

Vacancy for Vice Chair

The Council does not need to have a Vice Chair, although it is advisable. The role of the Vice-Chair is to deputise for the Chairman when they are unavailable. Therefore, I have detailed below the roles, responsibilities and duties of the Chairman.

Should the council decide not to have a Vice-Chair then whenever the Chairman is unavailable for a meeting those present would need to vote for someone to chair the meeting in her absence. Please note a council meeting cannot take place without someone to chair the meeting.

I hope this information is helpful. If you would like further information, please contact me.

07896134314

June Nicholson, Clerk/RFO

The Chairman

Legal basis: The first business of the Annual Meeting of a Local Council is the election of the Chairman for a one-year period. If the Chairman dies or resigns from office as a councillor or as Chairman, a meeting of the Council must be convened to elect a new Chairman. A Council is not lawfully constituted without a Chairman.

Role	Responsibilities	Duties
<ul style="list-style-type: none"> Chair meetings of the council and has a casting vote¹. Represent the council at civic events and must express the views of the council and not his/her personal views. 	<ul style="list-style-type: none"> Ensure the effective and lawful discussions and decisions at meetings². Manage meetings to ensure as wide an involvement as possible and keep business at meetings moving to facilitate motions becoming resolutions. Form a partnership with the Clerk to ensure the Council is well informed and operating within the law. Can and should have a Chairman's allowance³. May speak on behalf of the Council, expressing the corporate view and not his own. 	<ul style="list-style-type: none"> Must be eligible to be elected/co-opted⁴ Must sign a Declaration form⁵ accepting his/her special office at the annual meeting or a later date if agreed by Council. This declaration is separate from the ordinary requirement. Have a casting vote. He has a personal vote but in the event of a tie he may use his second casting vote.

¹ Local Government Act 1972 s15 (3)

² Local Government Act 1972 s12,11(1) and 27 (1)

³ Local Government Act 1972 s15 (5)

⁴ Local Government Act 1972 s79

⁵ Local Government Act 1972 s83 (4)



Minutes of the Meeting of the Council held on Thursday, 21 October 2021 at 7pm at Cuxton Library

Present: Cllr Thorley (Presiding as Chair of meeting), Cllr Jackson, Cllr Burley, Cllr Savage, Ward Cllr Fearn.

Cllr Maisey arrived at 19:31

One member of the public

Clerk – Mrs J Nicholson (attended via zoom link due to illness)

88) Apologies for absence

Cllrs Reynolds, White – unwell. Cllrs Hutchfield, Porter and Wilson on holiday.

Cllr Moore - self isolating. All sent apologies

It was resolved to accept these apologies

89) Declarations of Interest (DPI, conflict of interest and personal interests) and alterations to the Register.

None

90) Election of Vice-Chair

It was resolved to defer this decision to the next meeting in November.

91) Minutes of the meeting held 16 September 2021

One spelling error was corrected. It was resolved to accept these minutes as a true record of the meeting.

92) Clerk's Report – This includes updates on previous actions

It was agreed an action to add to the PC website clarification on what Medway Council/Kent County Council and the Parish Council are responsible for and who/how to contact when issues in the village arise.

Medway Councillor's Report and Public Session

It was resolved to suspend the meeting for Medway Councillor's Report and for the Public Session. Matters raised may be placed on the agenda for the next or a future meeting.

Ward Cllr Fearn gave a verbal report as follows:

Water leak in Bush Road – this has been reported to Southern Water by Cllr Fearn. The response received was that they are awaiting permission from Highways, but Cllr Fearn stated that Southern Water had authority to undertake an urgent repair. He will follow up with Medway Council Highways team.

Kentish Wine Vaults - Ward Cllr Fearn has spoken to residents, some of whom are in favour of the development, although issues with traffic are still of concern to them. He met recently with a Medway Council Highways representative and the Parish Council Chair to walk Bush Road and discuss potential highway improvements. The winery has looked at other road links, but none have been possible but has some funds ring-fenced for highways issues but would not fund any pre-existing issues. It is understood that the winery is keen to look at how they can support the local community and Cllr Fearn prompted them to discuss this with the Parish Council.

The planning application is due to go before members at Medway Council on Medway 8 Nov 2021. Members of the public and parish councillors may attend but may not speak at this meeting as representation will be provided by Cllr Fearn.

A228 traffic lights – The sequencing of the pedestrian lights is due to be adjusted w/c 25/10/21

Ward Cllr Fearn has offered to donate £500 towards the cost of the village Christmas tree.

93) Finance

a) Bank balances

Cllr Burley confirmed that the bank balances and reconciliation are correct.

It was resolved to accept these as correct.

b) Approval of payments since last meeting

It was resolved to approve these payments.

c) Accounts for payment

It was resolved to approve these payments and a payment of £911.40 to Fitzpatrick Warren for the WW2 information board due to be installed at the church.

94) Scheme of Delegation –

- a) To approve amendment to Scheme of Delegation to allow for payment of invoices regarding Pavilion Redevelopment.

The scheme was amended to allow invoices to be paid by the Clerk after consultation with the project manager, the Chairman and Chair of Planning.

- b) To approve amendment to Scheme of Delegation to allow for payment of invoices regarding Sports Courts Development
The scheme was amended to allow invoices to be paid by the Clerk after consultation with the project manager, the Chairman and Chair of Planning.

95) Update on Pavilion Redevelopment

- a) Appointment of a VAT Adviser – For Decision

It was resolved to defer this decision to the next meeting in November to allow for a virtual meeting with the VAT advisor to discuss requirements for the Parish Council. A meeting will be scheduled.

96) Traffic Management Working Group

- a) Terms of Reference – For Approval

It was resolved to approve The Terms of Reference for this group.

- b) Appointment of consultant – For Decision

It was resolved to appoint RGP (Russel Giles Partnership) as consultant.

- c) Quotation for a 7-day Automatic Traffic Count – For Decision

It was resolved to accept this quote for a 7-day Automatic Traffic Count.

Action: Clerk will confirm that this is for 24hrs over 7 days and where it should be located.

97) Six Acre Wood Management Plan – For information

At Land Management Committee Sylvanarb <http://www.sylvanarb.co.uk/> were appointed to carry out a Wood Management Plan for Six Acre Wood and in addition produce a plan in digital format.

98) Timeline for installation of WW2 Memorial

Timeline will be Tuesday 26th October 1-5pm: Dig the 5 holes needed to take the memorial, information board and bin and cement in the post for the bin

Or Thursday 28th October 9am-1pm Install the memorial and information board and tidy the site.

99) Christmas Event - For Information

The Christmas Event will take place Sat 4 Dec 2021

100) Platinum Jubilee – See attached

The planning for Platinum Jubilee was discussed and it was resolved to agree that the Big Lunch 2022 will be held on Sunday 5th June 2022.

101) Correspondence

a) Residents – *email received from resident regarding re-wilding of parts of Cuxton, concern that the planters at the station have not been watered, possible planting of an apple tree in Tar Tank Lane. These issues were discussed. Also, suggestion for an outdoor table tennis table in the recreation ground. Costs for which will be researched. Article to be included in Cuxton Noticeboard about ‘Wild about Gardens 2022’.*

102) Information exchange

No motions may be proposed, nor decisions taken under this item but may be placed on the agenda for the next or future meetings.

Pavement parking in the village was highlighted and a discussion was held on how this might be addressed, and this will be looked at further by the Traffic Management Working Group.

103) Members’ future agenda items

Appointment of Vice-Chair, Appointment of Tax (VAT) Adviser, Platinum Jubilee

CONFIDENTIAL SECTION

It was resolved to exclude the press and public on the grounds that the following items concerns a staffing matter.

104) Discuss a staffing matter

It was agreed that the Clerk will meet with a representative from Croner (an organisation recommended by The Advisory, Conciliation and Arbitration Service (ACAS), to discuss HR and Employment Law matters, and will provide a report for the Staffing sub-committee on recommendations and advice.

The Chairman closed the meeting at 9.35pm

Signed

Chairman

On the

day of

2021

Clerk's Report November 2021

Actions from previous meetings

PCSO Surgery

The surgery was cancelled this month as police had no-one available to attend. This was advertised via social media.

Recreation Ground

The teenage village has now been repaired. It needs a coat of paint. The basket swing has been re-installed. The baby swing will be re-installed soon. The contractor needs to source the correct alan key.

Christmas Tree

The tree has been ordered for 27 November. The platform lift/cherry picker has been booked for the same day.

Remembrance Day

The poppy wreath has been ordered and delivered to the Chairman.

Street Cleaning

A volunteer has offered to replenish the dog waste dispensers and a supply of these, plus the key have been delivered to him. A risk assessment has been completed.

The Clerk is in touch with ACAS and will update the street cleaner's contract and will draft a contract, job description advert for a temporary street cleaner.

Medway Norse are continuing to empty the bins. The Clerk is in contact with him as this is a temporary arrangement.

Six Acre Wood & Dead Trees on Crown Estate Land

We have been verbally advised by our contractor that to remove the dead trees on Crown Estate land could mean that we become responsible for this land in the future. This is the reason the Crown Estate solicitors give for not doing the work themselves.

Our contractor will provide further information about this in his report regarding Six Acre Wood.

A separate contractor has been to the woods and we are awaiting his estimate for removing the trees. Another contractor has been in touch to say they are busy and will let us know when they are in a position to quote for this.

