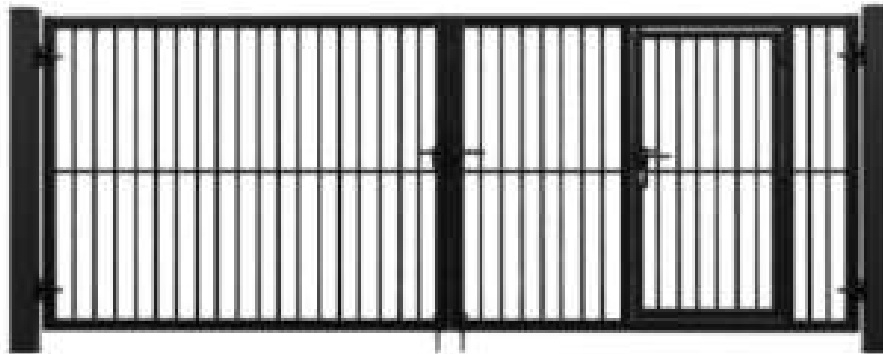
Option	Design	Quoted price ex VAT	After 5% discount ex VAT
Option 1	Completely see-through straight-bar design	£10,460.00	£9,937.00
Option 2	Solid backing to vehicle gates; pedestrian gate remains see-through	£11,755.00	£11,167.25
Option 3	Mesh gates; email confirms the same price as Option 1	£10,460.00	£9,937.00

VAT inclusive totals after discount: Options 1 and 3 would each be £11,924.40. Option 2 would be £13,400.70.

4 Supplier A Illustrative Designs

Option 1 Completely see-through

Option 1 – Completely see through



Option 2 Solid backing with see-through pedestrian gate

Option 2 – Backing on the gates – pedestrian gate left see-through



Option 3 Mesh gates



Note. The images are illustrative design concepts supplied with the revised quotation. Final appearance and dimensions remain subject to the technical site survey.

5 Supplier B Revised Quotation

Supplier B has retained its original base price. The revised design would use mesh on the pedestrian gate only and solid panels on the remaining vehicle gates. A panel would also be fitted so that the outside handle cannot be operated through the gate. Supplier B would not charge for this panel work.

Item	Price
Original gate quotation	£6,395.00 + VAT
Mesh to pedestrian gate only	£79.80
Combination lock	£269.40
Panel work around outside handle	No charge
Calculated subtotal before VAT*	£6,744.20
Calculated total including VAT at 20%*	£8,093.04

* The calculated subtotal and VAT-inclusive total assume that the mesh and lock additions are quoted before VAT. This should be confirmed with Supplier B before an order is placed.

6 Supplier C

Supplier C advised that it was too busy and was not prepared to provide a quotation.

7 Cost Comparison and Recommendation

On the figures supplied, Supplier B is the lowest-cost option. Its calculated total is £8,093.04 including VAT, compared with £11,924.40 including VAT for Supplier A Options 1 or 3 after the offered 5% discount. This is a difference of £3,831.36.

Recommendation. Subject to confirmation that Supplier B meets the required dimensions and specification, confirmation of the VAT treatment of the additions, an acceptable warranty and lead time, Council should approve Supplier B as the preferred supplier at a maximum calculated cost of £8,093.04 including VAT. The project can be funded from CIL as an infrastructure upgrade to a Council asset, subject to the Council confirming that the expenditure meets its CIL spending requirements.

8 Decision Requested

- Approve Supplier B as the preferred supplier, subject to the checks listed above.
- Approve expenditure up to £8,093.04 including VAT, with any change to the confirmed total reported before an order is placed.
- Delegate final confirmation of the design, colour and installation arrangements in accordance with the Council's normal authorisation process.

Sunningdale Parish Council

Council Paper: Proposed Installation of Security Gates at Broomhall Recreation Ground (CIL Expenditure)

1. Purpose

The purpose of this paper is to seek approval from Sunningdale Parish Council to progress the installation of a lockable security gate or barrier at the entrance to Broomhall Recreation Ground, using Community Infrastructure Levy funding subject to the Council's procurement and approval process.

The proposed gate or barrier would enable the Council to control vehicular access outside normal operating hours, providing an additional preventative measure to help protect council assets.

It is recognised that a gate or barrier alone cannot eliminate anti-social behaviour or unlawful activity; however, it would reduce opportunities for unauthorised vehicular access.

2. Background

Broomhall Recreation Ground is an important community facility. However, concerns have arisen regarding activities taking place on or around the site during the late evening and overnight period, including:

- The risk of unauthorised or illegal encampments.
- Anti-social behaviour after the site closes.
- The risk of drug dealing and associated activity.
- Anti-social or inappropriate vehicle use within or around the recreation ground car park.
- Excessive noise and disturbance to nearby residents.
- Overnight parking and commuter parking.

The proposed gate/barrier is intended to act as a preventative and deterrent measure and improve the management and security of the Recreation Ground.

3. Proposed Operating Arrangements

Monday to Friday: The gate/barrier would be closed and locked at approximately 9:30pm and reopened at approximately 6:30am by the Facilities Officer.

Weekends: The Council would initially consider the most appropriate arrangements for opening and closing the gate. This could include contracting the responsibility to an external provider, subject to obtaining suitable quotations and Council approval. The arrangements could be reviewed following implementation to ensure they remain practical, proportionate and cost-effective.

The operating arrangements should allow for authorised access outside the standard opening hours where required, including emergency access, Council-approved maintenance activity, agreed bookings and access by relevant contractors or service providers.

As a comparison in cost, Premier security open and close Victory fields in Ascot at a cost of £420 for 3 months paid in advance. We will get formal quotes once council has made a decision.

4. Procurement

If the Council approves the proposal, officers will obtain three quotations for the supply and installation of a suitable gate or barrier system. Quotations will be assessed against: -

- Initial purchase and installation cost.
- Suitability, quality and durability.
- Groundwork and installation requirements.
- Ongoing maintenance requirements.
- Security and locking arrangements.
- Potential future costs associated with weekend opening and closing.

5. Considerations

The proposal should be considered alongside existing arrangements for reporting anti-social behaviour and liaising with the relevant authorities where criminal or unlawful activity is identified.

6. Recommendation

The Council is asked to:

1. Approve in principle the installation of a lockable security gate/barrier at the Broomhall Recreation Ground.
2. Approve the proposed weekday operating hours of approximately 9:30pm closure and approximately 6:30am opening, Monday to Friday, to be undertaken by the Facilities Officer.
3. Authorise officers to obtain three quotations for the supply and installation of a suitable gate/barrier.
4. Request a further report once the three quotations have been obtained, setting out the costs, specifications, proposed funding source for weekend contracting for operating the barriers and recommended option for consideration and approval.

7. CIL Guidelines

Spending Neighborhood CIL

Regulation 59c/d of the CIL regulations 2010 (as amended) states that the parish councils must spend neighborhood CIL on:

The provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demand that the development placed in an area.

Infrastructure items which can be provided or maintained by the Parish Councils:

Allotments

Power and duty: Provision of allotments Act 1908 5:23. Small Holdings and Allotments provision

Crime prevention

Power and duty: Power to spend on crime prevention. Local government and Rating Act 1997 S.31

Appendix A

Location of gate



Appendix B

Example security gate



Simple design for restricting access to the car park each evening/overnight

Outline Costs: 9 metre arm barrier - £1,932.64 + VAT. Red and white, lockable end rest.

Appendix C

Incident Log Briefing: Recreation Ground and Community Sites

Review period: 6 January – 3 September 2026

Purpose and Scope

Analysis of 52 logged incidents across the recreation ground, car park, woodland, play areas, tennis court, community facilities and Kiln Lane Cemetery.

