

ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

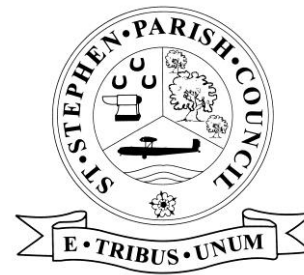
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

Tel: 01923 681443

Email: clerk@ststephen-pc.gov.uk

Web: www.ststephen-pc.gov.uk



To: Councillors Martin Doyle, David Parry
 Bill Pryce Mark Skelton
 Nicholas Tyndale David Yates

You are summoned to the Fixed Assets Committee meeting

To take place on **Tuesday 12 July 2022 at 7.30pm**

At St Stephen Suite, Parish Centre, Station Rd, Bricket Wood, AL2 3PJ

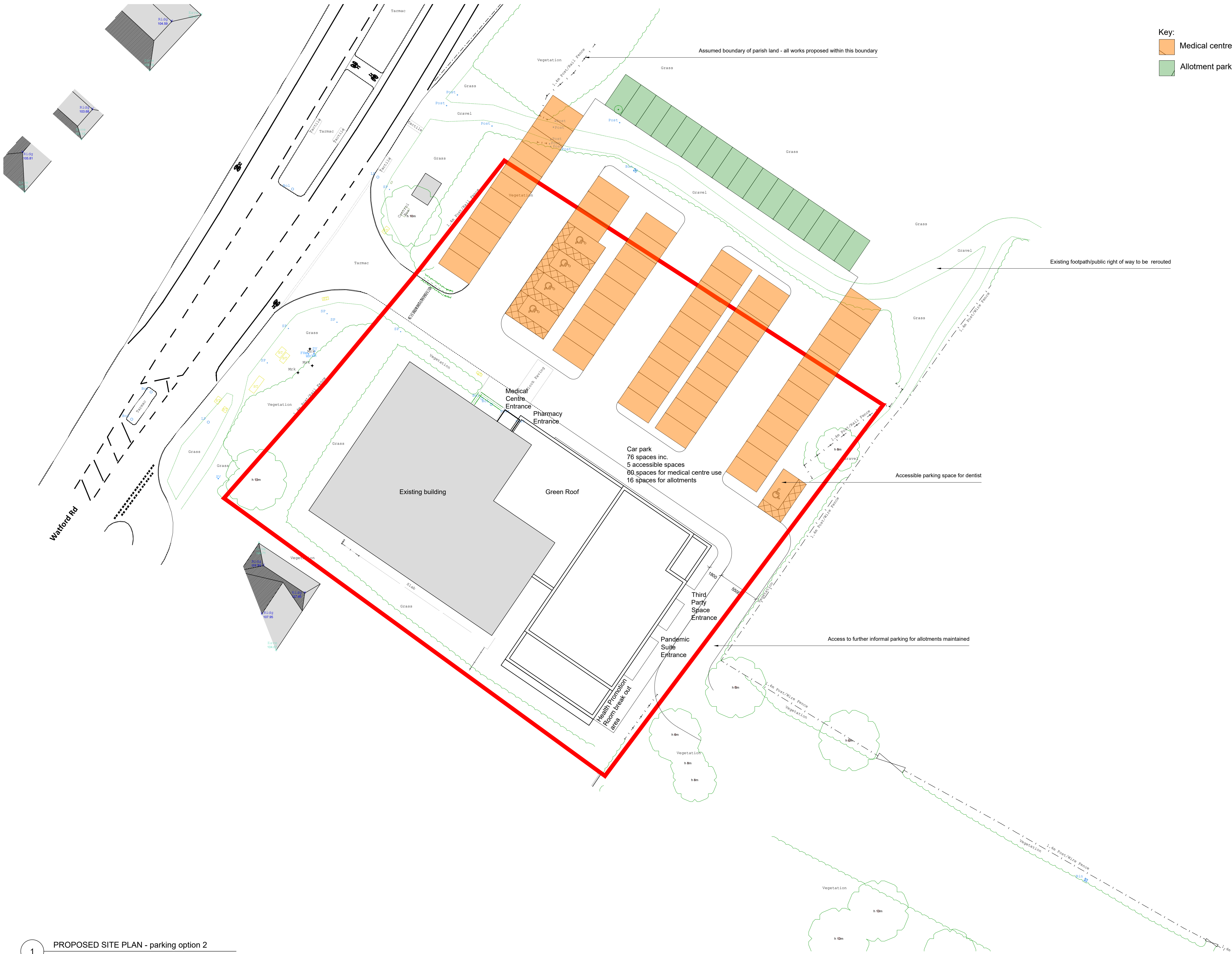
Members of the public and press are invited to attend and are requested to contact the Clerk prior to the meeting (contact details above).

Isabel Crozier, Parish Clerk, 6 July 2022

Please be aware that members of the public may record, film, photograph or broadcast this meeting from the designated area.

AGENDA

- | | |
|-------------|--|
| 2223/AC/014 | To elect a chair of the Fixed Asset Committee for this year 2022/23 |
| 2223/AC/015 | To receive and accept apologies for absence |
| 2223/AC/016 | Declarations of interest and dispensations
a) To receive declarations of interest from Councillors on items on the agenda
b) To receive written requests for dispensations for declarable interests; and
c) To grant any requests for dispensation as appropriate |
| 2223/AC/017 | To approve the minutes of the Fixed Assets committee meeting held on 26 May 2022 |
| 2223/AC/018 | Public Participation - To invite comment and questions from the public in accordance with the Public Speaking Policy |
| 2223/AC/019 | To consider the options from Midway Surgery in relation to their proposed extension |
| 2223/AC/020 | To consider quotes for the replacement frame for the Park Street Sign and to recommend to Full Council that up to £5,500 is allocated from reserves. |
| 2223/AC/021 | To consider the Street Furniture audit and works to address priorities |
| 2223/AC/022 | To receive a report and consider the need to reline and seal the Sport Hall Floor |
| 2223/AC/023 | Update on Woodbury Field drainage plan and to consider the quotes for a vehicle crossover. To agree to spend up to £10,000 net as budgeted. |
| 2223/AC/024 | Update on Fixed Assets Strategy and to agree the brief for consultant to produce options study |