Budget

The Clerk will meet with Chair of Finance to discuss next year's budget 19 November 2021

Cuxton Parish Council**Summary Receipts and Payments for Year Ended 31st March 2022**

Last Year Ended 31st March 2021		Current Year Ended 31st March 2022
	Receipts	
60,800.00	Precept	62,016.00
60,800.00	Sub Total	62,016.00
	Operating Income	
6,860.80	Income	6,366.67
16,226.16	Street Cleaning	16,485.78
60.00	Property	260.00
1,890.00	Allotments	1,404.90
250.00	Events	0.00
100.00	Grants	0.00
4,203.45	VAT Data	4,876.44
90,390.41	Total Receipts	91,409.79
	Running Costs	
24,949.45	Staff Costs	15,688.58
9,145.41	Administration	8,505.48
10,194.88	Street Cleaning	6,381.17
23,263.63	Property	1,978.95
210.10	Pavilion Redevelopment	0.00
1,863.78	Allotments	553.65
929.57	Events	70.00
2,300.00	Grants	1,112.41
4,876.44	VAT Data	840.51
77,733.26	Total Payments	35,130.75
	Receipts and Payments Summary	
171,974.41	Opening Balance	184,631.56
90,390.41	Add Total Receipts(As Above)	91,409.79
262,364.82		276,041.35
77,733.26	Less Total Payments(As Above)	35,130.75
184,631.56	Closing Balance	240,910.60
	These cumulative funds are represented by:	
7,046.70	Current Bank A/c	23,354.07
69,193.27	Barclays Business Rate Reserve	69,197.34
12,751.32	Barclays Business Premium A/C	12,751.96
75,121.66	Nationwide 95 day saver	75,121.66
10,089.61	Nationwide instant saver	10,092.57
10,429.00	Unity Trust Bank Ltd	50,393.00
0.00	Do not use	0.00
184,631.56		240,910.60
	Reserve Balances are represented by:	

Cuxton Parish Council

Summary Receipts and Payments for Year Ended 31st March 2022

Last Year Ended 31st March 2021		Current Year Ended 31st March 2022
12,657.15	Current Year Fund	56,279.04
48,206.21	General Reserves	63,581.06
4,000.00	EMR Elections	4,000.00
100,000.00	EMR Pavilion/Rec Project	100,000.00
3,000.00	EMR Woodland	3,000.00
2,467.70	EMR Play Equipment Replacement	-250.00
14,300.50	EMR Legal / Professional Fees	14,300.50
<u>184,631.56</u>		<u>240,910.60</u>

Signed : _____ (Chairman) _____ (RFO)

Time: 07:49

Bank Reconciliation up to 29/10/2021 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
30/09/2021	STO		5,000.00	5,000.00		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2021			35.00	35.00		R <input type="checkbox"/>	Receipt(s) Banked
01/10/2021			16.00	16.00		R <input type="checkbox"/>	Receipt(s) Banked
01/10/2021			27.00	27.00		R <input type="checkbox"/>	Receipt(s) Banked
01/10/2021			65.50	65.50		R <input type="checkbox"/>	Receipt(s) Banked
04/10/2021			32.50	32.50		R <input type="checkbox"/>	Receipt(s) Banked
04/10/2021			32.50	32.50		R <input type="checkbox"/>	Receipt(s) Banked
04/10/2021			48.50	48.50		R <input type="checkbox"/>	Receipt(s) Banked
04/10/2021			29.50	29.50		R <input type="checkbox"/>	Receipt(s) Banked
05/10/2021			37.50	37.50		R <input type="checkbox"/>	Receipt(s) Banked
05/10/2021			54.00	54.00		R <input type="checkbox"/>	Receipt(s) Banked
05/10/2021			21.50	21.50		R <input type="checkbox"/>	Receipt(s) Banked
05/10/2021			21.50	21.50		R <input type="checkbox"/>	Receipt(s) Banked
07/10/2021			32.50	32.50		R <input type="checkbox"/>	Receipt(s) Banked
07/10/2021			62.50	62.50		R <input type="checkbox"/>	Receipt(s) Banked
11/10/2021	DD	50.00		50.00		R <input type="checkbox"/>	Royal British Legion
12/10/2021	DDR	293.02		293.02		R <input type="checkbox"/>	TPT REirement Solutions
14/10/2021	BACS	20.00		20.00		R <input type="checkbox"/>	Kent County Playing Fields
14/10/2021	BACS	364.32		364.32		R <input type="checkbox"/>	HMRC
14/10/2021	BACS	148.80		148.80		R <input type="checkbox"/>	Rialtas Business Solutions
14/10/2021	BACS	120.00		120.00		R <input type="checkbox"/>	The Play Inspections Company
14/10/2021	BACS	120.00		120.00		R <input type="checkbox"/>	SLCC Enterprises Ltd
14/10/2021	BACS	144.00		144.00		R <input type="checkbox"/>	SLCC Enterprises Ltd
14/10/2021	BACS	185.00		185.00		R <input type="checkbox"/>	SLCC Enterprises Ltd
14/10/2021	BACS	24.00		24.00		R <input type="checkbox"/>	T J Whiffen
14/10/2021	BACS	400.00		400.00		R <input type="checkbox"/>	Andrew Law-Allotment payment
14/10/2021			43.00	43.00		R <input type="checkbox"/>	Receipt(s) Banked
14/10/2021			32.50	32.50		R <input type="checkbox"/>	Receipt(s) Banked
18/10/2021			32.50	32.50		R <input type="checkbox"/>	Receipt(s) Banked
22/10/2021	BACS	60.00		60.00		R <input type="checkbox"/>	KALC
22/10/2021	DDR	6.00		6.00		R <input type="checkbox"/>	British Telecom
25/10/2021	BACS	2,527.56		2,527.56		R <input type="checkbox"/>	Salaries
25/10/2021	BACS	364.52		364.52		R <input type="checkbox"/>	HMRC
25/10/2021	DDR	22.56		22.56		R <input type="checkbox"/>	Microsoft
26/10/2021	BACS	24.00		24.00		R <input type="checkbox"/>	T J Whiffen
26/10/2021	BACS	35.91		35.91		R <input type="checkbox"/>	business stream
26/10/2021	BACS	911.40		911.40		R <input type="checkbox"/>	Fitzpatrick Woolmer
26/10/2021	BACS	30.00		30.00		R <input type="checkbox"/>	Laura Jones - Cleaner
26/10/2021	BACS	30.00		30.00		R <input type="checkbox"/>	Laura Jones - Cleaner
26/10/2021	DDR	9.64		9.64		R <input type="checkbox"/>	TotalEnergies
26/10/2021	DD	39.00		39.00		R <input type="checkbox"/>	Wickes
27/10/2021	DDR	293.02		293.02		R <input type="checkbox"/>	TPT REirement Solutions
28/10/2021	DDR	14.39		14.39		R <input type="checkbox"/>	Zoom
28/10/2021			32.50	32.50		R <input type="checkbox"/>	Receipt(s) Banked
29/10/2021	err	5,000.00		5,000.00		R <input type="checkbox"/>	Unity Trust Bank Ltd
29/10/2021	sto		5,000.00	5,000.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>11,237.14</u>	<u>10,656.50</u>				

Accounts for Payment Meeting 18 November 2021

Payee	Item	Amount
SSL	to produce scaled site plan to indicate the boundary . Complete a condition survey of the existing facility	£1,380.00
S Porchmouth	WW2 Memorial	£1,260.00
KALC	Cyber security course	£42.00
JRB Enterprises Ltd	Dog waste bags	£259.20
Kingswood Christmas Tre	Xmas tree	£327.99
L Jones	Cleaning	£30.00
SLCC	membership renewal Clerk	£185.00
Total		£3,484.19

Tax Adviser

When you start to try to recover the VAT on the £500K costs, HMRC will not refund the money, due to your intended usage of the facilities ,so you need to consider alternative actions which will enable you to get full VAT recovery,

We can assist in doing this by reviewing all the business plans, feasibility etc and producing a written report setting out the routes that Members can consider and decide which one to take, in order to get VAT recovery.

We will consider the funding arrangements and comment on these if there are any VAT implications.

You mentioned that the facility will be operated by another charitable entity. We would consider that entity and ensure that the arrangements fit well with it and its status.

If necessary, we will advise on the drafting of leases if these are required , and can introduce you to lawyers we use who are conversant in the VAT requirements of such leases.

We will attend any meetings (Zoom, TEAMS etc) to discuss our report with Members

Our costs for the above will be no more than £1850 plus VAT.

Going forwards, once the preferred route is decided upon, we can provide ongoing assistance to the council/clerk with any VAT issues arising. A separate quotation would be given for that further work.

Community Grant Funding Criteria

We fund improvements to community buildings and outside spaces for everyone and anyone to use.

Use our online [Postcode Checker](#) and the guidance in the table below to help you decide if we are the right funder for you. We reserve the right not to progress any application.

 We will consider funding

 We won't consider funding

Project Site
<ul style="list-style-type: none"> ✓ structural improvement works to a single building or outdoor space which has public access: e.g. community centre, public park, play area, skate park, MUGA, sports ground, woodland, nature reserve, community garden, public right of way, inland waterway ✓ a project with all permissions (e.g. planning) in place ✓ a project where the applicant is the landowner or has a formal agreement (e.g. a lease) with the landowner, with at least six years of the term remaining
<ul style="list-style-type: none"> x a project that will take place in a theatre, museum, art gallery, school, library, medical centre, hospital, police station, fire station, hospice, zoo, shop, cafe, office/flexible workspace, allotment, graveyard, crematorium, road, car park or where there is on-site accommodation x historic building restoration, statues, monuments, memorials or art installations x the purchase of land or a building
Organisation
<ul style="list-style-type: none"> ✓ an application from an organisation which: <ul style="list-style-type: none"> ✓ is charitable and operated on a not-for-profit basis ✓ is constituted, with a set of signed governing documents ✓ has been established for a minimum of two years ✓ has a minimum of two directors, trustees or committee members who are not related to each other ✓ does not financially benefit directors, trustees, members ✓ an application from a local authority ✓ an organisation that accepts any grant awarded will incur an additional CTP cost (see details below*)
<ul style="list-style-type: none"> x an application from hospice, care home, emergency service, theatre, museum, art gallery, educational organisation including a pre-school, school, university or organisation with an affiliation to a school, including PTA
Access
<ul style="list-style-type: none"> ✓ a project to improve an outside space or community building available for everyone and anyone to use on a daily basis
<ul style="list-style-type: none"> x a project site with restricted access e.g. prevents use by any person or user group defined by age, gender, disability, race, religion or belief
Expenditure
<ul style="list-style-type: none"> ✓ construction and/or improvement of buildings, or outdoor spaces ✓ fixed items (e.g. kitchen cupboards and worksurfaces, boilers and radiators, windows and doors, toilets, fencing)
<ul style="list-style-type: none"> x costs which have already been incurred (e.g. design fees, planning application fees) x furniture and equipment (e.g. kitchen and electrical appliances, sports equipment, lawnmowers, computers, audio and visual equipment, CCTV and Wifi) x running costs (e.g. staff salaries, rent and maintenance fees) x renewable energy projects that have the potential to generate income e.g. solar panels
Timescale
<ul style="list-style-type: none"> ✓ a project that will physically start within four months of being awarded a grant ✓ a project that will complete within 12 months of its start date
<ul style="list-style-type: none"> x a project that forms part of a larger project x a project that has already started or is anticipated to start before formal agreements are signed

Finance

- ✓ a project with a total cost of no more than £250,000
 - ✓ a grant application requesting between £10,000 and £75,000
 - ✓ a project where the 10% CTP payment* has been secured, which is required to release the grant
- x a project that intends to generate an income for use other than for the upkeep of the project site

What you need to know before applying for a community grant

When can you apply?

There are four funding rounds each year, see the next closing date on our [website](#). Only one application per project site will be considered in a 12 month period.