Headline Findings

- **Dominant pattern:** evening/overnight misuse of the car park and recreation ground involving vehicles, noise, speeding, alcohol, litter and groups after dark.
- **Risk window:** at least 31 incidents occurred at or after 20:00; greatest exposure was 20:00–01:00, with a smaller 05:45–06:15 peak.
- **Vehicles:** at least 24 entries involved speeding, prolonged/overnight parking, suspected meetings, loud music or rapid departure.
- **Alcohol/drugs:** at least 19 entries; cannabis was reported repeatedly, possible dealing once, and a serious, suspected drug-related welfare incident occurred on 9 August.
- **Young people:** at least 23 entries included woodland access, unsafe improvised bridges, damage and late-night equipment use.
- **Staff/assets:** interventions sometimes prompted abuse or aggression; four significant toilet, sanitation or sewer events required action.

PROPOSAL to Council 29 September 2026

PERIMETER PATH AROUND THE FIELD, BROOMHALL RECREATION GROUND

FOR COUNCIL TO APPROVE THE EXPENDITURE OF £36,000 (INCLUDING APPROX 15% CONTRINGENCY) + VAT FOR A WALKING / RUNNING TRACK AROUND THE RECREATION GROUND FIELD (TO BE FUNDED FROM CIL).

Background

The field in the recreation ground has poor drainage and becomes extremely muddy in the winter. This limits access as the grass becomes muddy, slippery and damaged.

Drainage options and contracts have been explored in the past. Draining the field is extremely costly and results are not guaranteed (1 contractor quoted approx. £15,000 per year for drainage management in February 2026).

Path proposal

Creating a path around the field (appendix 1) will give residents the option for walking/running around the perimeter edge, to enjoy the field all year round and increase accessibility (wheelchairs, push chairs, bike riding for small children). It could also create another route to footpath 13 (southwest corner).

5 suppliers were approached. 2 of these suppliers visited the field and provided quotes.

Quote 1 - between £21k-£40k depending on the specification and surface chosen (appendix 2)

Quote 2 - between £58k-£59k depending on the specification and surface chosen (appendix 2)

Next Steps

Deputy Clerk / Facilities Officer recommends proceeding with the recommended Agri-Flex surface minus the timber edging and Quote 1, based on the competitive cost and the council's previous experience with this supplier. The supplier has previously been found to be hardworking, reliable and professional, providing confidence in their ability to deliver the works to a good standard.

Expenditure request - Quote 1 = £20,960.40 (ground works) + £10,395.60 (Agri flex) + contingency = £36,000 + VAT

Appendix 1



Appendix 2

Quote 1

Option1 - Granite

Items	Description- Perimeter Path	Qty	Unit	Rate	Total
1	Prelims	1			£2000.00
2	Mark out and excavate perimeter path 150mm depth (322lin m x 1.2 wide) – 1.2 m wide meets accessibility regulations	387	m ²	£12.00	£4644.00
3	Remove approx. spoil (if soil can be kept on site, apart from grading costs if required, this cost can be omitted)	116	ton	£26.00	£3016.00
4	Supply and lay geotextile membrane	387	m ²	£1.20	£464.40
5	Supply and lay recycled type 1, compact in layers	387	m ²	£16.00	£6192.00
6	Supply-lay-compact 0-5mm granite dust -5mm 30mm thick	387	m ²	£12.00	£4644.00
Total - Granite				£20,960.40	



Granite (grey)

- * Dust, fine stone.
- * Supplier have had issues in the past with binding
- * Least recommended but low cost option
- * Maintenance – treatment needed 6 monthly if not well utilised (same as other surfaces) weeds etc

Option 2 – Agri Flex (recommended by supplier)

Add ons

Items	Description-Options	Qty	Unit	Rate	Total
1	Optional 150x38mm treated timber edging	644	Lin m	11.80	£7599.20
2	Prep as above, with 40mm Agri-flex wearing course in lieu of Granite dust	387	m ²	£28.00	Additional £10,836.00
				Total	£39, 395.6



Agri Flex (sample available)

- * More durable than Flexi Pave (see option 3)
- * Good for drainage
- * Easy on the eye in 'green area'
- * Maintenance – treatment needed 6 monthly if not well utilised (same as other surfaces)
- * Most recommended surface by supplier
- * Timbers edgings may only last 7 years due to ground conditions

Option 3 – KBI Flexi Pavé

Add ons

Items	Description-Options	Qty	Unit	Rate	Total
1	Optional 150x38mm treated timber edging	644	Lin m	11.80	£7599.20
2	Prep as above, with 40mm Flexi-Pave (black with golden stone as per existing on site) wearing course in lieu of Granite dust	387	m ²	£30.00	Additional £11,610.00
				Total	40,169.6



KBI Flexi Pavé (surface we have now for the path to the train station through field)

* After 5 years can become loose

* not as good as Agri Flex for drainage

* Not as durable as Agri Flex

* Not as easy on the eye as Agri Flex

* Maintenance – treatment needed 6 monthly if not well utilised (same as other surfaces) weeds etc

Quote 2

“As I mentioned I would recommend the Agriflex option without timber edgings.

As you are on clay the timber edgings would not last long with the incredible rain we have in winter these days.”

Quotation

Agriflex

Provide heras fencing and welfare facilities for the duration of the works £1,000.00

Supply and install 644 linear metres timber edging £11,592.00

Supply and install 387 m2 MOT Type 1 stone sub base £18,199.00

Supply and install 387 m2 Agriflex surfacing installed at 40mm depth £27,477.00

Total £58,268.00

Flexipath

Provide heras fencing and welfare facilities for the duration of the works £1,000.00

Supply and install 644 linear metres timber edging £11,592.00

Supply and install 387 m2 MOT Type 1 stone sub base £18,199.00

Supply and install 387 m2 Flexipath surfacing installed at 40mm depth £28,251.00

Total £59,042.00

Resolution to approve revisiting the Multi Use Games Area

Background

The Multi Use Games Area (MUGA) was included in the approved 2021–2026 Business Plan under Council Project SF4 and has been under consideration by the Council since 27 February 2021. In October 2023, it was decided not to proceed with the project due to planning permission constraints and other reservations (such as the Multi Use Games Area was not proposed as a full size pitch). However, following the resident survey undertaken in Spring 2024, there remains clear demand for this type of facility. A training sized Multi Use Games Area would provide recreational opportunities for a broader age range, particularly young adults and teenagers.

Recap of 2021-2023 Project

To date the following decisions and actions were made by council in consideration of the project:

27/02/2021 – Item 40/21 -	Approval of the funding of a Feasibility study to create a Multi Use Games Area, a new teen play area and a new adult fitness area with the Recreation Ground.
27/07/2021 – Item 40/21 –	Approval to pay for Feasibility Study from CIL
23/11/2021 – Item 89/21 –	Approval in principle of the Multi Use Games Area project: • Based in indicate pricing • That the council will commission illustrations • That the council will organise a Residents open evening/consultation on the proposal
14/02/2022 to 14/03/2022 -	Consultation of residents via online survey, email, and telephone
26/04/2022 – Item 137/21/1	Approval to move to Phase 2 – Procurement. Based on recommendations made in paper including response to the survey.
21/06/2022 – Item 16 / 3 / 22	Council received a Report on Project SF4 – Procurement process – now out to tender. 12 registered interests so far, response deadline 11 th July 2022.
26/07/2022 – Item 32 / 22 / 1	Council received a Report on Project SF4 for the Multi Use Games Area – Procurement process and noted the results of the Tender Process. Identified next step was planning permission to be sorted. Resolved – Council submits planning application for MULTI USE GAMES AREA, which would be completed by the Clerk.
07/09/2022 -	Scheme of Delegation for professionally drawn documents for the Planning Application sent to Council by Clerk on 7 th September. Required votes were received on 8 th September and architects appointed.
14/11/2022 -	Planning Application submitted to RBWM.
2/02/2023 – S of D	Approval under Scheme of Delegation for 2 nd planning submission to be made by planning consultant in response to the information provided by the Planning Officer for application 22/03/344 which was withdrawn on 27 January 2023
14/05/2023 -	Planning resubmitted under 23/01183
24/08/2023 -	Application permitted with 9 conditions of planning

- 19/09/2023 - Verbal update to council by Clerk that the work entailed in complying with the conditions was being undertaken and a full report would be brought to council 17 October or when the information was available
- 17/10/2023 – item 79 / 23 / 2 Resolved: That the council does not continue with the build of a Multi Use Games Area at the Recreation Ground and notes the expenditure to date of £25,672 on this element.