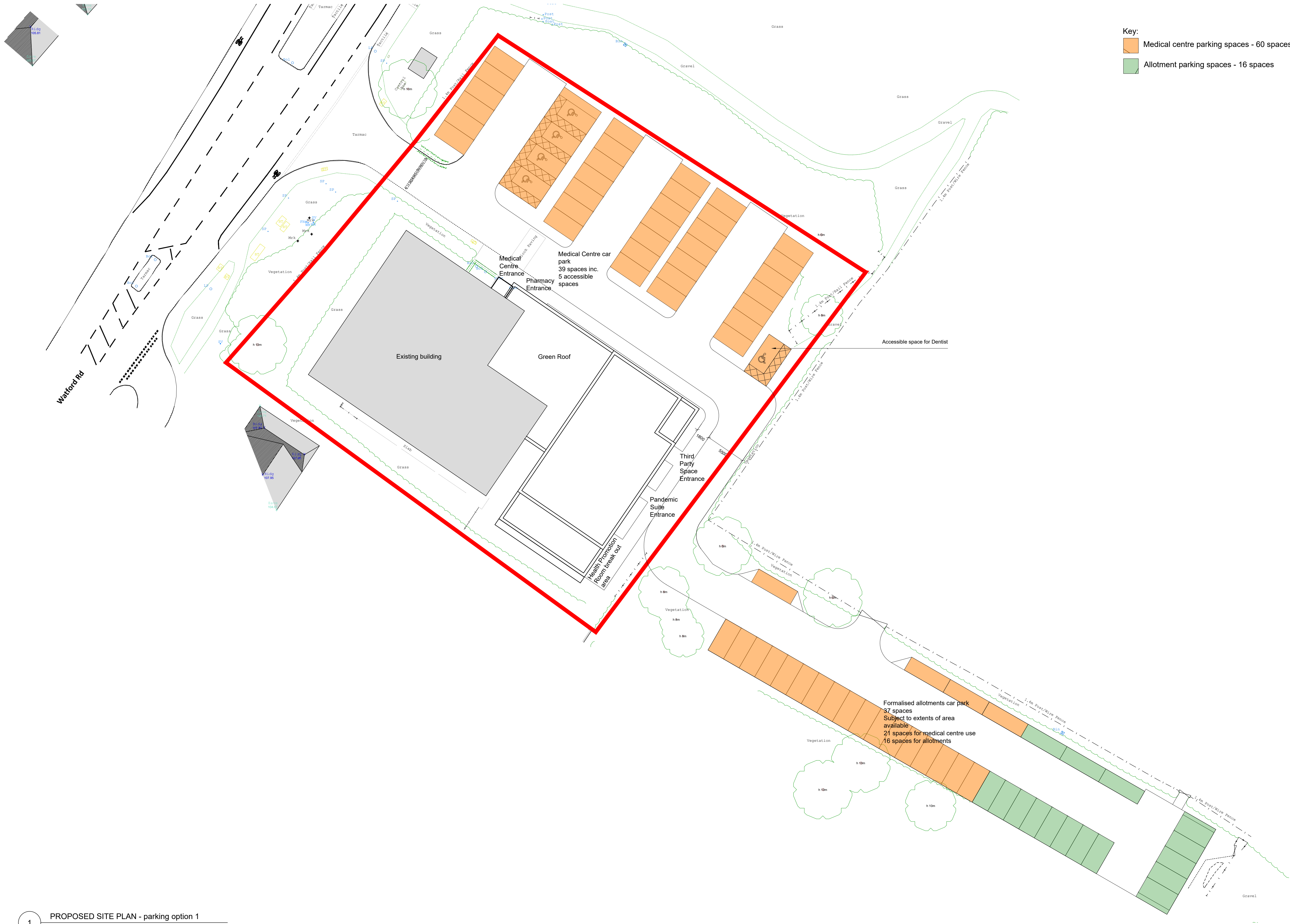


Key:

- Medical centre parking spaces - 60 spaces including 5 accessible spaces
- Allotment parking spaces - 16 spaces

1 PROPOSED SITE PLAN - parking option 2
1:250

<p>0 5.0 10.0 25.0m</p> <p>The copyright of this drawing is vested with Corstorphine & Wright Ltd and must not be copied or reproduced without the consent of the company.</p>									Client Midway Surgery		Corstorphine & Wright <small>Tamworth Studio 5 Aldergate, Tamworth, B79 7DJ 01827 671 23 corstorphine-wright.com</small>					
									Project Midway Surgery Extension							
									Drawing Title Proposed Site Plan Parking option 2		Drawing No. 2185-103		Revision 00			
	Rev. Description				Date				Draw. Chk.		Drawing Status Preliminary		Drawn LB	Checked JH	Paper Size A1	Scale 1:250



Key:

- Medical centre parking spaces - 60 spaces including 5 accessible spaces
- Allotment parking spaces - 16 spaces

1 PROPOSED SITE PLAN - parking option 1
1:250

NORTH

0

5.0

10.0

25.0m

The copyright of this drawing is vested with Corstorphine & Wright Ltd and must not be copied or reproduced without the consent of the company.

Rev	Description	Date	Drw	Chk

Client
Midway Surgery

Project
Midway Surgery Extension

Drawing Title
Proposed Site Plan
Parking option 1

Drawing Status
Preliminary

Corstorphine & Wright

Tamworth Studio
5 Aldergate, Tamworth, B79 7DJ
01827 671 23
corstorphine-wright.com

Drawing No. 2185-102				Revision 00
Drawn LB	Checked JH	Paper Size A1	Scale 1:250	Date 20.06.22

Item for Submission to:
St Stephen Parish Council
Fixed Assets Committee
Date of Meeting: 12 July 2022

Agenda Item 2223/AC/020	To consider quotes for the replacement frame for the Park Street
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1. Purpose

To agree to commission a replacement frame for the Park Sign and to recommend the Council allocate reserves from this years budget.

2. Introduction

The Park Street Sign was designed and carved by a talented carpenter, volunteering his time, for this millennium project. The design was based on ideas submitted by the schools. It was constructed from seasoned Oak and installed on an area of grass opposite the Overdraught Pub on Park Street.

The sign was removed for restoration in March 2022 and it became clear that the frame was rotten and needed replacing. A replacement was considered at the Fixed Assets Committee on 12 April 2022 and it was felt that a straight replacement frame, like for like, should be costed and formal permission sought from the landowner.

3. Current Position / Proposals / Next Steps

The image and name plaque has been restored, free of charge, and can be fitted into a new frame.

Pier Management, the owners of the land on which the sign is positioned have granted permission for it to be re-sited on the land.

Quotes were requested from four sawmills but only two quotes were received, others declined to quote.

4. Financial and Legal Comments

Ternex sawmill in Ayot St Peter, Hertfordshire quoted £3,350 + VAT, plus standard delivery £350 or deliver with HIAB inc installation £500 +VAT

Brill sawmills in Aylesbury, Bucks quoted £3,836 plus VAT inc standard delivery. We would have to pay £400 for install.

Brian Boatwright can pick up the sign from Ternex and install for £400+VAT

Quotes were requested from Nicholls Timber and Honeysuckle Bottom Sawmill, who declined to quote.

Total for manufacture and install

- Ternex and Brian Boatwright - £3,750+VAT
- Brill Sawmills and Brian Boatwright - £4,236+VAT

This work has not been budgeted in 2022/23 and so the Council would need to agree to take the funds from reserves or virement from another budget heading.

RECOMMENDED that the Committee:

agree to commission a new frame and recommend to Council that funds (up to £5,500) are allocated from reserves.

Report of	Isabel Crozier, Assistant Clerk	Date: 06/07/22
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Appendix A – Ternex Quote

Appendix B – Brill Sawmills Quote

Appendix A

Quote via email from Ternex Sawmill

Good morning Isabel,

Sorry for the late reply,

For a HIAB delivery, and a maximum of 2hrs on site £500 + VAT

For a Standard delivery, £350 + VAT (you will need a folk lift on site to unload)

Thanks

Freddie

From: Freddie Nevel <f.nevel@ternex.co.uk>

Sent: 06 May 2022 09:29

To: Isabel Crozier <isabel@ststephen-pc.gov.uk>

Cc: Matt Huddleston <matt@ststephen-pc.gov.uk>

Subject: RE: Quote for Village sign frame and bollards

Good Morning Isabel,

Thank you for the enquiry,

Thank you for all of the photos, drawing and description of what you require,

To supply replacement village sign frame, as spec below:

165mm x 165mm Fresh Sawn Posts & Rails,

165mm x 165mm Airdried Acorn Finials,

260mm x 70mm KD Joinery Grade Capping's,

Jointed with mortice and tenon's with dowels,

Fit Free Issue Sign,

Sanded Finished,

£3,350 + VAT

Leadtime 8-10 weeks

Please note this does not include delivery, please let me know if you wish for us to quote you for this?