We review our funding criteria quarterly, therefore it is important that you check our [Criteria](#) at the time you submit your application to make sure your grant request remains eligible.

To assist you in your application

When considering your application, we look at how your project will:

- benefit as many people as possible, reaching out to communities, improving lives and bringing people together
- actively encourage the whole community to use your building or outside space for the maximum time possible
- deliver a project that the community has identified
- actively involve volunteers and the community
- have a positive effect on your local environment
- achieve good value, by creating a lasting improvement for your community

* Contributing Third Party Payment (CTP Payment)

In 1996, Landfill Tax was introduced by the government to help reduce the amount of waste being taken to landfill sites and promote a shift to more environmentally friendly sustainable methods of waste management. Alongside the introduction of Landfill Tax, the government launched the Landfill Communities Fund (LCF), which enables landfill operators to contribute money to community and environmental projects. The LCF is regulated by ENTRUST, a body appointed by HMRC (www.entrust.org.uk)

Landfill operators can contribute a defined percentage of their annual landfill tax liability into the LCF. Against this, they can reclaim 90% of their contributions as tax credits. Each LCF grant recipient is therefore asked to arrange a payment to the landfill operator, who has provided the grant, to cover this 10% shortfall.

If your application is successful, you will need to arrange a CTP payment of 10% of your grant amount, to the landfill operator, before your grant can be released. This payment is retained by the landfill operator to cover the 10% tax credit shortfall, it is never refunded.

Who can provide a CTP?

A company, public sector organisation, voluntary body, individual or your own organisation. This is subject to the following conditions:

- > The CTP donor must not derive a unique benefit from the project going ahead
- > The CTP donation must not be made up of LCF monies
- > There must be no connection between the CTP donor and any of the contractors carrying out the project

If you have a project that meets the above criteria, you can apply through the funding section of our [website](#).

If you require further information please contact us.

Email: UK.Trust@veolia.com Telephone: 0203 567 6820

The Veolia Environmental Trust, Ruthdene Cottage, Station Road, Four Ashes, Wolverhampton WV10 7DG

www.veoliatrust.org

Valid until 30 September 2021

Cuxton Parish Council, Rochester

Feasibility Report

Refurbishment of a Multi-Use Games Area



Site Address	The Pavilion, Recreation Ground Bush Road Cuxton, Rochester ME2 1EZ			
Client Contact:	Lee Cooksey – Chairman, Cuxton FC M: 07743414619 E: lee.cooksey123@gmail.com			
Project	Refurbishment of existing Multi-Use Games Area			
SSL project code	SSL3008			
Document title	Feasibility Report			
Document control	Revision	By	Checked	Date
	First Issue	ME	NM	12.10.2021

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
Member of Sports and Play Construction Association Professional Services Group
Registered in England and Wales under registration number 05154061
VAT number GB 687834179

SSL project code	SSL3008	1
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

Contents

Section	Title	Page No
1	Introduction	3
2	Findings	4
3	Conclusions/ Recommendations	13
4	Site Photos	19



Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England and Wales under registration number 05154061
 VAT number GB 687834179

SSL project code	SSL3008	2
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

1. Introduction

- 1.1 Surfacing Standards Limited (SSL) has been appointed to complete a site survey and provide a Feasibility Report relating to the refurbishment of the existing Multi-Use Games Area at the Recreation Ground, Cuxton.
- 1.2 The survey provides an assessment and appraisal of physical property conditions including photographs and illustrations to indicate existing features found during the site visit.
- 1.3 This report aims to be beneficial in the decision making process with respect to renovation/ refurbishment of the existing sports facility.
- 1.4 This report does not represent the final design but is our initial interpretation of the project brief offered by our client and their associated partners.
- 1.5 This document should be used as an aid for budgeting, fundraising and general progression of the project.
- 1.6 This report satisfies the following elements of our commission scope as follows:

Phase 1	Design Development
1.1	Research available info regarding the site, such as existing site plans, site boundaries and any other enclosures, any known easements, encroachments, underground services and statutory services, rights of way, rights of support and other relevant matters
1.2	Provide an 'As Existing' Plan to be appropriately scaled and to indicate the facilities in their current form.
1.3	SSL site visit to survey the existing facility to include commentary on the age, nature and construction of the facility, spot level survey identifying gradients, straight-edge survey of surface, as well as elemental details of the following: <ul style="list-style-type: none"> • sub-base • drainage system • sports equipment/goals • visual inspection of fencing and floodlighting system
1.4	Advise on the need and implications of obtaining planning permission and, if necessary, consult with the local planning authority
1.5	Undertake an initial stage flood risk assessment of the proposed site and report findings
1.6	Produce detailed survey report to present the above information, including options/commentary of possible design solutions.
1.7	Provide budget cost projections for the possible design solutions
1.8	Produce an appropriately scaled 'Proposed' Site Plan to indicate site boundary, site access points and proposed redeveloped facilities

- 1.7 The survey conditions were:

Site Survey Date	Thursday 7 th October 2021
Weather condition	Fine/Sunny
Time of SSL Surveyor Arrival	1.00pm
Time of SSL Surveyor Departure	3.00pm

- 1.8 The documents that support this report will follow separately:

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
Member of Sports and Play Construction Association Professional Services Group
Registered in England and Wales under registration number 05154061
VAT number GB 687834179

SSL project code	SSL3008
Client	Cuxton Parish Council
Document Title	Feasibility Report

2. Findings

2.1 Facility Size

The existing facility comprises a asphalt court. The internal area of the court enclosure (inside fence to inside fence) is 36.5m x 36.5m with these dimensions taken from the inside of the 50mm perimeter kerbs.



2.2 Age

The official handover date when the current asphalt surfaced court and floodlighting system was first put into use is unknown. From discussions with the client, Lee Cooksey, and satellite imagery it is believed that the facility was built before 1990. An attempt was made to locate planning via Medway council website for the facility but unfortunately documentation only dated as far back as 1999 .

2.3 Planning Detail

Common aspects of a synthetic turf facility resurface project that may require planning permission include;

- a. Change of colour of synthetic turf playing area
- b. Increase of height of perimeter fence
- c. Changes to floodlighting system
- d. Extension to footprint of synthetic pitch facility

We would comment on the above as follows;

Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England and Wales under registration number 05154061
 VAT number GB 687834179

SSL project code	SSL3008	4
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

- a. Change of colour of synthetic turf playing area
 It is anticipated that this would not be required. New sand dressed synthetic facilities are predominantly green in colour, designed to replicate the look of a natural turf playing field. Aesthetically a brand new sand dressed synthetic turf surface will be an improvement to the existing asphalt surface.
- b. Increase of height of perimeter fence
 Given the clients wishes to retain the current perimeter fence to save on budget, the fence height will not be increased. Therefore, planning for this will not be required.
- c. Changes to floodlighting system
 If floodlighting is changed from metal halide to LED it is our experience that planning permission will be required.

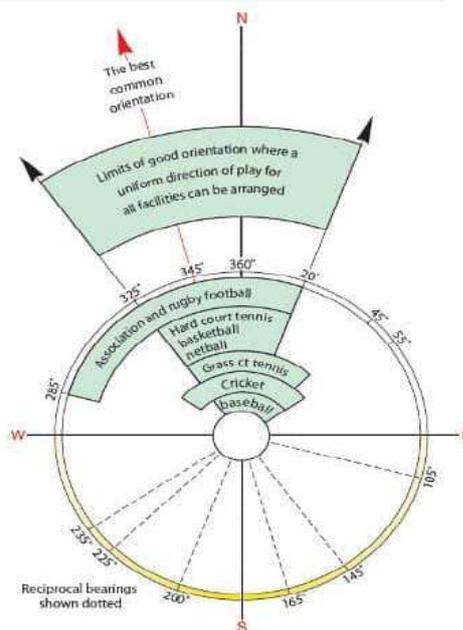
If a new floodlight system for a sand dressed pitch surface based on football usage is normally designed on a maintained average illuminance of 200 LUX. It would be expected that, with the advancements in light technology over the last decade, a new system should be able to provide for a more controlled light spillage in comparison to when the system currently installed was in operation. If tennis was required to competition standard, it would require a 400 LUX system.

- d. Extension to footprint of synthetic pitch facility
 If the synthetic turf pitch is to be extended, rather than resurfacing the existing footprint, this would require a planning application to be submitted. This is relevant to this project, provided the client wants to include a goal storage recess.

2.4 Pitch Orientation

The existing tennis and netball line markings on the court follows an approximate east to west orientation which would be maintained if football was added. This is inconsistent with Sport England's requirements for tennis and netball. However, it would be consistent with The Football Association's (FA) recommendation that pitches should follow an approximate North (between 285° and 20°) to South direction.

Whilst not a common issue in our country's climate, the reason for this preference is to reduce the effect of the setting sun and to resist players affected by the sun set



Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England and Wales under registration number 05154061
 VAT number GB 687834179

SSL project code	SSL3008	5
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

2.5 Pitch Surfacing

The playing surface comprises of an asphalt finish with line markings for tennis and netball. There would appear to be some evidence of an asphalt overlay although the date of this is unknown. Following DCP testing it is estimated that the total asphalt depth is between 80-89mm.

During the site inspection, a straight-edge survey was carried out over the surface to check for any obvious areas that were out of tolerance. Multiple areas of depression were identified which are outside of the ± 6 mm tolerance (the criteria a synthetic tennis and multi-use surface would be expected to achieve). This is further explained later in this report.

2.6 Pitch Base

At this stage no intrusive trial holes were excavated through the asphalt as this would not have been appropriate due to the continued use of the facility. Therefore, the DCP tool was used to estimate the pitch base depth. It is estimated that the pitch base depth is 120mm beneath the asphalt layer.

2.7 Pitch Restraint

The artificial turf playing surface is restrained with a single line of 50mm wide x 914mm long hydraulic pressed pre-cast concrete (PCC) edgings within a concrete haunch. The perimeter fenceposts are installed to the external edge of the kerbs, as is normal for this type of facility. The top edge of the precast kerbs is set level with the top of the asphalt layer.

2.8 Asphalt Hardstanding

There is no asphalt hardstanding located immediately outside of the facility. Although there is a asphalt car park to the east of the pitch with steps and an access ramp into the pitch area.

2.9 Storage Areas

The facility does not currently have any goal storage areas as there is currently no loose pitch equipment stored, however if goal storage is desired we would recommend that this goes on the north west side of the facility. Owing to available space and levels of existing ground. Options will be included within this feasibility report for their inclusion.

2.10 Pitch Equipment

Although line markings for tennis and netball, there was no equipment onsite.