Planning Conditions and Decision August 2023

1. The development hereby permitted shall be commenced within three years from the date of this permission.
Reason: To accord with the provisions of Section 91 of the Town and Country Planning Act 1990 (as amended).
2. The materials to be used on the external surfaces of the development shall be in accordance with those specified in the application unless any different materials are first agreed in writing by the Local Planning Authority.
Development shall be carried out in accordance with the approved details.
Reason: In the interests of the visual amenities of the area. Relevant Policies - Local Plan QP3
3. No development shall take place until a badger, bat and nesting bird mitigation strategy has been submitted to and approved in writing by the local planning authority. The strategy shall include the following elements: a) timings when works that could impact upon badgers, bats and nesting birds are to be undertaken; b) RAMS methods to be employed during relevant works; c) details of works that are to be supervised by a suitably qualified ECOW; d) contingency plans should protected species be unexpectedly found.
Works are to be undertaken in accordance with the strategy and a closing out report from a suitably qualified ecologist, confirming that works have been undertaken in accordance with the approved details shall be submitted to the local planning authority prior to completion of the development.
Reason: To ensure that badgers, bats, and nesting birds, which are protected and priority species, are not adversely affected by the proposal. Relevant policy - NR2.
4. Prior to the installation of the lighting a report detailing the external lighting scheme and how this will not adversely impact upon wildlife shall be submitted to and approved in writing by the local planning authority. The report shall include the following figures and appendices:
 - A layout plan with beam orientation
 - A schedule of equipment
 - Measures to avoid glare
 - An isolux contour map showing light spillage to 1 lux both vertically and horizontally, areas identified as being of importance for commuting and foraging bats
 - The approved lighting plan shall thereafter be implemented as agreed.Reason: To limit the impact of light pollution from artificial light on nature conservation in accordance with paragraph 185 of the NPPF and BLP policy NR2.
5. No development shall take place until full details of a Biodiversity Gain Plan for onsite delivery and monitoring of Biodiversity Net Gain and a Habitat Management Plan has been submitted to and approved in writing by the local planning authority. The plans shall deliver a 0.29 increase in habitat units. The plans shall be in accordance with the approved biodiversity net gain assessment and shall include (but not be limited to) the following:
 - a) A habitat management plan
 - b) Long term aims and objectives for habitats and species
 - c) Detailed management prescriptions and operations for newly created habitats, locations, timing, frequency, durations, methods, specialists' expertise (if required), specialist tools/machinery or equipment and personnel as required to meet the stated aims and objectives.
 - d) A detailed prescription and specification for the management of the new habitats
 - e) Details of any management requirements for species specific habitat enhancements
 - f) Annual work schedule for at least a 30-year period

- g) Detailed monitoring strategy for habitats and species and methods of measuring progress towards and achievement of stated objectives
- h) Details of proposed reporting to the local planning authority and the Council's ecologist and proposed review and remediation mechanism
- i) Proposed costs and resourcing and legal responsibilities

The Biodiversity Gain and Habitat Management Plan shall be implemented in accordance with the agreed details and timetable and all habitats and measures shall be retained and maintained thereafter in accordance with the approved details.

Reason: To ensure the provision of biodiversity enhancement and a net gain for biodiversity, in accordance with the NPPF and BLP policy NR2.

- 6. No part of the development shall be occupied until covered and secure cycle parking facilities have been provided in accordance with details that have first been submitted to and approved in writing by the Local Planning Authority. These facilities shall thereafter be kept available for the parking of cycles in association with the development at all times.

Reason: To ensure that the development is provided with adequate parking facilities in order to encourage the use of alternative modes of transport. Relevant Policies - Local Plan QP3 and IF2.

- 7. No development shall commence until a programme of archaeological works including a Written Scheme of Investigation (WSI) has been submitted to and approved in writing by the local planning authority. The WSI shall include an assessment of significance and research questions, and:

- 1. The programme and methodology of site investigation and recording
- 2. The programme for post investigation assessment
- 3. Provisions to be made for analysis of the site investigation and recording
- 4. Provision to be made for publication and dissemination of the analysis and records of the site

investigation

- 5. Provision to be made for archive deposition of the analysis and records of the site investigation
- 6. Nomination of a competent person or persons/organisation to undertake the works set out within

the WSI. The development shall be undertaken in accordance with the approved WSI.

The development shall not be used until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the approved WSI and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

Reason: The site lies in an area of archaeological potential, particularly for, but not limited to, prehistoric and roman remains. The potential impacts of the development can be mitigated through a programme of archaeological work in accordance with the NPPF and BLP policy HE1.

- 8. Prior to any equipment, machinery or materials being brought onto the site, details of the measures to protect, during construction, the trees shown to be retained on the approved plan, shall be submitted to, and approved in writing by the Local Planning Authority. The approved measures shall be implemented in full prior to any equipment, machinery or materials being brought onto the site, and thereafter maintained until the completion of all construction work and all equipment, machinery and surplus materials have been permanently removed from the site. These measures shall include fencing in accordance with British Standard 5837. Nothing shall be stored or placed in any area fenced in accordance with this condition and the ground levels within those areas shall not be altered, nor shall any excavation be made.

Reason: To protect trees which contribute to the visual amenities of the site and surrounding area.

Relevant Policies - Local Plan NR3.

- 9. The development shall be carried out in accordance with the mitigation measures set out in the Flood Risk Assessment (GeoSmart - Appendix 26) and the Proposed Multi Use Games Area Drainage Plan (Appendix 19) and thereafter maintained in accordance with these details.

Reason: To reduce the risk of flooding. Relevant policy - NR1.

- 10. The flood lights hereby permitted shall only be illuminated when the multi-use games area is in use and shall be illuminated no later than 21:00 hours.

Reason: To safeguard the character of this Green Belt location. Relevant policies - BLP policies QP3 and QP5.

11. The development hereby permitted shall be carried out in accordance with the approved plans listed below.

Reason: To ensure that the development is carried out in accordance with the approved particulars and plans.