Terms: 70% deposit, 30% on collection,

Please let me know if I can help with anything else?

Best regards

Frederic Nevel



QUOTATION subject to conditions

26/05/2022

Dear Mrs. Crozier,

Re: Air Dried Oak Framed "Road Side Sign" Posts, Rails & Acorn Caps

Thank you for your enquiry. We have pleasure in submitting our (budget) quotation as follows: -

Supply Only

Air Dried Oak good constructional quality European Oak, supplied untreated.

Surface checking and some face splitting may occur during the natural drying process of the timber Constructed using traditional doweled mortise and tenon joints.

Structure generally in accordance with your drawing:

Timber sectional sizes and details to be confirmed by engineer at time of order.

Briefly comprising of:

Frame

Component	Quantity	Length	Ex 150 x 150	
Posts	2	5.000	0.150	0.150
Rails	2	1.100	0.150	0.150
Capping	1	0.800	0.250	0.075
Acorns	2	0.400	0.150	0.150

In the absence of design information, we briefly outline our scope of works.

- Items framed up pre-assembled in our yard, coded and knocked down for re-assembly on site.

Our rates do not include the following:

- All associated groundworks, fixing of carved sign board to posts/frame
- Design liability
- Template or accurate measurements required for the space between the 2no. Posts, Top and Bottom Rails.

Notes on Fresh sawn/ air-dried Oak:

Surface checking, shrinkage and some face splitting will occur during the natural drying process of the timber.

Allowance should be made for repointing joints after twelve months.

Some blue black staining may occur on the Oak when it has been in contact with ironwork, along with water staining which can be removed with Oxalic acid/brick cleaning agent.

Tannin leach may arise from the fresh sawn Oak; stain protection may be required on susceptible areas of the build.

Notes on structural calculations and oak frame designs.

We have not allowed for the provision of structural calculations, planning approval, the sections sizes and design need to be checked and approved by your architect and engineer before manufacture.

Prices are indicative due to lack of information and are subject to confirmation upon receipt of your exact requirements, Quantities and drawings.

Oak Frame Knock-Down Kit
For the Sum of: **£3,836.00 (ex. vat)**

These prices are subject to re-measure on receipt of your final details.

Our prices do (NOT) include for site measuring, all site sizes and templates to be provided by others.

Manufacturing period/Delivery to commence approx. **8** working weeks from receipt of full and final information together with your written order to proceed; subject to confirmation at time of order. Subject to requote upon receipt of more detailed information and any variations in size, quantity and specification and to full construction issue information being available at commencement.

Terms - Deposit 50% with order, 50% before delivery.

Not subject to retention.

We hope to hear further from you.

Yours sincerely,

Andrew James.



Item for Submission to:
St Stephen Parish Council
FIXED ASSETS COMMITTEE
Date of Meeting: **12TH JULY 2022**

Agenda Item 2223/AC/022	Need for urgent works to re-line and seal the Sports Hall Floor
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1. Purpose

To agree actions to address the wear to the sports hall floor surface and sports linings

2. Introduction

Although I cannot be certain I would assume that the Sports Hall Floor was built when the centre was built in 1992. A search of the accounts has shown that works carried out on the sports hall floor since 2000 have been:

February 2004 – re-line and reseal - £3154

December 2012 re-line, sand and reseal £5,200

July 2015 – re-line and reseal £3654

August 2017 – re-line, sand and reseal £7,766

When the sports hall was sanded re-varnished and courts all re-lined in 2017, due to extreme heat conditions during the time, the varnish never properly cured and when the hall was finally put back into use, the lines & varnish quickly started to rub off.

The Sports Hall is in very regular use with a variety of groups using it from sports like badminton, tennis, fitness and volleyball to dancing such as line and ballroom dancing, salsa and street dance. Plus its used by large groups like the U3A, conferences and function hire. This use is a lot greater in recent years than it was in previous years and therefore we can expect more wear to the floor.

3. Current Position / Proposals / Next Steps

The sports hall floor markings urgently need re-lining and the surface is worn in entrance ways.

The lines on the volleyball court & 2 badminton courts are nearly all faded. Some parts of the volleyball court have almost disappeared entirely prompting a complaint from Moles Volleyball Club who are our weekly Wednesday night hirer. They have been based at the community centre many years. In some places the varnish has also completely come off.



Advice has differed from companies who have quoted. Initially we asked for just re-lining the courts but no companies were able to offer any guarantee unless the surface was properly prepared.

We then asked for 'abrading' the surface + relining + varnishing. Renovate Contracts company replied as follows:

'We would not be happy offering to clean and reseal the floor. As a company, we no longer offer this service.

This is due to the risk involved. The wood has a high chance of curling when the floor is being cleaned. The other issue is with water-based lacquers you have to get a very good bond to ensure the lacquer sticks to the existing. The issue is over the years previous we don't know exactly what may have been put on the floor, for example, Oil-based cleaners or maintainers, or a degreasing cleaner. These will all affect the lacquer from sticking to the old lacquer and in time the new lacquer may peel off. Resulting in the floor needing to be sanded. For this reason, we believe the safest and only option to ensure you don't have any issues, is to sand and seal the floor'

Full sanding is the only option to get guarantees from the contractor and we are concerned that abrading the markings and resealing may not be effective.

Prices have been received from 2 companies for sanding, sealing, lining & varnishing and 1 for abrading only, lining and varnish.

Appendix A - Biddle Ltd £11,026.80 inc vat + builders skip to be supplied by us 6 days + 3 days curing time required. Not available until mid September or October half term.

Appendix B - Renovate Contracts Ltd £10,594.20 inc vat. 6 days in total. Available w/c 22.08.22

Appendix C - Sportsafe UK quoted £11,175.00 inc vat for abrading (not sanding) lining & varnishing - awaiting additional quote for sanding option.

The chosen contractor will send a surveyor out to assess the job. There is a possibility that the floor will not take another sanding, staff recall that the last company that sanded it said it was on its last sanding. There are only a certain number of times that a wooden floor can be sanded down and after this it must be replaced.

4. Financial and Legal Comments

The sports hall will need to be closed for 3 days for the works + 3 days curing time.

In the coming weeks, the week commencing 22nd August is our favoured week to close given the following bank holiday weekend which will allow plenty of time for the works to be completed and recommended time required before floor can be used. There will likely be fewer hirers in during that week due to the holiday period etc so loss of income will be minimised. We would need to give plenty of notice to hirers of the hall being closed so a decision would need to be made asap if this week is to be aimed for.

Loss of income from cancelled regular hirers for the week of 22 August would be approx. £835 nett based on current bookings. A term time week would cause inconvenience to more hirers and would mean a loss of income of approximately £1000.

The floor will need replacing, possibly in as short a time as 5 years, and so a sand and reseal now will enable the Council to budget for a new floor over the next 5 years. A new floor is likely to cost in the region of £XX,XXX. TBC

RECOMMENDED that the Committee:

Recommend to Full Council:

- that budgets are vired from underspent budgets, to be identified or come from reserves in order to complete the works asap
- that Renovate Contracts are appointed to complete the works to sand, re-line & varnish at cost of £8828.50 nett (£10594.20 inc vat)
- In the budgeting process for 2023/24 that a rolling replacement budget be set up for the sports hall floor to allocate £10,000 per year for the next 5 years and that grants are researched.