2.11 Site Furniture

Litter bins were not present within the vicinity of the asphalt court at time of site visit however there are litter bins within the nearby car park. Food and drink (other than water) should be discouraged from being allowed on the synthetic turf pitch area, albeit this is often extremely difficult to manage particularly with most synthetic pitches being let out for community use in the evenings/weekends. The existing facility does not include boot wiper brush units which could be advisable near gated entrances to the court.

2.12 Perimeter Ball-Stop Fencing

The existing facility benefits from a 5050 roll form weld mesh type fencing system. Above the fence line was an anti-climb feature, consisting of 3 horizontal wires angles out at 45 degrees from the fence line.

Fencing mesh and posts are galvanised finish only.

The lower portion of the fence consists of 1.2m high chipboard and are not particularly robust and many have deformed over time. It is more common to use rigid plywood boards which offer a robust design that is particularly suited to repeated impact from footballs.

The fence is installed to a height of 3m to the pitch surrounds and the anti-climb feature is above that.

Player access and egress is currently provided by 2 Nr single gates to the asphalt court on the north east and north west sides of the facility. There is also a 3.6m wide double leaf access gate on the east side of the facility that has a steep access ramp.

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
Member of Sports and Play Construction Association Professional Services Group
Registered in England and Wales under registration number 05154061
VAT number GB 687834179

SSL project code	SSL3008	6
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

Overall, the existing fencing is in a good condition, with the exception of the boards that would need replacing and tensioning of several restraining wires. It appears that two fence posts have been installed away from the true line of the fence and it would be recommended to remove these and reset them in line with the rest of the fence. Whilst the mesh type itself is suitable for an asphalt court for tennis and netball, the mesh type is susceptible to damage from repeated impacts of footballs. Inclusion of riga plywood boards on the refurbishment would protect the lower 1.2m portion of the fence which would withstand the impact of ball strikes. Should budget allow, and if football is the primary sport, consideration should be given for upgrading the fence type to rigid panel mesh system, which is consistent with the FA's recommendation for fencing of football facilities.

The current fence height is not sufficient to provide adequate security and prevent unauthorized usage of the facility as well as retaining footballs within the facility.

Consideration could be given to replacing with a higher fence to the full perimeter of the facility, subject to client & project funder preference. The FA's recommendation is a 4.5m fence line to the full perimeter.

2.13 Floodlighting

The existing scheme comprises an 4-column system with 4 Nr metal halide type lamps. The columns are static type. Two floodlight columns are situated on the north side and two floodlight columns are on the south side. Based on a visual assessment from ground level, the luminaires appear to be metal halide, although the client suggested they have been upgraded to LED's. We therefore recommend checking with the lighting contractor as to whether they have been upgraded or not. As the columns are of the static type design (i.e. not raise and lower/ hinged), any lamp replacement work will require a cherry picker or similar raised height platform.

Any detailed assessment of the lighting system cabling and/or supply capacity did not form part of SSL's brief for this Feasibility Report.

2.14 Maintenance Equipment and Storage

There is not any current maintenance equipment as it is an asphalt court.

There are 2 no. steel shipping containers that can be used for storage of maintenance equipment, post construction if space allows.

Protecting the investment made in any synthetic pitch facility is vital. SSL would be happy to assist and advise on specification of maintenance equipment to enable in-house maintenance, or advice on engaging with a maintenance contractor, should the project progress.

2.15 Pitch Drainage

From discussions with the client, it is understood that there is no reported issues of flooding of the facility following periods of prolonged heavy rainfall. However, it was acknowledged by the client that the surface is not heavily used by the football club so the true condition may not be known.

Walking around the perimeter of the pitch, there were no manholes and no positive outfall could be seen, it is therefore assumed that there is no underlying drainage system.

'As built' drawings, if available, would help to provide further information relating to any existing piped drainage system.

2.16 Pitch Markings

The existing court is marked out with two yellow netball courts and two white tennis courts.

2.17 Surface Regularity

The surface regularity of the pitch was measured using a 3m straightedge and graduated wedge in accordance with BS EN 13036-7. The straightedge was pulled over the court longitudinally and transversally to the direction of play and any out of tolerance undulations recorded.

In terms of a redeveloping the court into a multi-use facility, the surface regularity would normally be required to be in accordance with Sport England's requirements for tennis and netball, which demands no localised bumps or depressions beneath a 3m straightedge > 6mm.

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
Member of Sports and Play Construction Association Professional Services Group
Registered in England and Wales under registration number 05154061
VAT number GB 687834179

SSL project code	SSL3008	7
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

Several surface deviations were identified when using a 3m straight edge that were higher than the upper limit of 6mm. The conditions survey drawing highlights the undulations recorded during the site visit. There was also an area of ground (approximately 4m x 3m) that had a number of weeds growing through the asphalt, we would recommend that this area is removed and reinstated to ensure that the weeds and their roots are fully removed.

Even on the better installed existing asphalt bases, it is likely that some remedial works will be required prior to installation of the new multi-use carpet. It is recommended that some allowance is made within the project budget to provide a contingency for asphalt base rectification in order to meet the FA requirement of no localised bumps or depressions beneath a 3m straightedge >10mm.

2.18 Utilities / Local Services

There is no evidence of utilities or local services; however, due to the floodlighting, it is assumed that the electrical cables would lead around the perimeter of the pitch.

Care and due diligence should be undertaken throughout the refurbishment works to ensure that no existing local services are affected and CAT scans prior to works starting would be required to any areas that involves excavation or puncturing below finished surface levels.



Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England and Wales under registration number 05154061
 VAT number GB 687834179

SSL project code	SSL3008	8
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

3. Conclusions/ Recommendations

- 3.1 Given that football usage is deemed to be the priority sport for this facility, with the addition of netball and tennis, we would advise that should the court be resurfaced, a multi-use type synthetic turf would be most appropriate.

Sand dressed synthetic turf is a hard wearing and durable carpet that is predominantly used for hockey. Providing appropriate footwear is used, it can still be used for many sports other than hockey, including football, tennis, netball, etc.

There is no single type of synthetic turf that provides exceptional playing experience for all sports. As you can appreciate different sports demand very different playing characteristics and as such it is important to ensure that the surface type selected is best suited to the main priority sports that a facility will, in the future, receive most use for.

An extensive variety of sand dressed surfaces are available and being supplied into the UK market, of varying qualities and costs and manufactured using different types of yarn that are not all suited to an intensively used facility.

This will need to be carefully considered for budgetary and level of competitive usage purposes. For the purposes of the outline costings provided within this report, SSL shall budget for the higher end market, a sand dressed turf of a standard that is being supplied on projects funded via the AGP Framework. The tender will also include a cost saving mechanism for a mid-range sand dressed carpet.

SSL would propose that quality standards are adopted for the refurbishment works are likely to be drawn from the following sources of reference (or amended / updated publications):

- BS EN 15330-1:2013
- Sport England, 2013, Design Guidance Note: Artificial Surfaces for Outdoor Sport

3.2 Future Pitch Arrangement

As mentioned earlier in this report, the internal area of the court enclosure (fence to fence) is 36.5m x 36.5m with these dimensions taken from the inside of the 50mm perimeter kerbs.

It is envisaged that the refurbished facility would mirror the current footprint in terms of the overall synthetic turf area. Tennis and netball lines would be the same as the existing court. There is also the possibility to add some football line markings (penalty D's) with play being off the fence line.

The dimensions of the facility do not enable a Mini Soccer (5 v 5) sized pitch to be accommodated to FA recommended dimensions as this would require a fence-to-fence area of at least 43m x 33m. This would involve a significant extension of the overall footprint, considerable extra cost and due to site constraints would not be feasible in any case.

3.3 Drainage

As part of the refurbishment works it would be advisable to pierce the exposed asphalt base at regular centres to improve porosity.

3.4 Surface Regularity

The conditioning survey identified a number of undulations, we would recommend any that are greater than 10mm are repaired and replaced with new asphalt to tie in with the surrounding material. Due to the sand dressed carpet providing very little shock absorbency, we would recommend that a shockpad is installed.

There are many different types of shockpad available in the marketplace and it is felt that a rubber insitu shockpad is the most appropriate as it will mask over the minor undulations present within the asphalt surface whilst providing a flat and level surface to lay the new carpet. A prefabricated shockpad that are commonly delivered as rolls would simply follow the existing undulations of the asphalt base, and therefore more repairs would be required before laying the shockpad and the carpet.

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
Member of Sports and Play Construction Association Professional Services Group
Registered in England and Wales under registration number 05154061
VAT number GB 687834179

SSL project code	SSL3008	9
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

3.5 Scope of Refurbishment Work

Surfacing

For the new synthetic turf surface system, the principal considerations should be:

- Ability of the synthetic turf carpet to withstand the effects of weathering and in particular ultra violet light degradation;
- Ability of surface to offer adequate resistance to wear;
- Ability of the synthetic turf carpet to provide adequate performance in conjunction with the base system
- Ability of the synthetic turf to provide sufficient longevity for the planned intensity of usage of a facility



Examples of sand dressed synthetic surfaces

With regards to surface colour, the intention is develop the resurfaced facility with minimal visual impact when viewed from adjacent areas. This will help to ensure that proposals are sympathetic to the surroundings and will not impact on the visual amenity of the area, or potentially create an issue with planning.

The installed appearance of the playing surface would comprise a sand dressed artificial turf partially in-filled with silica sand (for stability).

This is consistent with current FIH technical requirements for gen 2 surfaces which are considered multi use and recognised as the most suitable artificial playing surface for a variety of sports.

Perimeter Edge Detail

The existing asphalt court is retained and sits level with the top of the precast concrete kerb edgings that runs to the perimeter of the facility. This appears in good condition and suitable for re-use. It will be necessary to cut a chamfer into the existing tarmac adjacent to the kerbs on all 4 sides of the court such that when the shockpad and carpet is installed the top of the carpet sits level with the top of the kerbs.

Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England and Wales under registration number 05154061
 VAT number GB 687834179

SSL project code	SSL3008	10
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

Fencing

The existing timber boards (1.22m high x 2.4m wide) shall be removed and replaced with Riga Form birch plywood phenolic coated rebound boards. Colour standard dark brown. Boards to be minimum 12mm thick, 1220mm x 2440mm/2500mm.

There are two fence posts sitting 80mm inside the current fence line, which are to be moved back and brought in line with the current fence line. See photo beside. The mesh within these two fence posts will need to be replaced, measuring 1.5m wide and 2m high.

2 no. retaining tension wires will need replacing by the single leaf gate to the centre of the court on the east side of the facility. 3 no. straining wires will need replacing on the angled overhang at the top of the fence by the same single leaf gate entrance to the centre of the pitch. To enable this, 2 no. angled uprights need to be fitted to the double leaf gate posts to aid with supporting the straining wires.