Of these conditions, the following required additional expertise to complete:

- 3: Ecology
- 4: Luminance Pro Contractors
- 5: Ecology
- 6: Additional purchase and installation
- 7: Archaeology
- 8: Ecology and contractors

There were also 4 informatives to the 2023 application:

1. This decision has been made in accordance with the requirements of the National Planning Policy Framework. The Local Planning Authority has sought all reasonable measures to resolve issues and found solutions when coming to its decision. For further details please see the [Officer's report](#)
2. ~~The relocation of the play/fitness equipment and the provision of a new pathway are works which constitute 'permitted development' under Part 12, Schedule 2 of the General Permitted Development Order 2015 (as amended) and do not require express planning permission. The applicant is however reminded of the requirement to obtain separate consent under the Town and Country Planning Act 1990 should the proposed pathway affect any of the protected trees, including tree roots, within the adjacent protected woodland area.~~
3. The applicant is reminded that under the Conservation of Habitats and Species Regulations 2017 (as amended) and the Wildlife and Countryside Act 1981 (as amended), it is an offence to (amongst other things): deliberately capture, disturb, injure, or kill great crested newts; damage or destroy a breeding or resting place; intentionally or recklessly obstruct access to a resting or sheltering place.
Planning permission for a development does not provide a defence against prosecution under this legislation. Should great crested newts be found at any stage of the development works, then all works shall cease, and a suitably qualified and experienced ecologist should be contacted for advice on any special precautions before continuing, including the need for a licence.
4. The applicant is reminded of the need to establish the requirements placed on them under law in terms of the Statutory Trust.

Of these informatives, the following required additional expertise:

- ~~2: Planning consultancy to ensure that permitted development is applied correctly~~
- 3: Potential ecology should GCN be detected
- 4: Legal advice was sought to confirm the law in terms of the statutory trust

Conditions and Informatives work required and costings (2023)

Planning Condition - area of expertise	Short Description		Quotation
Overarching Planning Consultancy	Discharge conditions relating to planning permission for new multi-use sports pitch with steel mesh enclosure and four floodlights and new pathway	Liaise with third party consultants. Review reports provided by third party consultants (e.g., trees) and liaise as required. Drafting of plans. - Details of covered and secure cycle parking. Submission of application to discharge planning condition	550.00
3: Ecology	Badger, bat, and nesting bird mitigation strategy	a) timings when works that could impact upon badgers, bats and nesting birds are to be undertaken;	£ 480.00
		b) RAMS methods to be employed during relevant works; c) details of works that are to be supervised by a suitably qualified ECOW; d) contingency plans should protect species be unexpectedly found.	
4: Luminance Pro Contractors	A layout plan with beam orientation A schedule of equipment Measures to avoid glare An isolux contour map showing light spillage to 1 lux both vertically and horizontally, areas identified as being of importance for commuting and foraging bats		500.00
5: Ecology	Biodiversity Gain Plan for onsite delivery and monitoring of Biodiversity Net Gain and a Habitat Management Plan has been submitted to and approved in writing by the local planning authority. The plans shall deliver a 0.29 increase in habitat units		£ 1,100.00
6: Additional purchase and installation	Covered, Locked Cycle Shelter	Apollo Cycle Shelter - Broxap - 10 cycles	2,142.00
	Fitting	Chiltern / Broxap	4,275.00

7: Archaeology	A) Site strip, little or no archaeology present (including materials, archive deposition etc) Estimated total 4080	Preparation of written scheme of investigation (WSI) and RAMS Project management Site welfare Provided by client Plant hire (360° excavator with toothless ditching bucket) - Provided by client	280.00
		Project management	250.00
		Site welfare Provided by client	-
		Plant hire (360° excavator with toothless ditching bucket) - Provided by client	-
	Supervision of topsoil/overburden stripping (estimated) (including expenses):	3 staff/days at £350/day	1,050.00
	Post-fieldwork and reporting		1,850.00
	(including finds processing, reportwriting, archiving etc) Disbursements		650.00
	B) Contingency, moderate archaeology present – estimate	Fieldwork - 20 staff/days at £350/day	7,000.00
		Post-fieldwork and reporting	5,750.00
8: Ecology and contractors			
Informatives of planning			
2: Planning consultancy to ensure that permitted development is applied correctly	Discharge conditions relating to planning permission for new multi-use sports pitch with steel mesh enclosure and four floodlights and new pathway	Liaise with third party consultants. Review reports provided by third party consultants (e.g., trees) and liaise as required. Drafting of plans. - Details of covered and secure cycle parking. Submission of application to discharge planning condition	550.00
3: Potential ecology should GCN be detected	As required		Included in condition 3
4: Legal advice was sought to confirm the law in terms of the statutory trust	Review of council ownership and challenges made during planning process	See below for legal response	375.00
Total cost of conditions of planning work			26,802.00

Legal response relating to Informative 4 (2023)

The response below was received after consideration of the council deeds and the challenges in the planning process:

Dear Ruth,

Further to our conversation I confirm that the Recreation Ground is held by the Council for the purposes of recreation and for use by the public.

This does not preclude facilities such as the Multi Use Games Area being provided, nor a charge being made for the facilities. It does however mean that the facility cannot be reserved for the exclusive use of an organisation which is not open to membership by the general public, nor can any charges imposed for the use be at a commercial rate designed to make a profit.

Any charges levied must have regard to the community use and any amount received which is in excess of day-to-day expenditure should be used towards future expenditure on recreation. This would include replacement or substantial repairs

Regards



Revised contract figures for installation (2022)

Budget Figure	LOT 1 - Multi Use Games Area (MUGA)	£127,682	Amended 16.11.2022
	Total Budget	£127,682	
Tender Item	Description	July 2022 Costs	Sept 2023 Revisions
4.0.1	Preliminaries	£ 1,200.00	
4.0.2	Excavation & Sub-soil Preparation	£ 5,650.00	
4.0.3	Drainage	£ 2,575.00	
4.0.4.	Sub-Base	£ 14,983.00	
4.0.5	Perimeter Edgings	£ 2,250.00	
4.0.6	Perimeter Fencing (including CIA Access Gate)	£ 31,572.00	
4.0.7	Tennis Court Fittings	£ 978.00	
4.0.8	Asphalt Binder Course	£ 9,662.00	
4.0.9	Asphalt Surface Course	£ 8,262.00	
4.0.10	TigerTurf Evolution Synthetic Grass Finish*	£ 21,550.00	
4.0.11	Floodlighting	£ 24,420.00	
Additional Items			

	Storage Area 1.5m x 4m with Single Gate	£ 3,380.00	
	Netball Lines & Equipments (Removable Goal Post)	£ 2,180.00	
	Removal of Basketball Posts from Goal Recesses	-£ 980.00	
	Total ex VAT	£ 127,682.00	£ 127,299.00
	Variance to Budget	£ -	£383.00

Expenditure on the project to date

Expenditure on SF4: MULTI USE GAMES AREA only		
29/10/2021	Feasibility Study Fee	2,950.00
09/09/2022	Public Tender Consultancy	4,400.00
14/10/2022	Plans for MULTI USE GAMES AREA planning app	2,250.00
31/10/2022	Land Registry Docs for Planning	6.00
22/02/2023	MULTI USE GAMES AREA Planning	234.00
28/02/2023	MULTI USE GAMES AREA Application	600.00
31/03/2023	Professional Fees - Flood Risk	1,895.00
31/03/2023	Professional Fees – Ecology	906.50
09/05/2023	Planning for SF4	689.14
07/06/2023	SF4: MULTI USE GAMES AREA Planning app	231.00
15/09/2023	Planning site visit	110.00
Since Sept 22	Project Management	11,400.58
		25,672.22

Total Cost of Project (2023)

Elements	Costs
Expenditure to 17 October 2023	25,672.22
Planning Conditions costs	26,802.00
Revised costings of installation – Multi Use Games Area	127,299.00
Total Cost to Completion of Project	179,773.22

Original Budget and contingency for Multi Use Games Area	131,000.00
Professional Fees	16,800.00
Project Budget Provision	147,800.00
Project Overspend	- 31,973.22

The consideration before the Council - Sept 2026

To re consider the Multi Use Games Area (training sized pitch) project, which was originally developed between 2021 and 2023 and proposed to be funded through the Community Infrastructure Levy (CIL).