Report of	Dani Medlin	Date 01.07.22
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Sanding, sealing and court marking Greenwood Park Community Centre, with Bona SuperSport HD seal



Hi Josh

Thanks for the video call and measurements, this is our budget quote for sanding, sealing and court marking the junckers sylvia sport beech floor. If you want to proceed we will inspect the floor and record the existing court layout, check the length and width and check for any repairs. Any repairs would be added to the quotation but i couldn't see any in the video.

The sports floor needs now to be sanded and sealed to bring the floor surface back to a good condition for sports usage.



Bona SuperSport HD Seal, matt finish

Premium two-component waterborne wood floor lacquer specifically formulated for professional use on wood sport floors.

Bona SuperSport HD provides a tough, high-build polyurethane finish in compliance with the European standard for indoor sports surfaces. Clear, non-yellowing formula.

- Outstanding resistance to wear and scuff marks
- Easy to maintain
- Recommended by FIBA for highest level of competition



- tech-data-sheet---bona-supersport-one.eu
- bona_supersport_brochure_uk
- bona-supersport-maintenance-guide-uk

FROM
Mark Biddle
Biddle Sport Ltd
Willow Hill,
Holt Heath,
Worcester,
WR6 6TA
www.biddlesport.co.uk

PHONE
01905 622113

COMPANY NUMBER
2577283

VAT NUMBER
GB 589442491

FOR
St Stephen Parish Council

TO
Josh

EMAIL
jasim@ststephen-pc.gov.uk

COPY TO
Isabel Crozier


QUOTE NUMBER
5578

DATE
9 May 2022

VALID UNTIL
5 November 2022

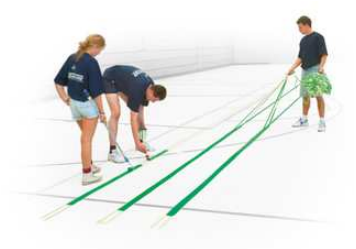
[Download PDF](#)

Indicative court layout drawing	200.00 x 1
Computer generated & emailed via pdf, in full colour and detail, to be agreed by the Centre Manager prior to work.	200.00

Sanding & Sealing with Bona SuperSport HD seal	21.00
	x 349
Sports hall dimensions given 21.20 x 16.46m = 349 sqm	7,329.00
Work method: <ul style="list-style-type: none"> Remove all the old layers of seal with professional machinery using three grades of abrasives. Sanding of floor edges with professional edge sanders. Apply 1 coat of Bona SuperSport Primer to give optimum adherence. Apply 1 coat of Bona SuperSport HD seal. Fine abrading and vacuuming to make the surface smooth & to ensure the markings adhere. Install court markings (see court marking section below). Fine abrading of lines and vacuuming of floor. Apply one final coat of Bona SuperSport HD seal, matt finish. 	
	

Court Marking

We will mask all lines with an accuracy of ± 2mm for line width and ±0.1% for overall court dimensions prior to painting them with two-pack water based polyurethane paint, 1 coat application.



Badminton Court - white No shuttle service testing dashes 40mm line width	390.00 x 2 780.00
Basketball Court - black New Fiba 2012 Court 50mm line width	530.00 x 1 530.00
Volleyball Court - green 50mm line width	350.00 x 1 350.00
<div>Total GBP excluding VAT</div>	
<div>£9,189.00</div>	

Payment Terms:

- nett 30 days from date of invoice
- Price is fixed for 6 months from date of quotation.
- All prices quoted are excluding VAT

Work & Access

- approx 6 days work incl weekend access + 3 days curing.
- Access required from 7.30am to 7.00pm
- No other trades to be present in the area of work during the work and curing period.

Curing time & Maintenance:

Curing:

The curing process takes approximately 3 days, (90% cured in 24 hours, 100% after 72 hours). Do not cover the surface until the floor has fully cured. The floor may be lightly played on after 24 hours but remains susceptible to scuffing or marring until completely cured. During the first week, no wet cleaning, only dry dust.

(under normal climate conditions, 20°C/ 60% R.H.)

Maintenance:

Clean the floor with Bona SuperSport Cleaner (frequent use) and Bona SuperSport Deep Clean (for occasional, intensive cleaning if the surface has become slippery). The appearance and condition of the floor should be assessed regularly as part of an ongoing maintenance plan. The floor should be overcoated periodically with additional coats of Bona SuperSport HD to maintain a safe, slip resistant, high performance surface and to prevent the floor from having to be sanded back to a raw surface.

Detailed maintenance instructions are available at www.bona.com

General Information:

- No repairs or fills are included in the total cost, unless specified in quote.
- Please provide a builders skip 7 yard for us to place the bagged up saw dust from the sanding operation, position it at least 20 metres away from buildings. Or 2 large outdoor wheelie bins if the Centre has them.
- Sanding and sealing of skirting is not included in the total cost.
- We have assumed that all equipment, furniture etc., will be removed from the area prior to our commencement on site and that any sheeting up and protection of adjacent areas will have been carried out by others.
- We may not be able to sand up the the wall if there are fixed wall bars - we will get as close as our professional edge sanding machines allow.
- Even though we use professional sanding equipment some dust is inevitable and we do not undertake any subsequent cleaning down which may be required. We recommend you use dust sheets to cover any items that may accumulate dust and cannot be removed.
- Not all stains or stiletto heel marks will be removed by the sanding operation. If there is a slight rippling of the surface in certain areas this (although will be improved) will not be eradicated. In places where new lines will not cover the old one, shadows of the old lines can be seen.
- Power should be provided free of charge for our machines.
- Heating should be commissioned and fully operational. Please ensure the temperature is set between 18-22°C.
- This temperature should be kept constant day and night during the work and curing of the seal. Relative air humidity should be 30-60%.
- Lighting should be fully operational.
- The Sports hall needs to be ventilated well during the sanding, sealing, court marking and curing of the seal.
- The drying/curing process of the seal and paint may be adversely affected by the following factors: insufficient ventilation, excessive humidity, low temperatures, the use of protective floor coverings. This can result in the curing time being extended, reduced resistance to scratches and in extreme cases poor adhesion to the floor.

TELL US WHAT YOU THINK!

WE LOVE TO HEAR WHAT YOU THINK OF OUR PRODUCTS AND SERVICES IN ORDER TO BE ABLE TO SERVE YOU IN THE BEST WAY POSSIBLE, SO IF YOU HAVE ANY QUESTIONS OR COMMENTS JUST DROP US A LINE IN THE BOX BELOW.

Ask a Question

Sanding, sealing and court marking Greenwood Park Community Centre,
with Bona SuperSport HD seal

Total GBP excluding VAT £9,189.00

Additional comments

Optional

Your order/reference number

Optional

☐ Yes, I Josh agree to and accept this quote, on 1 July 2022 at 12:53PM.

Accept Quote

[Decline this quote...](#)

Hi Dani,

Based on your measurements - 305 sm.

To sand and seal the entire floor 305 sm x £23 per sm= £7015.00 plus vat.

This would be on top of the court marking costs and would include a coat of prime and 3 coats of Junckers High Performance floor seal.

Any repairs to the timber would be an extra charge. If this is of interest, we will send our surveyor over to look over the floor to be sure this is possible.

I look forward to hearing from you.