Floodlighting

No works are proposed unless it is confirmed by the client that the existing floodlights have not been upgraded to LED and we are instructed to incorporate it within our scope of works.

Sports Equipment

The equipment requirements will be subject to the line markings applied to the new facility. It is suggested that self-weighted sports equipment is used so that no sockets need to be installed within the carpet and base. Within the cost estimate, 4 no. mini soccer goals (3.66m wide x 1.83m high) will be supplied along side 2 sets of tennis and netball posts and nets.



To enable the storage of the self-weighted sports equipment, we would recommend a hard standing recessed area is constructed to the side of the pitch but within the fenced facility. To enable the storage of 4 no. football goals we would recommend a recess of 20m wide by 2m deep. The tennis and netball equipment could be kept in the existing storage containers. An extra over cost will be included for this area and the new fencing to accommodate

Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England and Wales under registration number 05154061
 VAT number GB 687834179

SSL project code	SSL3008	11
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

Associated site features and furniture

Signage and Miscellaneous Items

The inclusion of additional features such as signage and bootwiper brush units could be considered.



Maintenance Equipment and Storage

The provision of new maintenance equipment is also favoured to ensure adequate routine maintenance can be completed. Such routine maintenance (i.e. weekly brushing, leaf/litter collection) is normally more cost effective to be carried out by in-house (site staff) with this being supplemented by specialist maintenance visits by the new surface installer, or a suitable operator.

If purchasing new equipment, this can be stored within the existing containers onsite, but if there is not enough space the site will need to consider a suitable storage location for a small maintenance vehicle and attachments. It is important that the tractor is able to travel over a clean access route in order to not allow dirt and debris to be dragged onto the pitch causing ongoing issues.

SSL can assist with maintenance advice as the project progresses.



Example of maintenance tractor and typical brush-unit

Access

Site access arrangements will need further consideration as the project develops if a DDA compliant entrance and egress point is required. Currently, there is a stepped entrance into a single leaf gate and a short steep ramp into the double leaf gate. The single leaf gate on the opposite side to the carpark is only accessed by an uneven gravelled area.

Construction access during the build could be made into the existing double leaf gate and the compound area could be within the existing asphalt carpark.

Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England and Wales under registration number 05154061
 VAT number GB 687834179

SSL project code	SSL3008	12
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

3.6 Construction requirements

The anticipated construction works required to convert the existing court to a sand dressed facility will include the following activities:

Contractual Provisions and Compliance
Site Establishment
Site Clearance, Excavations, Asphalt Base Remedial Works
Sand Dressed Playing Surface System
Fencing Repairs
Sports Equipment
Reinstatement
Client Contingency

Additional & Extra Over Works

Maintenance Equipment
Maintenance Equipment Store
12 Months Maintenance
Bootwiper Brush Unit (2 No.)
Storage Recess

Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England and Wales under registration number 05154061
 VAT number GB 687834179

SSL project code	SSL3008	13
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

3.7 Pre-Tender Cost Estimate

The findings from the information received to date have been tailored into a proposed design and an outline schedule of works to allow a pre-tender cost estimate to be produced;

Activity	Cost (£)
Contractual Provisions and Compliance	£2,500
Site Establishment	£4,500
Site Clearance, Excavations, Asphalt Base Remedial Works*	£7,500
Sand Dressed Playing Surface System	£42,000
Fencing Repairs	£19,000
Sports Equipment	£9,500
Reinstatement	£3,000
Construction Cost Estimate Sub Total	£88,000
Construction Contingency	£4,400
Construction Cost Estimate Total (ex. VAT)	£92,400

*Assumed only minor asphalt base remedial works are necessary (up to 30m²)

Additional & Extra Over Works

Activity	Cost (£)
Maintenance Equipment	£7,000
Maintenance Equipment Store	£4,000
12 Months Maintenance	£3,000
Bootwiper Brush Unit (2 Nr)	£800
Storage Recess (20m x 2m)	£11,500

Cost Savings

Activity	Cost Saving (£)
Alternative Sand dress carpet (mid weight option)	-£4,700

To arrive at the overall project costs; various fees, development costs (for example planning and statutory approvals if applicable) and professional fees should be added to the construction estimate.

Surfacing Standards Limited.
Office 2, Empingham House, Uppingham Gate,
Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
Member of Sports and Play Construction Association Professional Services Group
Registered in England and Wales under registration number 05154061
VAT number GB 687834179

SSL project code	SSL3008	14
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

4 Site Photos



Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England and Wales under registration number 05154061
 VAT number GB 687834179

SSL project code	SSL3008
Client	Cuxton Parish Council
Document Title	Feasibility Report



Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England and Wales under registration number 05154061
 VAT number GB 687834179

SSL project code	SSL3008
Client	Cuxton Parish Council
Document Title	Feasibility Report



Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
 E. info@surfacingstandards.co.uk

www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England and Wales under registration number 05154061
 VAT number GB 687834179

SSL project code	SSL3008
Client	Cuxton Parish Council
Document Title	Feasibility Report



End of document

Published by	SSL
Issued	26.10.2021

This report has been prepared with all reasonable care, skill and diligence by Surfacing Standards Ltd and is confidential to our Client. Surfacing Standards Ltd accepts no responsibility whatsoever to third parties to whom this report, or any part thereof, is made known. Any such party relies upon the report at their own risk.

© Copyright Surfacing Standards Limited 2021

Surfacing Standards Limited.
 Office 2, Empingham House, Uppingham Gate,
 Ayston Road, Uppingham, Rutland, LE17 9NY

T. 01536 400 012
 E. info@surfacingstandards.co.uk

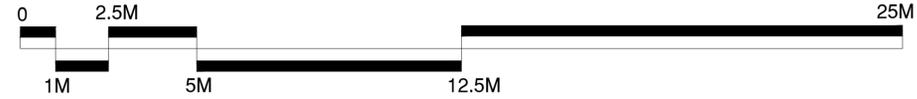
www.surfacingstandards.co.uk

International Organization for Standardization (ISO) Quality Management System (QMS) ISO 9001:2015.
 Member of Sports and Play Construction Association Professional Services Group
 Registered in England and Wales under registration number 05154061
 VAT number GB 687834179

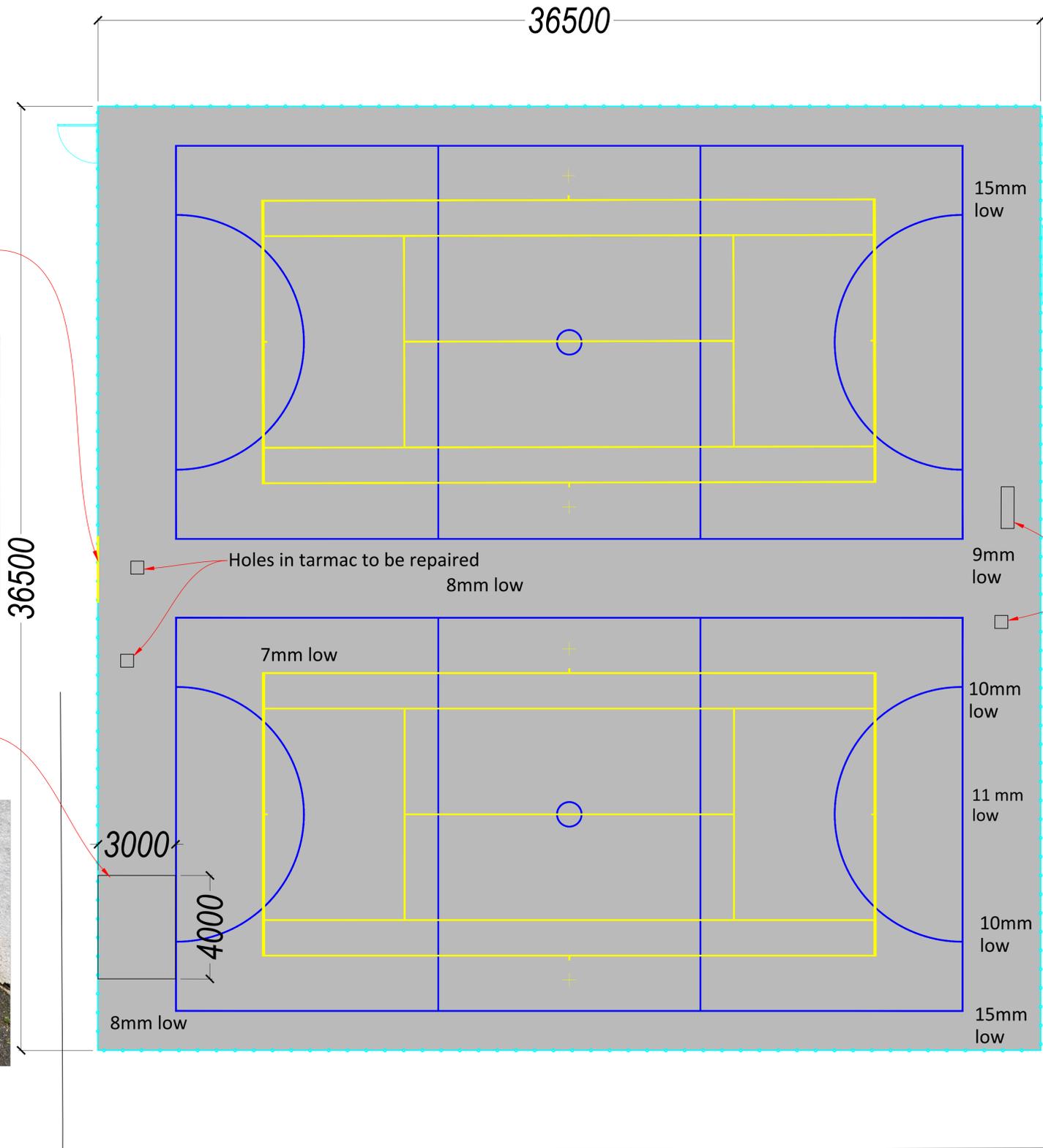
SSL project code	SSL3008	18
Client	Cuxton Parish Council	
Document Title	Feasibility Report	

Cuxton Parish Council

MUGA Refurbishment



1. DO NOT SCALE FROM DRAWING. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORKS.
2. THIS DRAWING IS COPYRIGHT TO SURFACING STANDARDS LTD.
3. ALL PERSONNEL SHOULD BE AWARE OF THE HEALTH AND SAFETY PLAN WHICH IS RETAINED IN THE SITE MANAGERS OFFICE.