The estimated project cost in 2023 was **£179,773**. Allowing for inflation, this is estimated to be approximately **£196,304** in 2026. This estimate is based on the UK Office for National Statistics (ONS) Consumer Prices Index (CPI), which indicates a cumulative inflation rate of approximately **9.2%** between 2023 and mid-2026.

Should Full Council agree to reconsider the project, a revised feasibility assessment and updated cost estimates would be undertaken before progressing to the next stage.

Padel at the Park

Recreation Ground Working Group Recommendation

For Discussion

1. The Draft Resolution

To approve, in principle, **the installation of 3, uncovered¹, Padel Courts at the Recreation Ground** by adopting the project to build and operate the Courts as a Business Plan Project. The indicative budget for the project is £221,000.

To approve the next step: to gain planning permission with a budget of £6,000 payable from CIL.

2. Background

In July 2024 (43/24/1) Council received the results of the Residents Survey and in August 2024 (54/24) resolved to create a Recreation Ground Working Group to investigate the viability of Padel Courts. Padel was the new facility most requested by residents

3. Why Padel?

Padel is a racket sport that's fun, easy to learn, and extremely sociable. Played on an enclosed court about a third of the size of a tennis court, it encourages families, groups of mixed ages and abilities to come together and play.

It's fast-paced and exciting to play. Padel is gaining popularity with more courts being built around the country.

The great thing about padel – unlike many sports – is that it's easy to pick up if you've never played before. The benefits are:

- physical – helping endurance & cardiovascular health;
- mental – relieving stress and helping cognitive skills and
- social – played in doubles and suitable for adults and children alike.

See www.itapadel.org.uk for further information.

4. Why Padel at the Park?

Padel is expensive, typically £40-£50 per hour. See Appendix 3 for more information.

There are no courts in Sunningdale, Ascot, or Sunninghill.

There is an opportunity to create an affordable community facility at Broomhall Recreation Ground. Padel is easy to learn and can be played by children and adults.

Padel provides an opportunity for the Council to create a new revenue stream and to allocate CIL funds to the construction of the facility.

Pickleball, also a requested facility, can be played on a suitably marked out Padel court with the appropriate surface. This will be explored further if the project is approved.

¹ The Working Group investigated putting a canopy over the courts and while this might increase use, it does not justify the considerable increase in cost and the impact on the openness of the Green Belt.

5. The proposal in more detail

To build and operate 3 uncovered Padel courts in the area between the existing tennis courts and the brook (see map below).

The Council will manage and operate the padel courts in the same way as the tennis courts using Club Spark to take bookings and manage access. Courts will be booked on a pay per basis with no membership subscriptions offered. The Deputy Clerk has confirmed that, provided there are no membership subscriptions, there will be minimal impact on officer time.

Any requirement for coaching will be considered at a later date.

The Council has received an unsolicited proposal from a padel court operator to build and operate 4 courts at the Recreation Ground. They would make the initial investment, gain planning, manage the installation, and operate the courts. In return for a 25-year lease they offer a payment to the Council of £4000 per annum per court.

Outsourcing the build and operation of the courts is not recommended because if the Council builds and runs the facility:

- It can control and set pricing at more affordable levels for the community.
- The net income will be higher
- CIL funds can be used to build the facility



6. Financials

These are Indicative figures based on the stated assumptions.

	Three Uncovered Courts	Notes/Assumptions
<u>Income (per annum)</u>		
Charge per hour	£10	Nearby commercial sites ~ £40-£50. LTA suggests £27 for courts in Southeast. Broomhall Tennis Pay & Play £8
Daily Operating hours	13	0800 – 2100 as approved for the Tennis Courts
Days available	364	Courts closed Christmas Day
Utilisation	40%	Tennis Courts achieve 60% summer, 40% winter.
<u>Gross Income (3 courts)</u>	<u>£56,784</u>	
<u>Operating Costs (p.a)</u>		
Maintenance	£4,000	Tennis Court Maintenance Budget is ~ £4k per annum
Glass Cleaning	£400	4 times per annum @ £100
Contingency	£1,000	
<u>Total Operating Costs (p.a)</u>	<u>£5,400</u>	
<u>Net Income - before transfer to reserve</u>	<u>£51,384</u>	
<u>Capital Costs – CIL Funded</u>	<u>£221,000</u>	See Appendix 2 for details
<u>Future Replacement Costs</u>	<u>£150,000</u>	Assumes complete replacement (except for groundworks) with costs calculated at 2% compound over 20 years
<u>Required Annual transfer to reserve</u>	<u>£7,500</u>	
<u>Net income – after transfer to reserve</u>	<u>£43,884</u>	

Identified Risks

No.	Risk	Mitigation	Comment
1	Demand lower than anticipated		The breakeven point is at 10% utilisation
2	Vandalism		

Appendix 1 – Further Information

[Why is Padel so popular?](#) (click link to LTA website)

Dimensions & Appearance

	Padel Court	MUGA
Length of court (m)	20	35
Width of court (m)	10	17
Height of surrounding fence (m)	3 (rising to 4 at each end)	3
Height of floodlights (m)	8	8

MUGA Dimensions included for comparison



Typical Padel Court

Appendix 2 - Capital Cost Estimates (CIL)

Summary:

No of uncovered courts	1	2	3
Planning Costs	£6,000	£6,000	£6,000
Tender Costs	£5,000	£5,000	£5,000
Build Costs	£71,000	£148,000	£210,000
Total	£82,000	£159,000	£221,000

Source for Build Costs: Itapadel.org.uk

Notes:

1. Factors such as site conditions, court base design, and local requirements can also influence the final price.
2. Appendix 4 lists the Planning Conditions required for the MUGA which will likely be similar for Padel. These have not been costed at this stage as the specifics are not known.

Appendix Three - Other Facilities in the Area

Location	Type	Courts	Opening Hours	Facilities	Pricing
Padel Maidenhead (Braywick Park) RBWM Lease	Private Club	7 outdoor courts, 1 indoor (singles only)	Mon-Fri 0700-2300 Sat: 0800-2200 Sun: 0800-2100	Bar, shop, changing facilities	£50 per hour per court
Padelstars (Golfplex, Binfield)	Private Club	3 indoor, 1 outdoor	Mon-Thurs: 0800-2200 Fri, Sat, Sun: 0800-2200	Cafe/bar in golfplex complex which includes other activities	£8 pp per hr (off peak) £10 pp per hr (peak)
The Padel Hub (Slough)	Private Club	5 indoor	Mon-Fri 0700-2300 Sat 0800-2200 Sun 0900-2200	Gym, fitness studio, social spaces	£80 per 90 mins
Padel Windsor (Leisure Focus Trust contract with RBWM)	Council Facility leased & run by Trust	Coming soon			
Lightwater Padel	Private Club	Opened March 2026	Mon – Fri 7am – 10pm. Sat/Sun 7am - 8pm	6 covered courts, clubhouse with cafe & bar	£36 weekdays, £54 weekends

There are no plans to build Padel Courts at Charters

Appendix 4 MUGA Planning Conditions

Notice of Decision

Appn. Date: 15th May 2023 **Type:** Full

Proposal: Appn. No.: 23/01183

New multi use games area with steel mesh enclosure, floodlights and new pathway following removal of existing equipment.