Kind regards

Olly Whittington

Contracts Director

T: 07875 964604

E: olly@renovatecontracts.net

W: www.renovatecontracts.com

RENOVATE CONTRACTS LTD

Commercial Timber Flooring Contractors

French Polishers & Court Markers

Unit 39 Hill Lane Close, Hill Lane Industrial Estate, Markfield, Leicestershire. LE67 9PY
duncan@renovatecontracts.net * 01455 851900 * www.renovatecontracts.net

QUOTATION

Name : St Stephen Parish Council
Address : Greenswood Park Community Cen
Tippendell Lane
St Albans
AL2 3HW

Date : 20/06/2022
Ref. : 1381
Doc. : 10601
Emp. : Olly
Page : 1 of 2

Goods And Services	Price
For the attention of Dani Medlin.	
Re; Court Marking works.	
To mark out and over paint the courts listed below.	
To mark out with masking tape and paint the markings listed below. We will apply a coat of lacquer to the lines to enhance the life of the markings.	
2 x Badminton courts.	£741.00
1 x Volleyball court.	£344.50
1 x Basketball court.	£533.00
Travel costs.	£195.00

RENOVATE CONTRACTS LTD

Commercial Timber Flooring Contractors

French Polishers & Court Markers

Unit 39 Hill Lane Close, Hill Lane Industrial Estate, Markfield, Leicestershire. LE67 9PY
duncan@renovatecontracts.net • 01455 851900 • www.renovatecontracts.net

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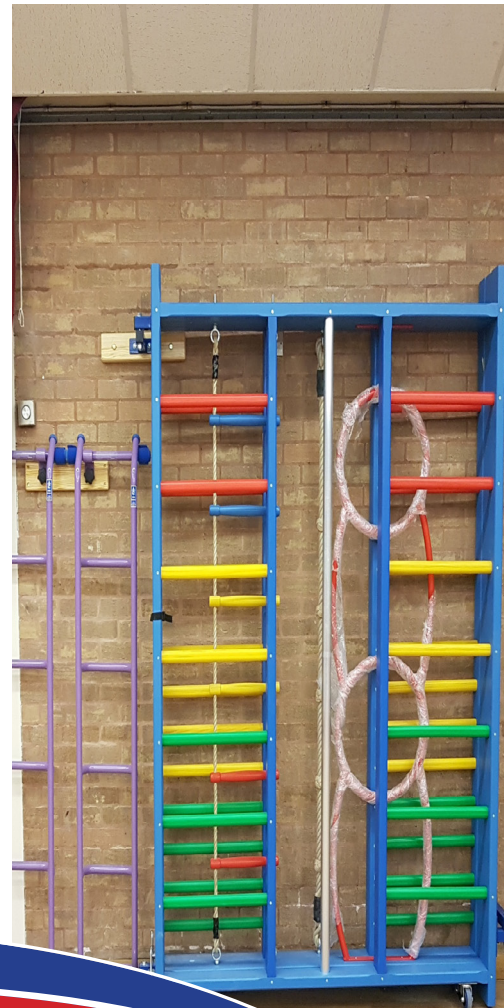
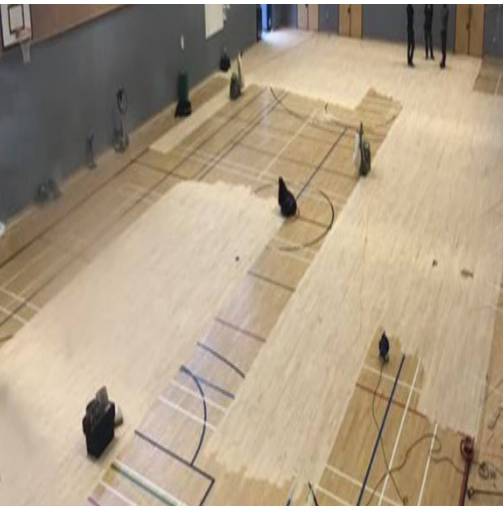
Goods And Services	Price
<p>A) The floor area to be clear of all furniture and equipment prior to our arrival on site. B) We cannot be held responsible for scratches or indentations made to the floor after we have left site C) Please ensure the relative access and working permissions are in place prior to our arrival on site, as wasted journeys are charged for at our minimum daily rate £840.00. D) The prices quoted do not allow for main contractors discount. E) These works will take 2 days to complete. F) Manufacturers maintenance advice is available at www.junckers.co.uk G) Please confirm in writing to take this quotation further. H) Please ensure the lighting and heating are fully operational. I) A 240v supply needs to be available within 15m of the work (10,000 watts).</p>	

Nett :	£1813.50
Vat :	£362.70
Total :	£2176.20



sportsafe

Supporting the next generation



St Stephen Parish Council

Project Number: PN4776
Date: 29/06/2022

Revision: V1
Customer name: Danielle Medlin

Executive Summary

Scope of works

Customer has a traditionally laid Junckers SylvaSport 22mm Beech tongue and groove hardwood sprung floor system measuring approximately 305.61 square metres.

We have quoted to have the floor deep cleaned and resealed and the line markings reapplied.

Dimensions and images provided by the customer.

Contact Details

Keith Parker

07967 222182

kparker@sportsafeuk.com

Your Quotation

Installation

Thoroughly deep clean whole area using stringent degreasers and neutralisers, abrade whole surface. Thoroughly prepare and apply two coats of manufacturers approved water-based high traffic, sporting traction specialist floor seal in either matt, silk or gloss finish (which meets current BS7044 and European DIN 14909 Standards for the safe undertaking of sporting activity), allowing correct drying intervals between coats. Leave site in clean and tidy condition.

Apply the following line markings:

1 x Basketball court in Black

1 x Volleyball court in Green

2 x Badminton courts in White

Should the area be used for multi-activity and not specifically sport then it would be advisable to consider the application of an extra coat of protective floor seal.

Duration of contract: 4-5 Working Days

Total Cost: **£9,312.50** + VAT

- Please note that the installation is grouped together to reduce costs. If specific elements of the quotation are selected, the installation cost will need to be re-calculated accordingly.
- All prices are exclusive of VAT at the current rate.
- This quotation is valid for 90 days and subject to the company terms and conditions that can be found at www.ssuk.online/terms

Recently Completed Projects



"I would like to thank Sportsafe for there great install and accurate procurement of all sports equipment and netting protection. The professional approach to the work both on site and off has been much appreciated and left a great lasting impression. The end user (Highworth Grammar school) will have much fun, enjoyment and learning development with the robust equipment now available to them. Many thanks Sportsafe team and I look forward to working with you in the future."

Stuart Drake
Project Manager of Beardwell Construction

Insurances, Warranties and Accreditations

Insurances

Sportsafe is fully insured in all respects. We carry £10,000,000 Public and Product Liability and £10,000,000 Employers Liability insurance.

Warranties



1 year

Installation warranty



1 year

Workmanship warranty



15 year

Warranty on machine finished timber against structural failure due to rot or insect attack



25 year

Warranty against structural failure due to corrosion on galvanized steel components

Exclusion to warranties

All of the above warranties exclude normal wear and tear, improper use and deliberate, accidental and cosmetic damage.

All equipment must undergo an annual safety inspection and routine maintenance by a certified operator for warranties to remain valid.

Accreditations



Project Management

Information:

- All staff on site are fully DBS certified.
- Please be aware that all installation timescales provided are estimated.
- All elements of installation managed by Sportsafe projects team.
- All working areas will be fully cordoned off.
- All deliveries to be outside school opening hours.
- The installations team will require access to site power and water
- Our quotation assumes that our on-site team will be able to use the school's washroom facilities, please inform us if this is not the case.
- All work to be fully signed off after completion.

Risk Assessments and Method Statement Information

- Prior to commencement on site a full risk assessment is to be carried out by Sportsafe engineers. Risk Assessments and Method Statements are provided prior to works commencing on site.

Health and Safety Information:

- Full Sportsafe Health and safety policy available upon request
- Public and company liability insurance available upon request

Aftercare and Maintenance

Annual Inspections

Annual Inspections are required by law to ensure your facility is safe for your users and that you meet the requirements of your public liability insurance.