2no. fence posts are set 80mm forwards and protrude from the rest of the fence line. 1.5x2m damaged mesh.



4mx3m area with weed growth. Macadam to be planed off and new wearing course installed



3.6m double leaf access gate

Holes in tarmac to be repaired



REV	DESCRIPTION	ME	NM	12.10.21
REV	DESCRIPTION	REV	CK	DATE
0	FEASIBILITY ISSUE			



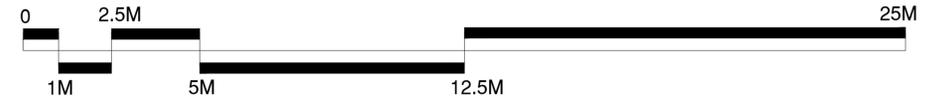
AUTHOR
 ME

TITLE
 Cuxton Parish Council
 MUGA Refurbishment
 Existing Site Layout

PROJECT	SCALE	SIZE
ss3008	1:100	A1
DRAWING No	REVISION	00
02		

Cuxton Parish Council

MUGA Refurbishment



CONSULTANTS
 Surfacing Standards Ltd
 24 Park Road, Croydon
 Surrey, Surrey CR9 3JG
 01883 400 012

1. DO NOT SCALE FROM DRAWING. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORKS.
 2. THIS DRAWING IS COPYRIGHT © TO SURFACING STANDARDS LTD.
 3. ALL PERSONNEL SHOULD BE AWARE OF THE HEALTH AND SAFETY PLAN WHICH IS RETAINED IN THE SITE MANAGERS OFFICE.

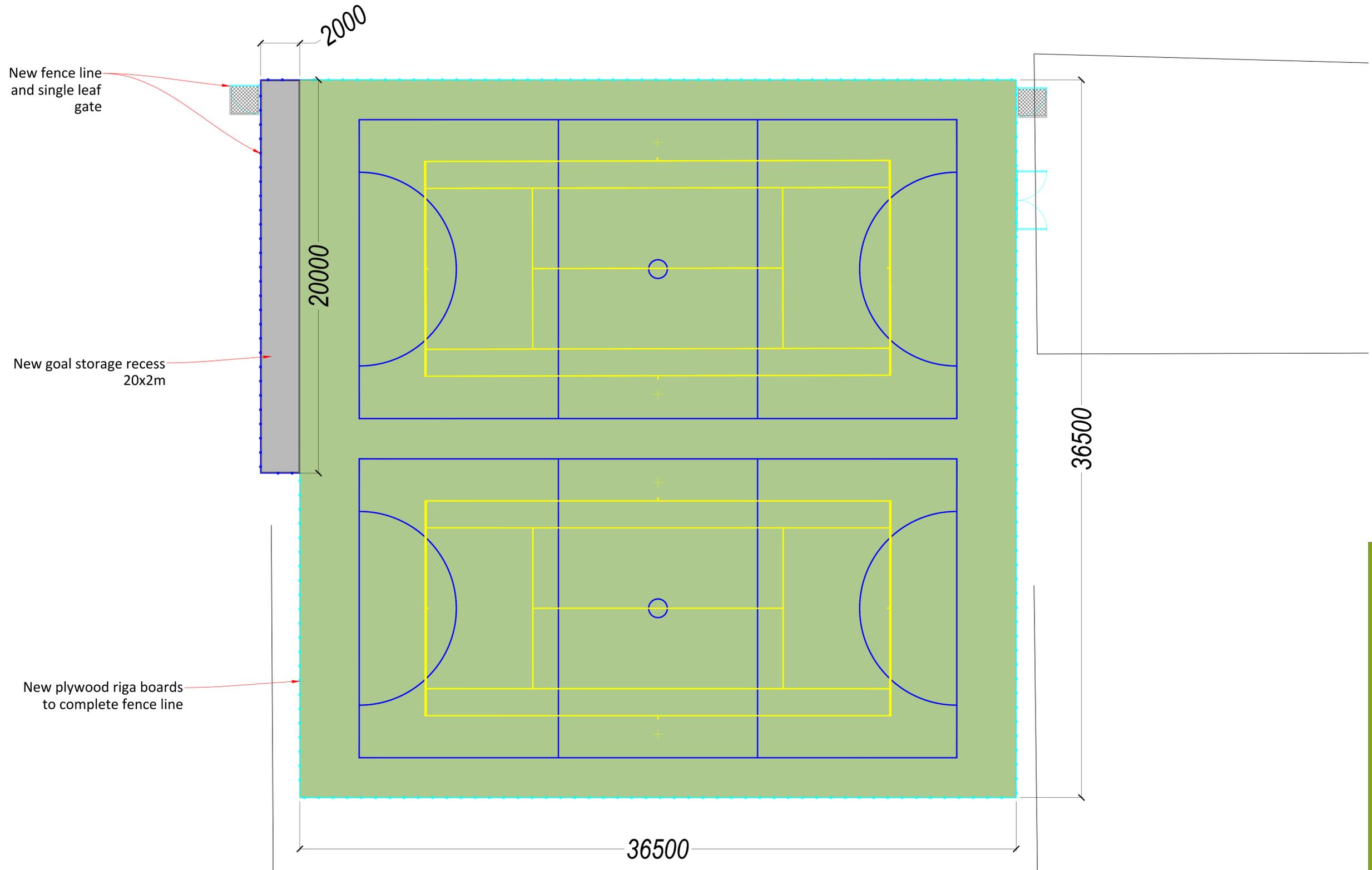
- Artificial Turf Playing Area
- Footpaths & Hard Standing Areas
- 3m High Fence Line
- New 3m High Fence Line

Court dimensions 36.5mx36.5m

Line markings:

- 2no. netball
- 2no. tennis

Line markings to be agreed as the project progresses



REV	DESCRIPTION	REV	CK	DATE
00	FEASIBILITY ISSUE	ME	NM	26.10.21



SPORTS PITCH CONSULTANTS



AUTHOR
ME

TITLE
Cuxton Parish Council
 MUGA Refurbishment
 Proposed Site Layout

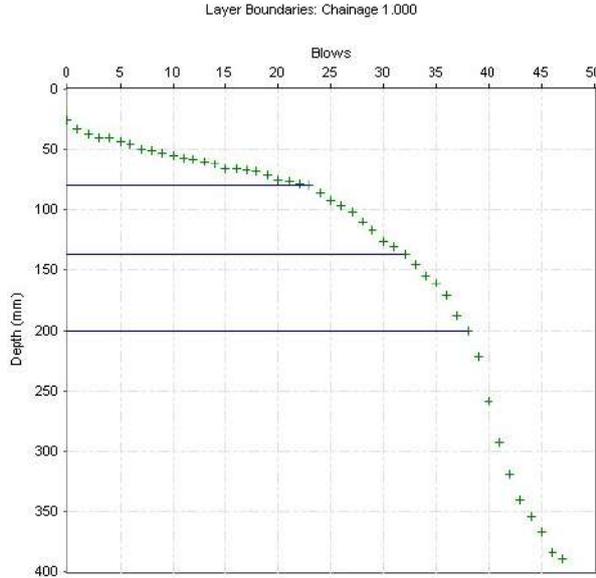
PROJECT	SCALE	SIZE
ss3008	1:100	A1
DRAWING No	REVISION	REVISION
03		00

DCP Layer Strength Analysis Report

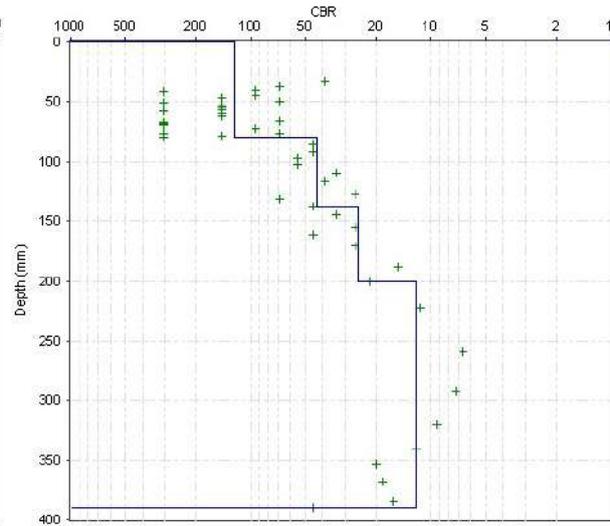
Project Name: DCP Cuxton

Chainage (km): 1.000
 Direction: 1
 Location/Offset: Lane 1/1.00m
 Cone Angle: 60 degrees
 Zero Error (mm): 26
 Test Date: 07/10/2021

Surface Type: Unpaved
 Thickness (mm): 0
 Base Type:
 Thickness (mm):
 Surface Moisture: Dry
 Moisture adjustment factor: Not adjusted



Layer Boundaries Chart



CBR Chart

Layer Properties

No.	Penetration Rate (mm/blow)	CBR (%)	Thickness (mm)	Depth to layer bottom (mm)	Position	Strength Coefficient	SN	SNC	SNP
1	2.35	123	80	80	Base	0.14	0.45	0.45	0.45
2	6.33	43	57	137	Sub-Base	0.11	0.24	0.24	0.25
3	10.50	25	63	200	Sub-Base	0.10	0.24	0.24	0.26
4	21.11	12	190	390	Subgrade	--	--	--	--

Pavement Strength

Layer	Layer Contribution		
	SN	SNC	SNP
Surface	--	--	--
Base	0.45	0.45	0.45
Sub-Base	0.48	0.48	0.51
Subgrade	--	1.37	1.46
Pavement Strength	0.93	2.30	2.42

CBR Relationship:

TRL equation: $\log_{10}(\text{CBR}) = 2.48 - 1.057 \times \log_{10}(\text{Strength})$