Location: Broomhall Recreation Ground Broomhall Lane Sunningdale Ascot SL5 0DG

Parish/Ward: Sunningdale Parish/Sunningdale And Cheapside

The Council of the Royal Borough of Windsor and Maidenhead GRANTS PERMISSION for the above development to be carried out in accordance with the application submitted by you on the above date, subject to the following conditions:

1 The development hereby permitted shall be commenced within three years from the date of this permission.

Reason: To accord with the provisions of Section 91 of the Town and Country Planning Act 1990 (as amended)

2 The materials to be used on the external surfaces of the development shall be in accordance with those specified in the application unless any different materials are first agreed in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

Reason: In the interests of the visual amenities of the area. Relevant Policies - Local Plan QP3

3 No development shall take place until a badger, bat and nesting bird mitigation strategy has been submitted to and approved in writing by the local planning authority. The strategy shall include the following elements: a) timings when works that could impact upon badgers, bats and nesting birds are to be undertaken; b) RAMS methods to be employed during relevant works; c) details of works that are to be supervised by a suitably qualified ECOW; d) contingency plans should protected species unexpectedly found.

Works are to be undertaken in accordance with the strategy and a closing out report from a suitably qualified ecologist, confirming that works have been undertaken in accordance with the approved details shall be submitted to the local planning authority prior to completion of the development.

Reason: To ensure that badgers, bats and nesting birds, which are protected and priority species, are not adversely affected by the proposal. Relevant policy - NR2.

4 Prior to the installation of the lighting a report detailing the external lighting scheme and how this will not adversely impact upon wildlife shall be submitted to and approved in writing by the local planning authority. The report shall include the following figures and appendices:

A layout plan with beam orientation, a schedule of equipment, measures to avoid glare

An isolux contour map showing light spillage to 1 lux both vertically and horizontally, areas identified as being of importance for commuting and foraging bats. The approved lighting plan shall thereafter be implemented as agreed.

Reason: To limit the impact of light pollution from artificial light on nature conservation in accordance with paragraph 185 of the NPPF and BLP policy NR2.

5 No development shall take place until full details of a Biodiversity Gain Plan for onsite delivery and monitoring of Biodiversity Net Gain and a Habitat Management Plan has been submitted to and approved in writing by the local planning authority. The plans shall deliver a 0.29 increase in habitat units. The plans shall be in accordance with the approved biodiversity net gain assessment and shall include (but not be limited to) the following:

- a) A habitat management plan
- b) Long term aims and objectives for habitats and species
- c) Detailed management prescriptions and operations for newly created habitats, locations, timing, frequency, durations, methods, specialists expertise (if required), specialist tools/machinery or equipment and personnel as required to meet the stated aims and objectives.
- d) A detailed prescription and specification for the management of the new habitats
- e) Details of any management requirements for species specific habitat enhancements
- f) Annual work schedule for at least a 30 year period
- g) Detailed monitoring strategy for habitats and species and methods of measuring progress towards and achievement of stated objectives
- h) Details of proposed reporting to the local planning authority and the Council's ecologist and proposed review and remediation mechanism
- i) Proposed costs and resourcing and legal responsibilities

The Biodiversity Gain and Habitat Management Plan shall be implemented in accordance with the agreed details and timetable and all habitats and measures shall be retained and maintained thereafter in accordance with the approved details.

Reason: To ensure the provision of biodiversity enhancement and a net gain for biodiversity, in accordance with the NPPF and BLP policy NR2.

6 No part of the development shall be occupied until covered and secure cycle parking facilities have been provided in accordance with details that have first been submitted to and approved in writing by the Local Planning Authority. These facilities shall thereafter be kept available for the parking of cycles in association with the development at all times.

Reason: To ensure that the development is provided with adequate parking facilities in order to encourage the use of alternative modes of transport. Relevant Policies - Local Plan QP3 and IF2.

7 No development shall commence until a programme of archaeological works including a Written Scheme of Investigation (WSI) has been submitted to and approved in writing by the local planning authority. The WSI shall include an assessment of significance and research questions, and:

1. The programme and methodology of site investigation and recording
2. The programme for post investigation assessment
3. Provisions to be made for analysis of the site investigation and recording
4. Provision to be made for publication and dissemination of the analysis and records of the site investigation
5. Provision to be made for archive deposition of the analysis and records of the site investigation
6. Nomination of a competent person or persons/organisation to undertake the works set out within the WSI.

The development shall be undertaken in accordance with the approved WSI.

The development shall not be used until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the approved WSI and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

Reason: The site lies in an area of archaeological potential, particularly for, but not limited to, prehistoric and roman remains. The potential impacts of the development can be mitigated through a programme of archaeological work in accordance with the NPPF and BLP policy HE1.

8 Prior to any equipment, machinery or materials being brought onto the site, details of the measures to protect, during construction, the trees shown to be retained on the approved plan, shall be submitted to and approved in writing by the Local Planning Authority. The approved measures shall be implemented in full prior to any equipment, machinery or materials being brought onto the site, and thereafter maintained until the completion of all construction work and all equipment, machinery and surplus materials have been permanently removed from the site. These measures shall include fencing in accordance with British Standard 5837. Nothing shall be stored or placed in any area fenced in accordance with this condition and the ground levels within those areas shall not be altered, nor shall any excavation be made.

Reason: To protect trees which contribute to the visual amenities of the site and surrounding area.

Relevant Policies - Local Plan NR3.

9 The development shall be carried out in accordance with the mitigation measures set out in the Flood Risk Assessment (GeoSmart - Appendix 26) and the Proposed Muga Drainage Plan (Appendix 19) and thereafter maintained in accordance with these details.

Reason: To reduce the risk of flooding. Relevant policy - NR1.

10 The flood lights hereby permitted shall only be illuminated when the multi use games area is in use and shall be illuminated no later than 21:00 hours.

Reason: To safeguard the character of this Green Belt location. Relevant policies - BLP policies QP3 and QP5.

11 The development hereby permitted shall be carried out in accordance with the approved plans listed below.

Reason: To ensure that the development is carried out in accordance with the approved particulars and plans.

Version Control

Date	Number	Comment
27 March 2026	Draft 0.2	Updated for RGWG 30 Apr
4 June 2026	Draft 0.3	Financials for covered courts clarified following discussion at RGWG
5 July	Final for Council 14 July 2026	Minor changes of layout following feedback received

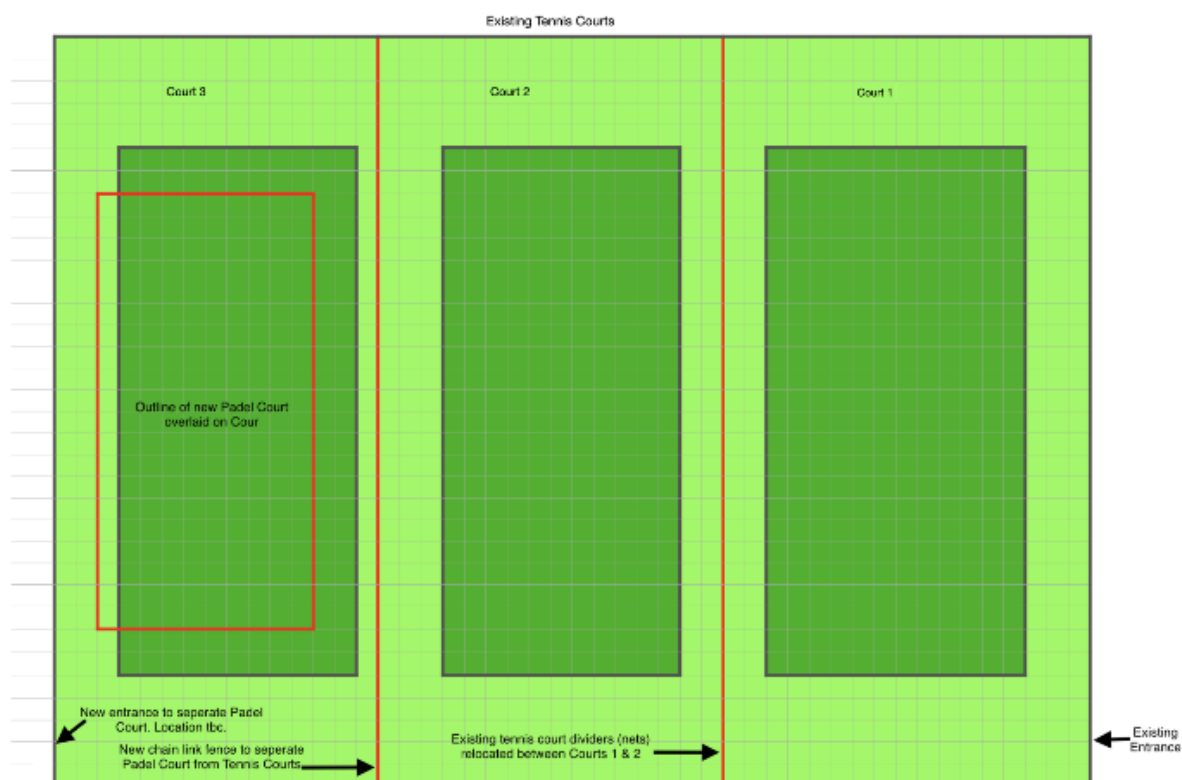
Siting a Padel Court on one of the Tennis Courts