Once your Inspection is completed, Sportsafe Inspectors will supply you with a full report, including any required and recommended remedial work to ensure your equipment is safe. It is vitally important remedial work is carried out for the safety of your users and to ensure you are meeting the requirements of your public liability insurance. Any elements that show signs of damage and are a consequence of faulty manufacture or installation will be repaired or replaced free of charge.

Your first annual inspection is included in our Aftercare package and is free of charge with your order.

Health and Safety Certificate

Once remedial work has been carried out to bring any failing equipment up to standard, your facility will be awarded a Health and Safety Certificate to show it has passed. Not only will this assure your users your equipment is safe to use, but it can also be displayed for the use of Ofsted and Councils.

The inspection, rather like an MOT inspection for a car, relates specifically to the findings made at the time of the inspection. Only when all remedial work has been completed can Sportsafe issue a Health and Safety Certificate to say the equipment is safe. Any work should be carried out as soon as possible after Inspection.

Terms of Business

This document sets out our terms of business, which apply in all cases unless otherwise agreed in writing. It is an important document: please keep it for future reference. We pride ourselves on the standard of service and advice we give to all our customers and we want to make sure that our service meets your expectations. It is therefore why we provide a detailed estimate along with an outline of our terms as detailed:-

Our estimate is provisional and subject to a detailed site visit on receipt of order.

Only receipt of an official purchase order will be deemed as indication to proceed.

Site Conditions

The estimate submitted is a budgetary estimate to supply and install the specification detailed in the estimate and will be subject to a site visit to confirm both the requirement, specification and date for the commencement of the agreed works.

Any deviation from the original estimate will require a revised estimate for acceptance and finalisation from both parties.

An agreed programme of works will be finalised prior to commencement and any interruption to this programme may result in additional costs being submitted.

Our estimate is based upon normal hours of site work, i.e. 7.00am to 6.00pm. Weekend working is not included. We reserve the right to work reasonable overtime, if necessary.

Our estimate is based upon a single erection / dismantle operation of our access equipment with the equipment remaining erected for the duration of the works and safely secured in situ overnight, unless otherwise agreed.

Our estimate does not include for any heat deflectors to be supplied and fitted, if the netting supplied is to be installed within close proximity of overhead heaters.

If flame retardant treatment of mesh is required, it must be specified at time of order as the mesh cannot be treated after manufacture. Our secondary steelwork is coated in white as standard. If you require different colours please advise us before ordering. Track way is self-coloured aluminium.

All plant and equipment required by ourselves to undertake this work is included. However, we will require a 240 volt power supply, water supply and adequate level of lighting.

It is the responsibility of the customer to advise us of any under floor services that may be in the vicinity of sports equipment being installed.

Any disputes or complaints must be submitted in writing and our complaints procedure will be put into place.

Financial Conditions

Payment of invoices are due 30 days from invoice date. Interest may be charged at the rate of 8% on all overdue invoices. Acceptance of these terms is assumed by receipt of a Purchase Order. We cannot be held responsible for and will not accept any financial penalty's that may arise from the schedule of our works overrunning due to unforeseen circumstances or force majeure. Delivery is currently 6-8 weeks from receipt of official order, unless otherwise agreed. Sportsafe estimates are calculated as an entirety and therefore should you decide that you only require certain elements of the installation Sportsafe reserve the right to submit a revised estimate.

All prices are exclusive of VAT at the current rate.

The estimate is subject to the company's standard terms and conditions which can be found at www.ssuk.online/terms,

The following payment terms will generally apply to projects and installations:

For new accounts, the first project will generally be invoiced and payable on a pro forma basis unless credit facilities have been agreed beforehand and are subject to a satisfactory credit check. In the case of proforma, production or procurement of parts and services will not commence until payment is received in full.

All other projects or installations will generally be invoiced and payable in staged payments prior to completion unless agreed otherwise.

All estimates are valid for a period of 60 days, if agreement to commence work is not reached prior to this date or commencement of works is delayed beyond this period, then a new site visit will be required to determine all previously submitted/agreed criteria remains in place.



Call 0333 300 0032

Visit www.sportsafeuk.com

Email projects@sportsafeuk.com

Sportsafe Ltd
2 Moorside
Eastgates
Colchester CO1 2TJ



F T GEARING LANDSCAPE SERVICES LTD

CROMPTON ROAD DEPOT STEVENAGE HERTS SG1 2EE

Tel 01438 369321 email sales@ft-gearing.co.uk

Directors F.T.Gearing, C.M Gearing Registered office as above Registered in England No. 1280116



Mr Matthew Huddleston,
Parish Centre,
Station Road
St Albans Bricket Wood
Herts AL2 3PJ

QL6564

17th May 2022

Dear Matt,

Following my site visit I set out below my quotation for the works requested.

Woodbury Entrance Bridges

Remove any trees that are in line of works. I have assumed you have any necessary permission to carry this out.

Excavate loose material and construct shuttering for 1 bridge 3 meters x 4 meters across ditch with 300mm pipe through and 1 bridge 1 meter x 4 meters across ditch with 300mm pipe through

Pour a reinforced concrete slab to form new bridges.

Return to site and remove shuttering

Excavate from new large bridge back to public footpath approximately 300mm deep and back fill with 100mm MOT type 1 stone

Excavate from new large bridge back to tarmac footpath in play area approximately 3 meters x 8 meters approximately 300mm deep and back fill with 100mm MOT type 1 stone

Install grey path edging as required to retain new tarmac

Lay 70mm of base course tarmac and 30mm wearing course tarmac over MOT

Price allows for supply of all materials and removal of all debris:

Price £12500-00 plus VAT.



NOTES

I have assumed

You have all required permissions for the works outlined above

No services will be affected by our works

Plant/ excavations and materials to be stored in your yard during works

Work to be carried out in normal working hours

I have not allowed for any traffic control during works

Yours sincerely

Michael Gearing

MJS PAVE

9 Mill Close

Hemel Hempstead

Hertfordshire

HP3 8AD

info@mjspave.co.uk

VAT Registration No.: 291473780



Estimate

ADDRESS

Isabel

St Stephen Parish Council

The Parish Centre

Station Road

Bricket Wood

St Albans

Herts

AL2 3PJ

ESTIMATE NO. 1312**DATE** 15/06/2022

ACTIVITY	QTY	RATE	AMOUNT
Services	1	8,004.00	8,004.00
Pathway Extension: Dig up concrete and earth to extend existing pathway out towards road. Take down the trees and remove from site. Dismantle and remove from site the metal fencing section (securing remaining fence) creating an opening of 3.2 wide. Dig up and clear area of all concrete and foliage , remove from site. Where the ditch is located, install a drainage pipe (approx 0.5m diameter) to allow water to run through. Prepare area, concreting the sides of bridge area , and securing drainage pipe, re-enforcing the area due to the level of traffic from road at side. Import hardcore and compact as required Tarmac the area up to the road/path boundary (Highways to drop kerb for roadside access) Supply and install posts and 'farmgate' 3.2m wide Clear area and leave tidy.			
SUBTOTAL			8,004.00
VAT TOTAL			1,600.80
TOTAL			£9,604.80

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	1,600.80	8,004.00

Accepted By

Accepted Date

Isabel Crozier

From: Matt Huddleston
Sent: 28 June 2022 13:36
To: Isabel Crozier
Subject: FW: Woodbury Field Playground, Bricket Wood - Vehicle & Pedestrian Accesses
Attachments: DOC270622-27062022085344.pdf

fyi

From: Nigel Simons <nigel.simons@murrill.co.uk>
Sent: 28 June 2022 12:01
To: Matt Huddleston <matt@ststephen-pc.gov.uk>
Cc: Jamie Whetton <jamie.whetton@murrill.co.uk>
Subject: Woodbury Field Playground, Bricket Wood - Vehicle & Pedestrian Accesses

Good Afternoon Mathew,

Thank you for meeting with me last week to discuss the proposed works at Woodbury Field playground. There were 2 areas of work you requested us to price. The first was to construct a vehicular access 14m in length x 3.6m wide starting in West Riding at the rear of the public path/vehicular crossover (constructed by others) to the existing fence line (to be removed by others) to join an existing footway in the park. The second, was to construct a pedestrian access 6.1m in length x 1.6m wide to replace an existing wooden sleeper bridge (to be removed by others). I trust this is a true reflection of our on-site discussions. Please see attached a rough sketch of the works we propose and below a brief specification.