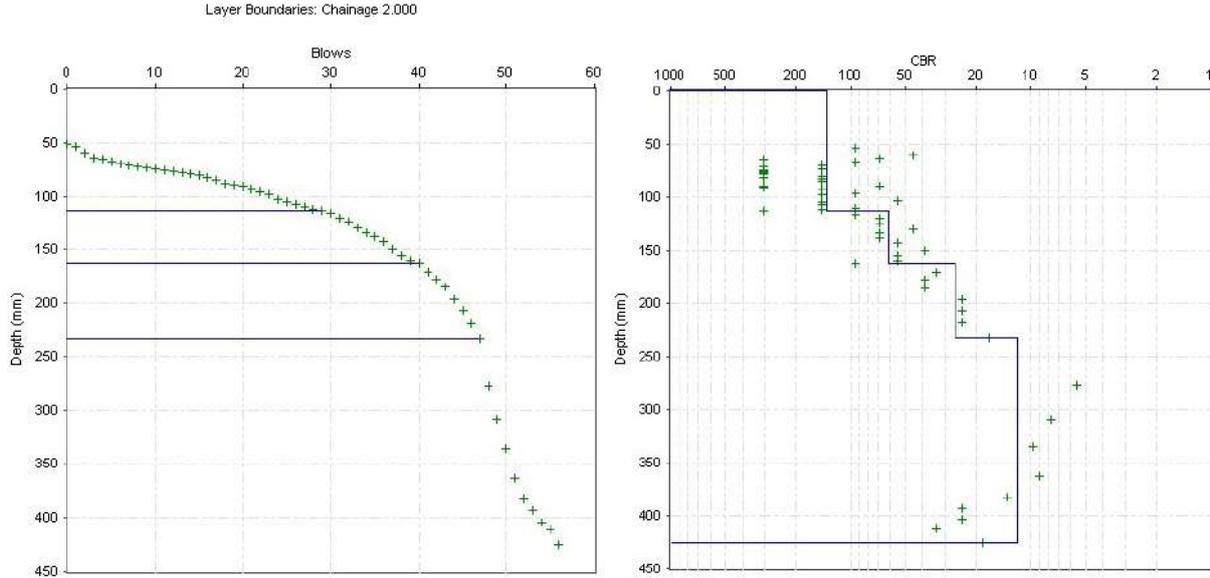
Report produced by

DCP Layer Strength Analysis Report

Project Name: DCP Cuxton

Chainage (km): 2.000
 Direction: 2
 Location/Offset: Lane 2/26.00m
 Cone Angle: 60 degrees
 Zero Error (mm): 2
 Test Date: 07/10/2021

Surface Type: Unpaved
 Thickness (mm): 0
 Base Type:
 Thickness (mm):
 Surface Moisture: Dry
 Moisture adjustment factor: Not adjusted



Layer Boundaries Chart

CBR Chart

Layer Properties

No.	Penetration Rate (mm/blow)	CBR (%)	Thickness (mm)	Depth to layer bottom (mm)	Position	Strength Coefficient	SN	SNC	SNP
1	2.14	135	113	113	Base	0.14	0.64	0.64	0.64
2	4.55	61	50	163	Sub-Base	0.11	0.22	0.22	0.23
3	10.00	26	70	233	Sub-Base	0.10	0.27	0.27	0.29
4	21.44	12	193	426	Subgrade	--	--	--	--

Pavement Strength

Layer	Layer Contribution		
	SN	SNC	SNP
Surface	--	--	--
Base	0.64	0.64	0.64
Sub-Base	0.49	0.49	0.52
Subgrade	--	1.36	1.45
Pavement Strength	1.13	2.49	2.61

CBR Relationship:

TRL equation: $\log_{10}(\text{CBR}) = 2.48 - 1.057 \times \log_{10}(\text{Strength})$

Report produced by



CUXTON PARISH TENNIS COURTS





AGENDA

INTRODUCTIONS

CUXTON TENNIS COURTS UPDATE

LTA COMMUNITY OFFER & SUPPORT

CONSIDERATIONS AND NEXT STEPS.

MEDWAY CURRENT FACILITIES.

✓ Medway Clubs

📄 Sequence of numbers

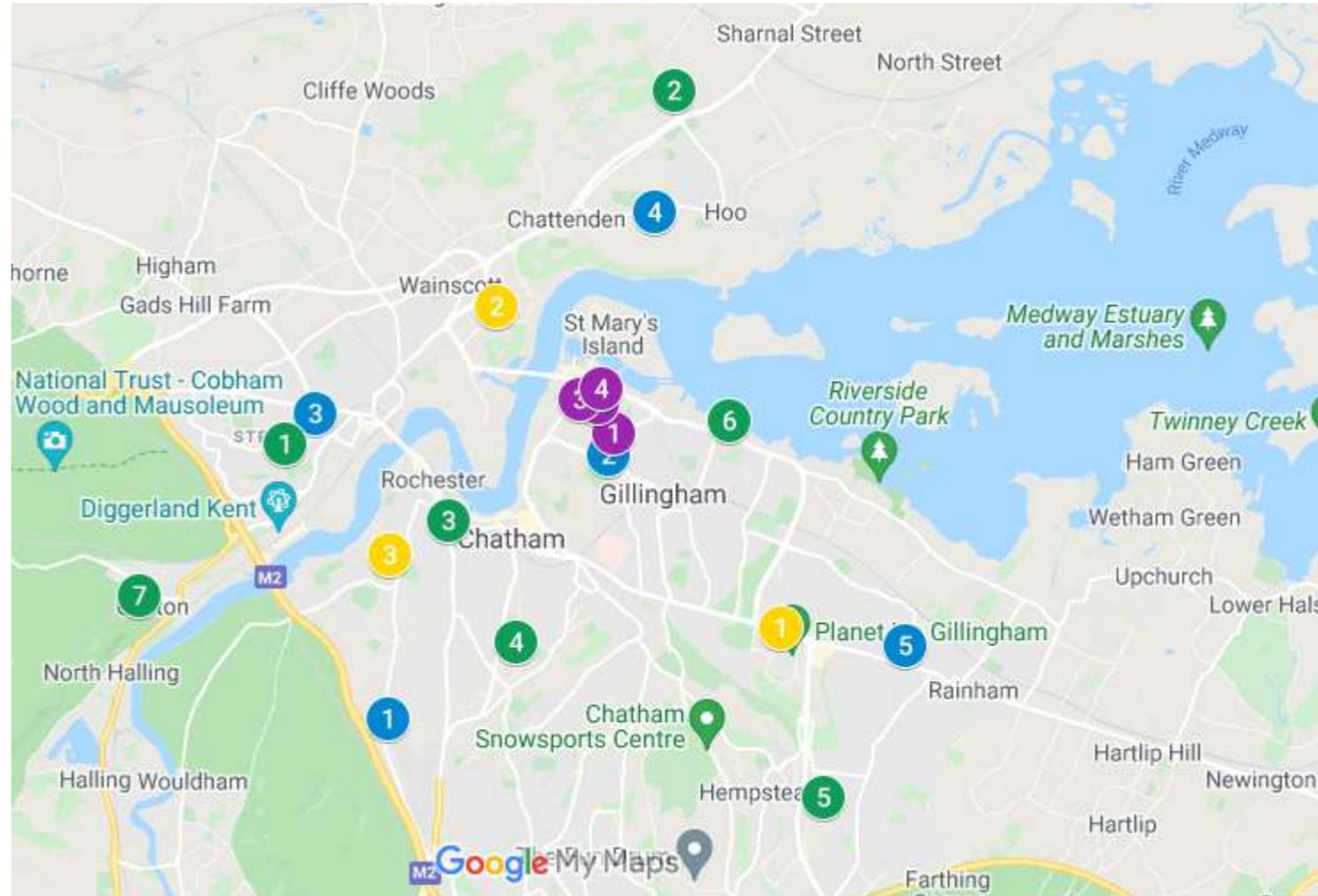
- 1 Avenue Tennis (14)
- 2 Frindsbury LTC (9)

✓ Sport Centre

📄 Sequence of numbers

- 1 Kings Rochester SC (7)
- 2 Medway Park
- 3 Strood Leisure Centre
- 4 Hoo Sports Centre
- 5 Splashes Rainham
- 6 The Strand (5)

- 1 Darnley Road (2)*
- 2 Deangate Ridge (3)
- 3 Jacksons Fields (4)*
- 4 Maidstone Road SG (4)*
- 5 Wigmore Park (2)*
- 6 The Strand (5)*
- 7 Cuxton Recreation Ground (2)
- 1 MidKent College Gillingham ...
- 2 University of Greenwich
- 3 University of Kent
- 4 Canterbury Christ Church Un...



6 parks in 1000 + penetration
Garrison grass courts – owned by Army.



1.7 MILLION

of people play tennis in parks each year, which is 44% of all tennis players

24%

of park players Nationwide are from C2DE social grade.

‘TENNIS IN PARKS’

Google analytics show a growing trend for search terms related to ‘tennis in parks’