Introduction

During informal discussions about the Business Plan and at the Council Meeting on 14 July 2026, it was asked that consideration be given to siting padel courts on one of the tennis courts. This paper discusses the feasibility, costs, pro's & cons of this proposal.

Feasibility

One Padel Court will fit comfortably onto one of the tennis Courts (see diagram below)



Costs

Because there are no groundworks, the indicative cost (from the LTA) of putting one padel court (including toughened glass walls and galvanized fencing) on a tennis court is £36k.

The indicative cost of getting planning permission and the tender process is approximately £11k, making a total of £47K.

There would be additional costs to:

- lift the existing court carpet in readiness to install the Padel Court and surface
- install a new chain link fencing between the padel court and the remaining tennis courts
- relocate the, recently installed, court divider nets
- Install a new, separate, smart access gate to the Padel Court.

These additional items have not been costed.

Pros & Cons

Pros:

- No ground works required leading to lower cost than installing in a new area and quicker installation (subject to planning)
- Estimated income from one Padel Court is ~ £18.9k

Cons:

- One Padel court means long waiting lists and disappointed residents.
- A second Padel Court would make it viable to run coaching sessions without blocking casual member play
- One Padel Court does not provide the opportunity for leagues, ladders where multiple matches happen simultaneously and help to build a sense of community engagement
- Existing tennis courts are popular and well used (approx. 60% utilisation in the summer, 40% in the winter). Only 2 out of the existing groups (subscribers, coaches and pay & play) will be able to play at the same time.
- Currently tennis coaches are able to book two courts, however, in future they would only be able to use one court significantly impacting their ability to provide individual & group coaching sessions and summer camps. This will severely reduce revenue and may also have an impact on the number of season ticket holders.
- Pay & Play availability will inevitably be significantly reduced thereby particularly affecting occasional users
- Disruption to play on the Tennis Courts while the Padel Court is built
- Reduction in Tennis income while the Padel Court is built.
- The Council will lose income – see estimates below:

Projected Annual Income	Actual (25/26)	Likely (2 courts)	Comment
Season Ticket	£11,314	£8,486	~ 25% reduction
Coaching	£15,439	£7,729	~ 50% reduction
Pay & Play	£5,305	£2,653	~ 50% reduction
Total	£32,058	£19,068	

62 26 - Multi Use Games Area (MUGA), Padel Courts and Siting of padel on one of the tennis courts

The Council will consider the following options:

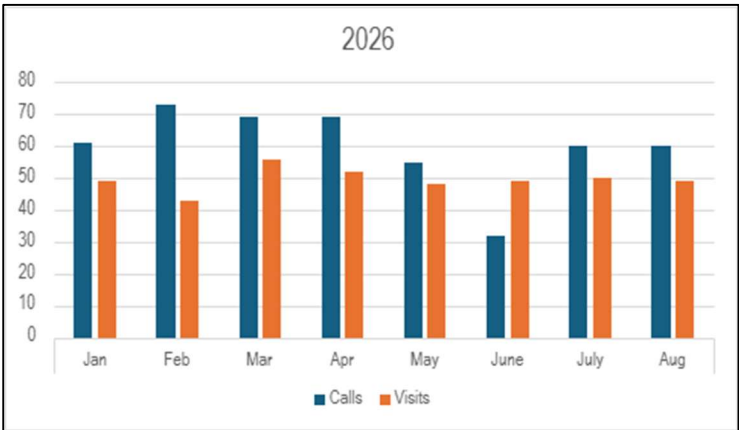
1. Padel and no MUGA
2. Padel and MUGA
3. Convert court 3 to Padel only
4. Convert court 3 to Padel and MUGA
5. MUGA only
6. No MUGA and no Padel

Councillors may vote for more than one option. The option receiving the highest number of votes will form the substantive motion for the Council's final decision.

Clerks Report – September 2026

Summary of calls and visitors to Sunningdale Parish Council

2026									
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Calls	61	73	69	69	55	32	60	60	52
Visits	49	43	56	52	48	49	50	49	52
									* 24 Sept



Sunningdale Parish Council Events 2026

Bouncy Fun Days – 23 July and 11 and 28 August 2026

Total of 1,301 attendees across the 3 days.



FREE Outdoor Cinema Event – 12 September 2026

Total of 117 residents and 144 non-residents attended the FREE event.



Thank you to any councillors that were able to volunteer their time to help with the events held over the summer.

Christmas lights switch on – Friday 29 November 2026

Already received expressions of support for sponsorship from Savills, Sytner, Lynwood Care Centre.

Confirmed activity and attendees: Photo Booth, Ocean Theatre, Holy Trinity School, Berks County FC, Match Point Tennis, Father Christmas, Curly Wurly Café, Library, Sound equipment and volunteer's/event staff.

More information to follow....

Annual Allotment Awards Tea

A few of the winners from the Annual Allotment Tea Awards held on 22 September in the Sunningdale WI.



Sunningdale Parish Council is now a Member of the National Allotment Society.

Sunningdale Parish Council Communications

Handdelivered Newsletter

2,200 copies supplied and has been received by some households, distributed by the Church and relies on volunteers. (Copy attached to the papers)

E-Newsletter

Distribution was 102 in Aug 2025, now emailed to 189 each month – **an increase of 85%**

Facebook Followers and Engagement (If you would like to see more stats then contact Deputy Clerk and she can share this with you)

500 followers (June 22)

725 followers (Jan 24)

1,100 followers (Sept 26) – **an increase of 52%**

Most popular posts in the last 3 months:

- Scoter family from Australia post – 28 likes
- Planters at park – 29 likes
- Charters fair thank you – 17 likes
- Pick the film poll – 104 likes (and 44 comments)
- Planters on Chobham Road- 35 likes
- New drinking fountain – 18 likes
- New trampoline – 34 likes
- How many officers to put up a noticeboard – 24 likes
- War memorial cleaning- 83 likes
- Cinema night thank you – 20 likes

Cemetery Works – Summer 2026

The works to extend the cemetery have now been completed and the pathways and car park being resurfaced.

Pathways



Car park



Footpath 13

- The footpath has been cleared towards the station as it had become overgrown.
- Facilities officer is meeting with Sharon from RBWM to discuss works required to repair footpath 13.

Woodland Management Plan

Work starts in early October to create a Woodland Management Plan.

Printing of papers for meetings

If you require any printing of papers for meetings, please contact the office 48 hours prior and we can print off the documents ready for you to collect.