Vehicular access

Our price includes for the following.

A CAT scan of the works area before digging commences to ensure there is no utility apparatus affected by the works.

Removal and disposal of all vegetation. Trees to be removed and suitably ground down by others.

Excavation to construction depth and disposal of top soil.

Provision and installation of all MoT Type 1 sub base materials.

Provision and installation of a geotextile membrane.

Provision and installation of a 225mm dia. twin-wall perforated drainage pipe and associated concrete bag work.

Supply and lay 80mm AC 20 binder and 30mm AC 6 Surface dense bitumen macadam materials.

All plant, labour and materials for the above.

Cost of £9598.66 + VAT

Pedestrian access

Our price includes for the following.

A CAT scan of the works area before digging commences to ensure there is no utility apparatus affected by the works.

Removal and disposal of all vegetation. Trees to be removed and suitably ground down by others.

Excavation and disposal of top soil to construction depth.

Provision and installation of all MoT Type 1 sub base materials.

Provision and installation of a geotextile membrane.

Provision and installation of a 300mm dia. twin-wall perforated drainage pipe and associated concrete bag work.

Supply and lay 50mm AC 20 binder and 25mm AC 6 Surface dense bitumen macadam materials.

All plant, labour and materials for the above.

Cost of £4858.45 + VAT

The above prices include for site setup and provision of welfare facilities, all necessary pedestrian safety barriers and signage required to undertake the works. Please be aware that we would not undertake either of the works in isolation. This is because some of our costings are shared. We assume all permissions have been granted with land owners and permits to dig are in place. I hope the above is of interest to you. If there is any further information or clarification required please do not hesitate to contact me.

Regards

Nigel Simons

Senior Site Manager (Consultant)

T 0208 578 4275 **M** 07553 353385



Greenford Depot, Greenford Road, Greenford, Middlesex, UB6 9AP

www.murrill.co.uk



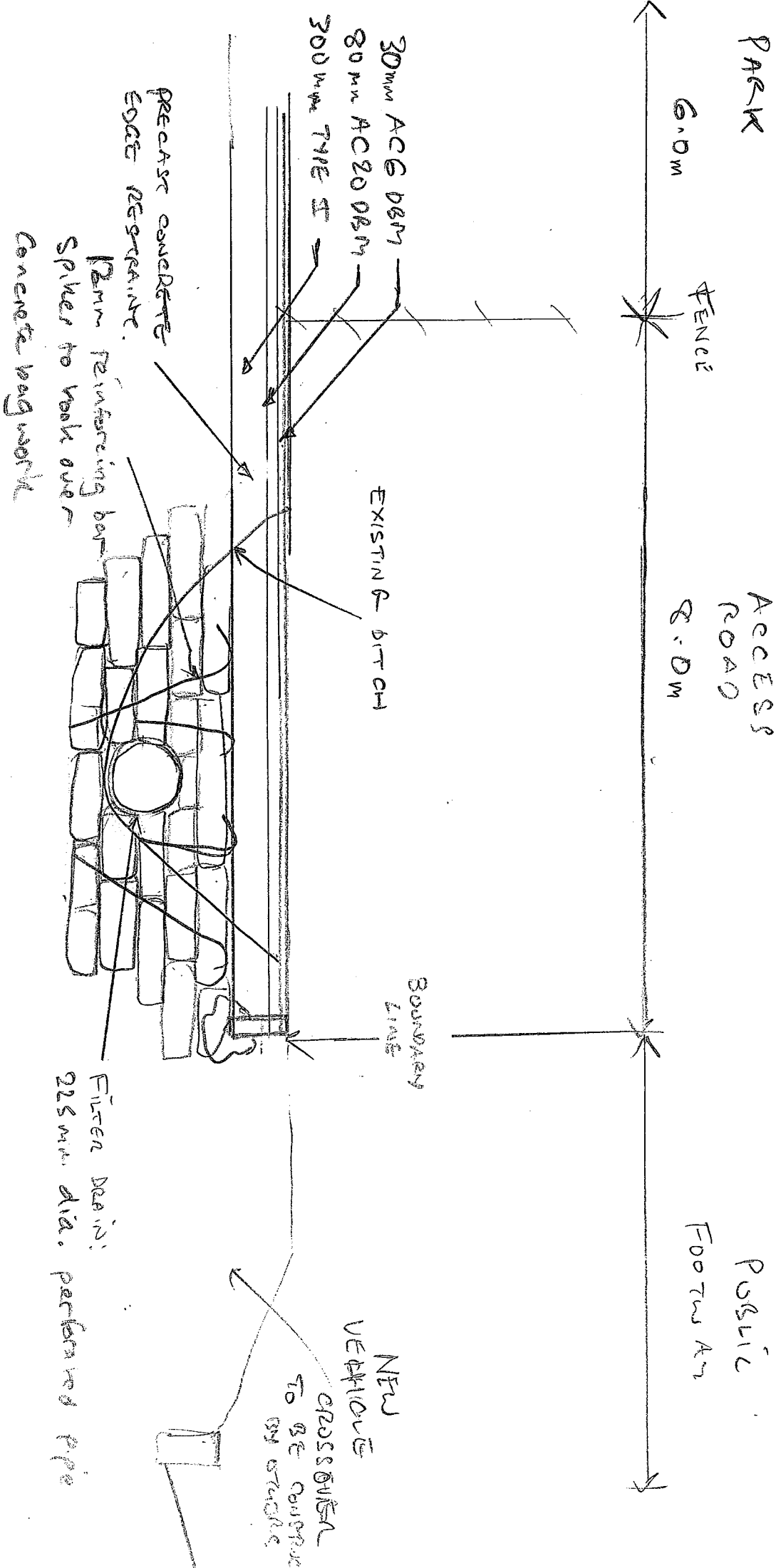
Murrill Construction Limited - Company Registered in England and Wales - Registration No: 01899061

Registered Office: 21 Market Place, Blandford Forum, Dorset, DT11 7AF

Tel: 0208 578 4275

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WOODBURN FIELD PLAYGROUND WORKS



CROSS SECTION OF PROPOSED DRAINAGE PIPE

Scope of Procurement: Specification for Options Study– Greenwood Park

Summary

The St Stephen Parish Council Strategic Plan proposes the closure of its facilities at Bricket Wood and the relocation of the Administrative Offices, Council Chamber and Maintenance Facilities to the Greenwood Park (GWP) site. Additional requirements at the GWP site include an expansion of the driveway to two lane, additional car parking spaces, disabled parking provision and electric car charging points. Desirable elements would be the inclusion of space for a Community Orchard and Garden and potentially extensions to existing buildings to include a café and additional community rooms. This Brief is for the design and spatial planning work to provide a minimum of three options to be presented as part of a Public Consultation regarding the proposed works at Greenwood Park.