LTA Community Offer



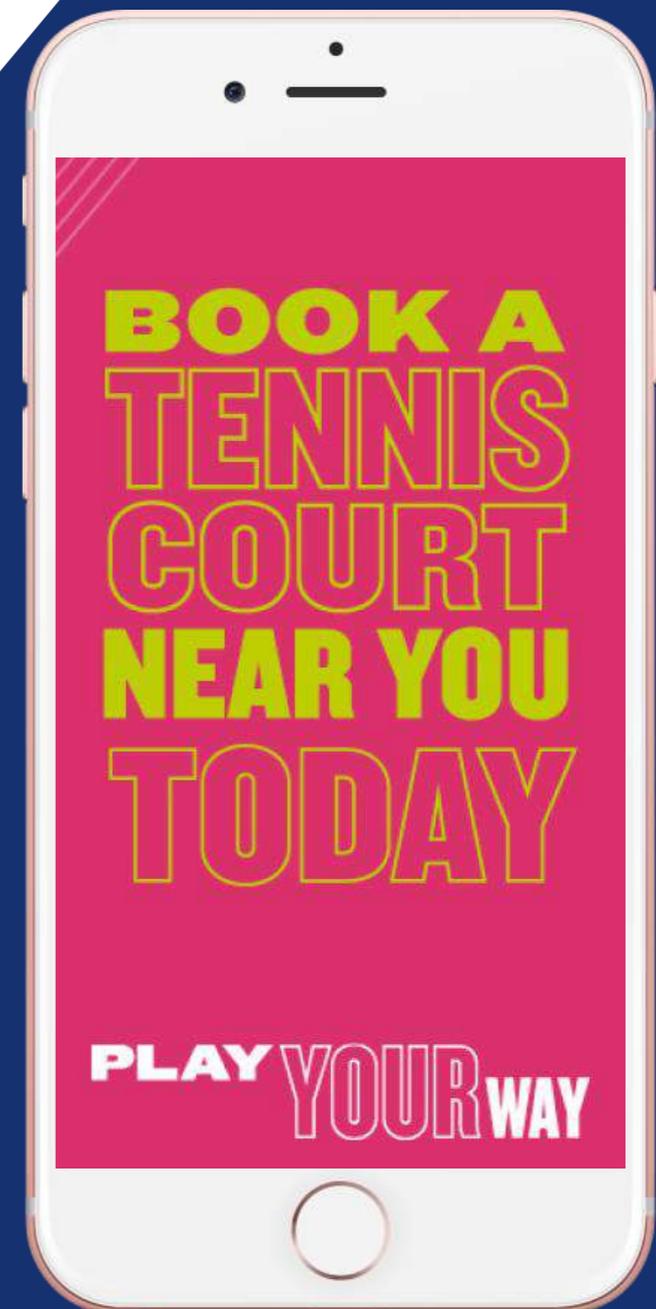
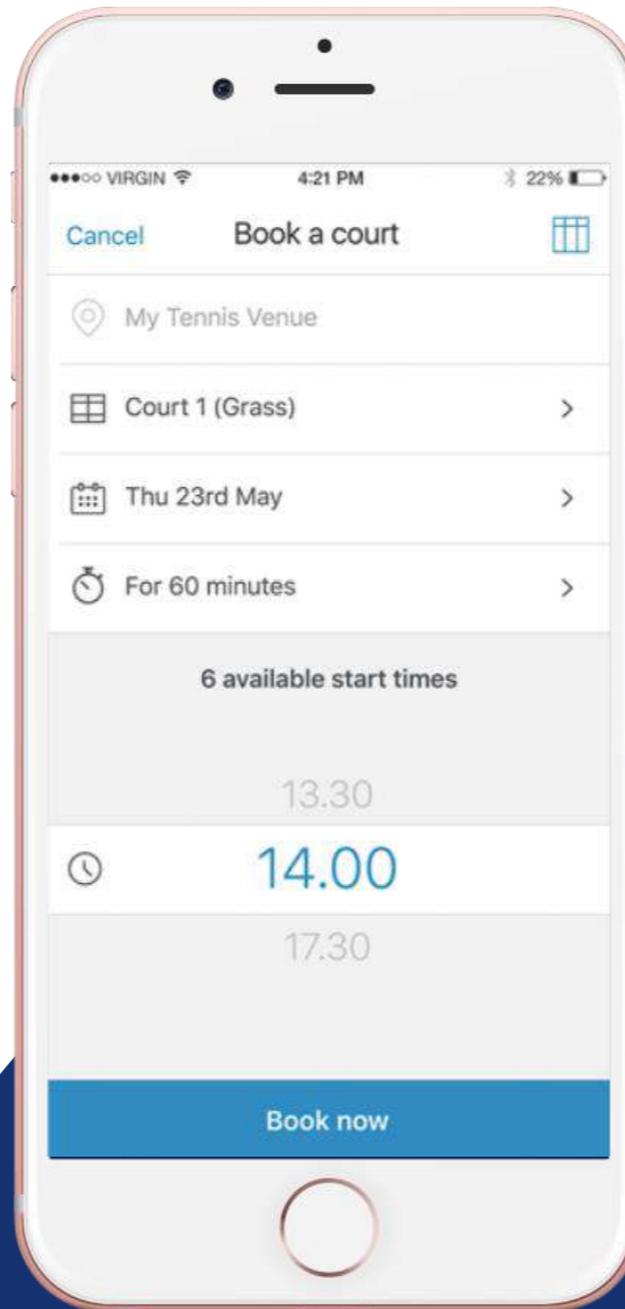
LTA TOOLS

- ✓ Online booking tool
- ✓ LTA Rally booking platform
- ✓ Gate access systems
- ✓ Playing opportunities
- ✓ Capital investment programme

ONLINE BOOKING

ClubSpark is a flexible, scalable and beautifully simple system with multiple products and applications to help you manage your tennis courts.

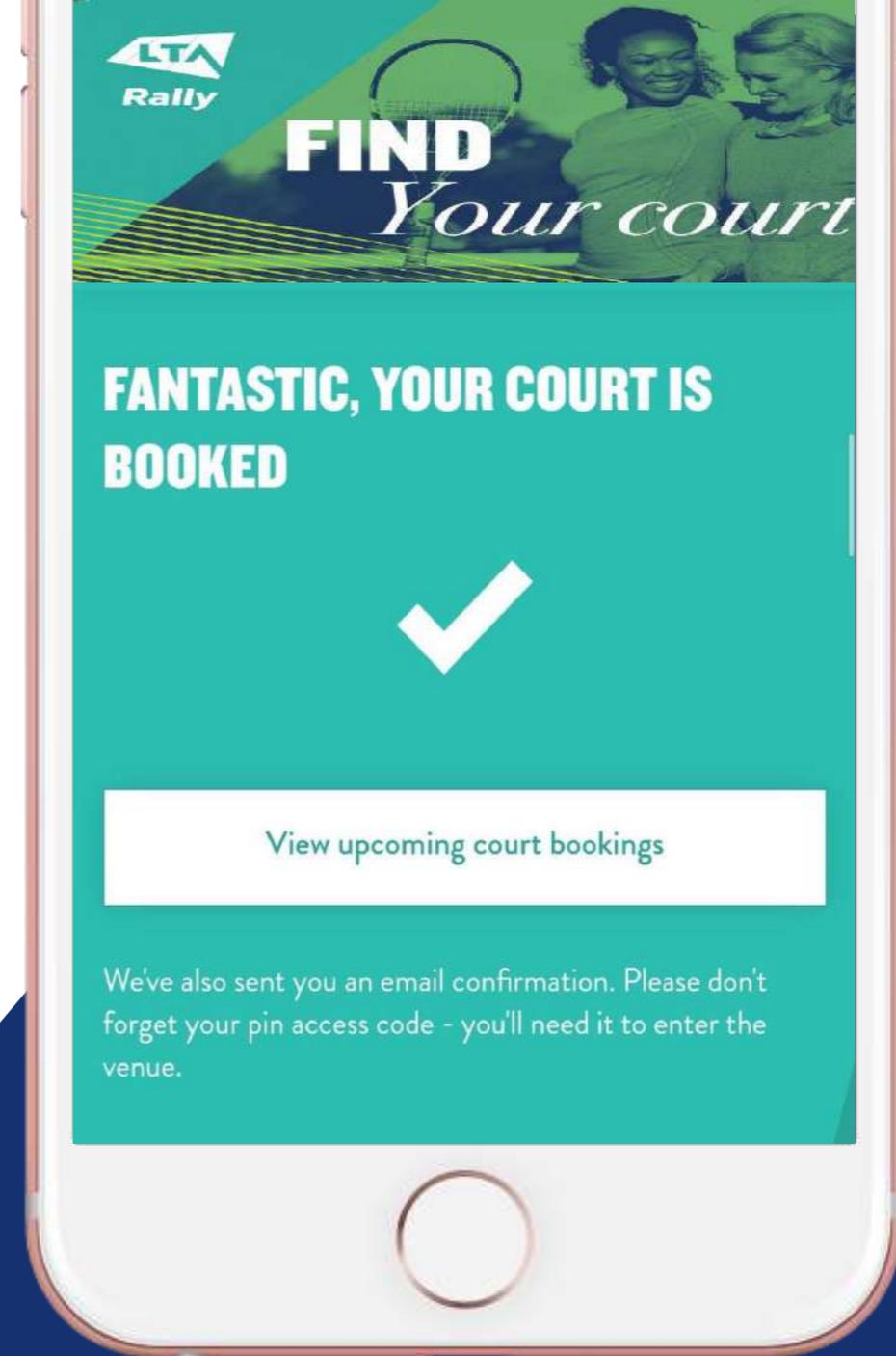
Take the headache out of managing bookings. Give staff, coaches, members and the general public access to book and pay for courts, classes or other resources online.



LTA RALLY

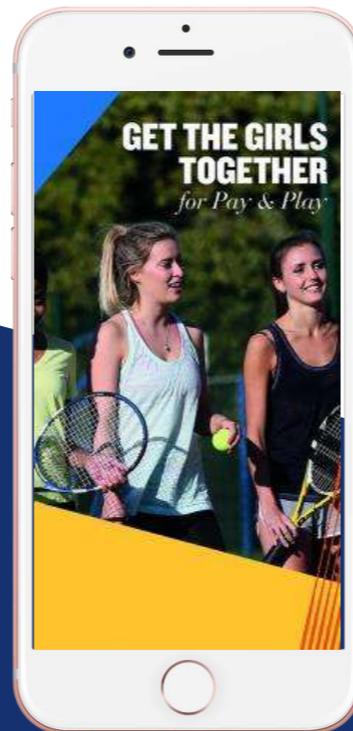
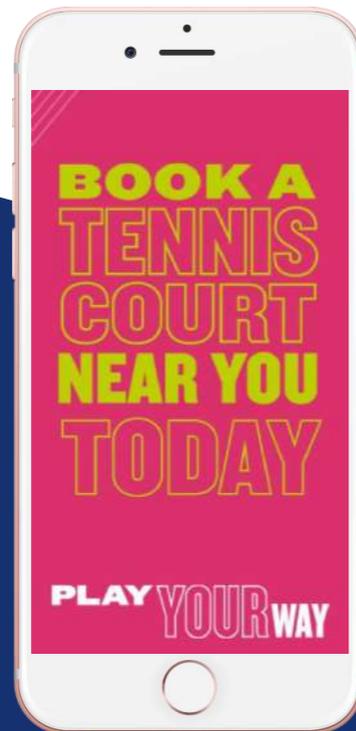
LTA Rally is a nationwide tennis booking website. The website is an easy way for tennis players to find, book, access and pay for tennis courts online. You don't need a membership, just book online, turn up and play.

LTA Rally will also allow you to search and book group lessons, search for a player and also discover free events near you.



TAILORED COLLATERAL & CAMPAIGNS

Create personalised marketing materials to help promote your venue – we have a wide range of print and digital assets that target different types of tennis player, all of which can be tailored to meet your needs. These sit alongside our suite of campaigns that run throughout the year under the banner of 'Play Your Way'.



GATE ACCESS SYSTEMS

Works with ClubSpark to provide a complete court booking solution;

- uses the internet to identify correct pin code access
- floodlight automation – no need for tokens
- easily monitored remotely
- LTA will provide grants to cover Gate installation (£6k)
- ongoing maintenance £700 + VAT per annum





PLAYING OPPORTUNITIES

We have a wide range of programmes to cater for all ages and abilities, which can provide fantastic playing opportunities for the local community;

- LTA Youth
- Cardio Tennis
- Walking Tennis
- Local Tennis Leagues
- Open Court Disability Tennis
- SERVES
- Tennis For Free

CAPITAL INVESTMENT

We also have a suite of capital investment opportunities to help improve the quality of your park stock and ensure they remain a sustainable asset in the future;

- Repainting
- Resurfacing
- Fence Repairs
- Floodlighting
- Power





KEY NEXT STEPS

We'd like to move forwards and help open tennis up in Cuxton and would recommend the following next steps;

- Understand more about the operation of the site eg football, tennis, netball, surface/playing opportunities.
- Gain understanding on whether our funding covers multi-use sites
- Progress plans on Medway wide approach