The office can be busy and it's not always possible to accommodate unplanned visits.

Sunningdale Scouts visit and plaques

A few councillors visited the Scout Hut earlier this month to see progress being made.

The Scouts have also shared their design and wording for two plaques that will be fitted to the outside of the hut once it is completed. They have asked for any feedback about the wording.

Please send an email to the Clerk by Friday 1st October if you have any comments so they can be collated and shared.



Park Yoga

Summary of weeks 1 – 20

		Weather		Rain Rain Instructor Venue																									
Venue	VHO	Weather Related	Other	Week1	Week2	Week3	Week4	Week5	Week6	Week7	Week8	Week9	Week10	Week11	Week12	Week13	Week14	Week15	Week16	Week17	Week18	Week19	Week20						
Sunningdale	Sunningdale Parish Council	Cancellation	Cancellation	03-M	10-M	17-M	24-M	31-M	07-J	14-J	21-J	28-J	05-A	12-A	19-A	26-A	02-A	09-A	16-A	23-A	30-A	06-S	13-S	Tot	Avera	High			
		0	0	39	38	24	47	60	34	59	67	45	58	51	65	56	52	58	51	50	32	56	32	974	49	67			

An end of season email providing our overall stats and performance along with the 2026 evaluation survey and raw data will follow next month from Park Yoga.

Park Yoga 2027 starts on 2nd May. Council will be asked to confirm they wish to go ahead by 31 January 2027.



Committees and Officers

Here are a reminder of the current committees and the officer that will be in attendance.

Meeting	Officer
Full Council	Natalie – Clerk/RFO
Finance Committee	Natalie – Clerk/RFO
HR Committee	Natalie – Clerk/RFO
Facilities & Services Committee	Nikki – Deputy Clerk
Planning Committee	Nikki – Deputy Clerk
Cemetery Committee	Nikki – Deputy Clerk

*The Facilities Officer and Admin/Events Officer will also attend relevant meetings as required.

Broomhall Park Tennis

Sunningdale Parish Council is delighted to be running the Broomhall Park Tennis Courts. The tennis courts give people of the community the opportunity to play tennis either through season tickets or pay and play.

The season tickets represent the best value for tennis enthusiasts starting from as little as £32.00 per year.

Please visit the tennis page on the website for further information.
sunningdale-pc.org.uk/tennis/



Kiln Lane Cemetery

A quiet country lawn cemetery ground, run by the Parish Council and maintained, is a peaceful, respectful place for the departed and their relatives.



Resident prices, with effect from 1st April 2026, for the reservation of an exclusive right of burial plot are: £800 for a single burial plot and £300 for a single cremation plot.

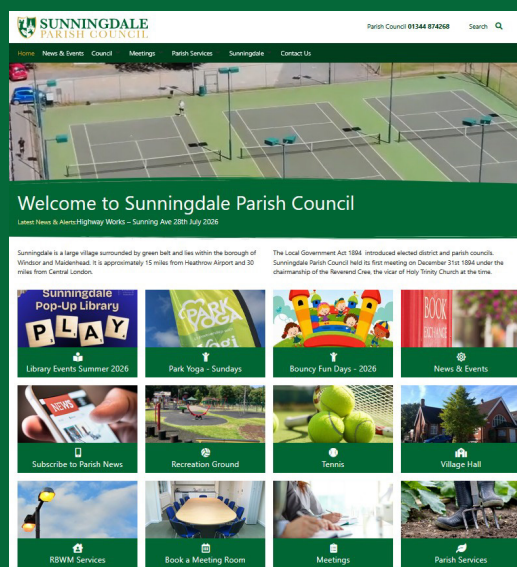
We'd Love To Hear From You!

Please visit or call us in the Parish Council office for further information on any of the Parish Council services. We love to engage more with the residents of Sunningdale!



Please visit the Parish Council website!

For more information and up to date news from Sunningdale Parish Council please visit the website sunningdale-pc.org.uk



Join the Parish Council e-Newsletter Mailing List

The Parish Council provides monthly updates via email. If you would like to join the mailing list please email info@sunningdale-pc.gov.uk quoting 'Opt In'.



SUNNINGDALE PARISH COUNCIL

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SUNNINGDALE PARISH COUNCIL



Autumn 2026

Welcome to the very first edition of the
Parish Council's hand delivered
newsletter!

Sunningdale Parish Council hope this new publication of hand delivered newsletters, which will be published regularly will help keep everyone informed about Parish Council news, local projects, community events and opportunities to get involved.

As your Parish Council, we are committed to representing the community, listening to your views and working together to make the parish an even better place to live.

Sunningdale Parish Council hope you enjoy this first Autumn 2026 edition and welcome any ideas and feedback.

Work of the Parish Council

A Parish Council is a corporate body and its actions are subject to legislation developed over the years. Sunningdale Parish Council is a non-political Council dedicated to improving the quality of life for those living and working in Sunningdale.

Sunningdale Parish Council consists of ten Councillors and meets in full 8 times a year, in addition there are committees for Planning, Finance, Human Resources, Cemetery and Facilities and Services which take place 2 – 12 times in a year.

The Parish council meets to make decisions affecting all aspects of life in the Parish, establishing policies for action, and deciding how much will be raised and spent on behalf of the community. It is responsible for spending public money lawfully and achieving the best value for money. The Clerk and team of Officers are responsible for drawing up the agendas of Council meetings and committees, and ensuring that Council's decisions are implemented.

Sunningdale Parish Council owns the Village Hall which operates as a registered charity. The recreation ground, the allotments, and the cemetery are all owned and managed by the Parish Council. The Council employs a Grounds Team to upkeep the property and land it owns.

Jacqueline Hilton is the current Chair of Sunningdale Parish Council. Since joining the Council in 2023, Jacqueline has sought to make a constructive and practical contribution to the work of the Parish Council. One of her most significant achievements has been initiating and driving forward the Whitmore Lane public footpath project.



2026 Parish Council FREE Events

at Broomhall Recreation Ground



Bouncy Fun Days
A big thank you to everyone who supported the Bouncy Fun Days during the school summer holidays. They continue to be popular events and a wonderful opportunity to bring the community together.

Park Yoga made it's Summer debut this year, with weekly Sunday sessions proving a great success. It brought people of all ages together to enjoy the outdoors, improve wellbeing and connect with the community.



Outdoor Cinema Evening
Looking ahead, Sunningdale Parish Council are excited to welcome you to the fourth consecutive cinema evening on Saturday 12th September, gates open from 6.30pm.



The Big Tree Switch-On, on Friday 27th November from 4pm, it's the Big Tree Switch-On, as Sunningdale Parish Council kick off the festive season. The Council look forward to seeing you!



Who Does What in Sunningdale?

DO YOU KNOW WHO DOES WHAT IN SUNNINGDALE?

Many local services are delivered by different organisations.

RBWM Royal Borough of Windsor & Maidenhead

SPC Sunningdale Parish Council

SUNNINGDALE

For each service below, who do you think is responsible?
RBWM or **SPC**

1		Potholes	☒ RBWM	☐ SPC
2		Dog bins	☒ RBWM	☐ SPC
3		Allotments	☒ RBWM	☐ SPC
4		Bin collections	☒ RBWM	☐ SPC
5		Salt bins	☒ RBWM	☐ SPC
6		Tennis courts	☒ RBWM	☐ SPC
7		Kiln Lane cemetery	☒ RBWM	☐ SPC
8		Broomhall Recreation Ground	☒ RBWM	☐ SPC
9		Public footpaths	☒ RBWM	☐ SPC
10		Planning applications	☒ RBWM	☐ SPC

Or visit: www.sunningdale-pc.org.uk