Background

St Stephen Parish Council have two main community centres at separate sites within the Parish, each with an office and meeting rooms. Both buildings have not been brought up to date in terms of disabled access and energy efficiency and we have got to the point whereby it is not considered to be cost effective to update the Parish Centre site in Bricket Wood. This gives us the opportunity to consolidate the parish council staff together at the busier Greenwood Park site in Chiswell Green. The Council would like to continue to provide meeting space in both Chiswell Green and Bricket Wood but offices do not necessarily need to remain at Bricket Wood and staff accommodation could be housed at Greenwood Park in some form, either as an extension to the existing Community Centre or pavilion or as a new stand alone building. The Maintenance Facilities and workshop/office could also relocate from the Parish Centre site and be accommodated at Greenwood Park.

St Stephen Parish Council Buildings and land holdings in relation to this contract:

Parish Centre, Barn, Grounds compound, car park and Parish Centre Field
Station Road
Bricket Wood
St Albans
AL2 3PJ

Greenwood Park incl Community Centre, Pavilion, tennis courts and two allotment sites with three car parks
Off Tippendell Lane
Chiswell Green
St Albans
AL2 3HW

North Close Play Area and open space
Chiswell Green
St Albans
AL2 3HB

Contract requirements

The St Stephens Parish Council Fixed Asset Development Strategy proposes the closure of its facilities at Bricket Wood and the relocation of the Administrative Offices, Council Chamber and Maintenance Facilities at the Greenwood Park site. This Brief is for the design and spatial planning work to provide

a minimum of three options to be presented as part of a Public Consultation regarding the proposed works at Greenwood Park.

Outline of Requirements

1. The administrative staffing area should have easy access for the public but provide safety for the members of staff, minimum area required 60m². Separate unisex toilet. Council Chamber should also be easily accessible with minimum floor area 60m², room should serve combined purpose as Council Chamber/Meeting Room and be available for hire. Disabled facilities including induction loop. AV presentation facilities including ability to record meetings. **Essential**
2. New staff accommodation to be linked to existing facilities in the community centre – **Desirable** (could possibly be linked to Pavilion – see later)
3. Improvements to existing Greenwood Park Community Centre
 - **Community Centre** is well used and fairly fully booked, however, running costs are very high, the Parish Council want to make substantial improvements in relation to its energy efficiency and to take opportunity for energy generation from the south westerly facing roof slope. We would wish to reduce the energy use of the building by approximately 75% and envisage that this will require re-roofing and substantially increased insulation levels, replacing windows, renewing insulation, and increasing insulation to clad areas of wall, possible installation of MVHR system. **Essential**
 - **Cloakroom toilet facilities** are poorly arranged and inadequate in terms of provision for disabled. We would also wish to move towards gender neutral facilities. **Essential**
 - **The kitchen facilities** are inadequate and only of domestic fixture standard. We would wish to have one kitchen that could cope with commercial facilities (stainless steel etc) and a secondary facility to enable some kitchen provision to be provided to other Hire areas when the main kitchen is being utilised. **Essential**
 - Provision for incorporating café within the building **Desirable**
4. Improvements to Pavilion
 - **Public toilet facilities** to be updated to unisex - including provision of fully compliant assisted care facility. **Essential**
 - Facilities for Tennis club to be improved including dedicated Kitchen / food prep area. Remaining facilities to be enlarged to provide suitable additional hire space, inc. storage and food/drink prep facilities. **Desirable**
 - **Energy efficiency** to be updated as per Community Centre. **Essential**
5. New Maintenance Team facilities

The existing facilities comprise of a historic barn of 180m² which acts as a store, workshop, vehicle store, office and welfare facilities. This is very awkwardly laid out due to the constraints of the historic barn. With good planning a purpose built facility could probably be

reduced to 150m². In addition, there is a fenced compound of 240m² at the current site (Bricket Wood) and an existing storage container at Greenwood Park, which will need to be included. Location needs to be in easy reach of the new administration facilities and access for deliveries on HGVs. **Essential**

6. Parking and Access

Greenwood Park was designed as a facility for the entire Parish of St Stephen and therefore parking is required for those not within walking distance. Its appeal for both planned events and general recreational use is spreading beyond the Parish. Whilst parking has always been a problem for specific events, the existing parking is now struggling to cope with general weekend use, particularly in good weather. The existing parking has a number of issues.

The disabled parking is not well linked to the entrance to the Community Centre. Much of the parking is at the North End of the site, some distance from the most popular areas – the play area and the Community Centre

The 'Top' car park is not surfaced and unmarked making its use inefficient

All of the Car Parking is poorly landscaped, unattractive and lacks any ecological interest.

7. It is likely that the moving of the facilities from Bricket Wood will require using some of the existing parking area. This must be replaced. Part of this brief is an analysis of what additional parking is required. Options should indicate estimated existing capacity and proposed new.

Essential

Parking provision should take into account the guidance in the Constraints section of this brief and include surfacing and marking out. Note particularly the section regarding allotments.

8. The Access road is narrow and relies upon passing places for vehicles to pass. It would be desirable to enable 2 way traffic, either by widening the road or creating an 'in-out' system.

Desirable

9. Budget – we would need a very general budget for the various options – this will be largely for comparing merits of options rather than guidance on construction cost. **Essential**

Constraints and Council guidance

Council guidance - The Parish Council has a Strategic Plan which includes a vision and a set of objectives, particularly towards sustainability. It is important that the options address these objectives and we would therefore be looking to see proposals that reduce energy use and increase efficiency, including the use of sustainable materials. We would also wish to see the proposals to include measures that improved the overall biodiversity of Greenwood Park and therefore minimises its environmental impact. This can be by offsetting withing the park.

Planning – The Park is all within the Metropolitan Green Belt, and although small scale recreational facilities are acceptable, the Park is somewhat more than this and will therefore be considered a 'non-conforming use' in Planning terms. This is likely to restrict any built development or car parking in the vicinity of the Tippendell Lane boundary and might restrict significant incursion to the land to the East

of the site, away from the Built-up area of Chiswell Green. In preparing options we expect some initial discussion with the district council planning dept regarding this.

Existing Facilities – The Play Area, Tennis Courts, Cricket and Football Pitches would all be very difficult to reposition and the Football and Cricket Pitches in particular put constraints on extension of buildings and Car parks in this direction.

Allotments – There are currently 2 existing allotment areas within GWP, one close to the main Tippetdell Lane entrance and the other at the North Close end of the park.

In principle the Council is not opposed to relocating allotments if required to get the best solution. This will however require Secretary of State Permission and will result in a delay of at least a year in implementation, due to the period of notice required etc. Allotment holders are generally hostile to moving however, the Parish Council are prepared to manage this situation if required for the benefit of the wider community.

The North Close site has a covenant stating it can be used as a public recreation only. The North Close site could comfortably accommodate up to 30 additional allotments (there are 45 on the existing Tippetdell Lane site). Any option including relocation of any allotments will need to include North Close site in its assessment of Biodiversity and ecological benefit/disbenefit as well as including access/parking, provision of Toilet Facilities and costs of preparation of the new plots and moving any structures etc. from existing plots.

Other Matters

The Parish has committed to providing space for 2 community initiatives at Greenwood Park, these are separate from this brief but it might be helpful to identify any suitable space, bearing in mind the synergies with some of the other facilities on site.

These are a Community Garden and Community Orchard