

ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE
A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA

**ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST
INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE
MEETING.**

You are hereby SUMMONED to an EXTRAORDINARY FULL COUNCIL Meeting of Pulborough Parish Council which will be held **in the Rother Hall, at the Village Hall** on **Thursday, 16th May 2024 at 6.45pm.**

**Harry Quenault
Clerk & RFO**

Swan View, Lower Street, Pulborough, RH20 2BF

Tel: 01798 873532 hquenault@pulboroughparishcouncil.gov.uk

Dated: 2nd May 2024

AGENDA

- 1. Apologies for Absence**
To approve apologies for absence.
- 2. Declarations of Interest and Changes to Register of Interests**
To receive Councillors' declarations of interest on any of the agenda items.
- 3. MUGA Quotes – Recommendation from FA**
To consider a recommendation (from the FA) that Pulborough Parish Council accepts a quotation for the completion of MUGA. (quotes to be presented at the meeting)
- 4. Contracted Event & Grant Position**
To consider a job description (to be provided at the meeting) for a events and grant contractor, as recommended at 18/04/24 Full Council Meeting and to consider the Staffing Group responsibility of overseeing the selection process.



280 Watford Road, St Albans, Herts, AL2 3DN
t: 01727 730707 | e: info@sportscourts.co.uk | www.sportscourts.co.uk

May 2, 2024 Ref: HP/PPC/CR862

QUOTATION

PULBOROUGH PARISH COUNCIL

To high pressure wash the following:

1No MIGA Court 23m x 37m

SPECIFICATION FOR THE FOLLOWING WORKS

Complete treatment includes:

- High pressure washing using 3000psi machines to thoroughly deep cleanse the area removing excess dirt, moss and stones to help improve the drainage.
- To carry out a 1m square surface repair. Infill with concrete and the finish off rubber crumb.

MATCHPLAY II

- To supply and lay Matchplay II artificial carpet in dark green and mark out 1No set of tennis in white, netball in yellow and five a side in red lines. Please see specification attached.

£ 31,952.00

WELDMESH REPLACEMENT

- To remove 23 linear metres of damaged weldmesh to the width side on to the cricket nettings. Supply and hang new galvainsed weldmesh

£ 1,600.00

1No SET OF NEW NETBALL SOCKETS, POSTS AND NETS

- To supply and install 1No set of new netball sockets, complete with posts, rings and nets.

£ 600.00

FIVE A SIDE GOAL

- Fit 1No set of socketed seven a side white PPC coated aluminium goals 1.2m x 3.66m complete with football nets finishing flush with new playing surface.

£ 1,500.00





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FENCING OPTIONS

OPTION 1 - REPLACEMENT REBOUND BOARDS.

- To remove old wooden kickboard system and replace with new 18mm marine ply wooden boards 1.22m x 2.44mm. Fixing onto current cross rails and reusing nuts and bolts as discussed.

£ 12,865.00

OR

OPTION 2 – NEW RIGID DOUBLE WIRE WELDMESH SYSTEM

- Supply and install 120 linear metres of our Sports System comprising of 80x40 RHS. Galvanised Powder Coated intermediate and corner posts (overall length 3.75m) at 2.52 centres at 3m high.
- All rigid panels are coated with double lift panel 50mm x 50mm to the bottom 1.2m with the remaining at 200mm x 50mm x double 8mm horizontal single 6mm vertical wires. Inclusive of threaded inserts, 40x5mm clamp bar secured with anti-tamper M8 bolts all galvanised and coated standard RAL 6005 Green colour.
- To supply and install 1No inline gates 1.2m x 3m high with lintel infill above.
- Old fencing system will be removed from site.

£ 25,822.00

PAYMENT TERMS: - 25% DEPOSIT WITH ORDER, BALANCE 28 DAYS FROM COMPLETION

PRICES DO NOT INCLUDE VAT
ALL QUOTATIONS ARE SUBJECT TO CLEAR ACCESS TO SITE & WATER





MATCHPLAY 2

ITF Category 2, medium slow. Meets EN15330 part 2. The guaranteed, British manufactured, performance tennis surface.

- MULTI-SPORT • SAND DRESSED
- LOW MAINTENANCE • LOW SAND CONTENT



Scale bar 1 : 100

LINE MARKINGS

SPORT	COLOUR	WIDTH	FIXED
TENNIS	WHITE	50mm	INLAID
NETBALL	YELLOW	50mm	INLAID
5v5 FOOTBALL	RED	50mm	INLAID

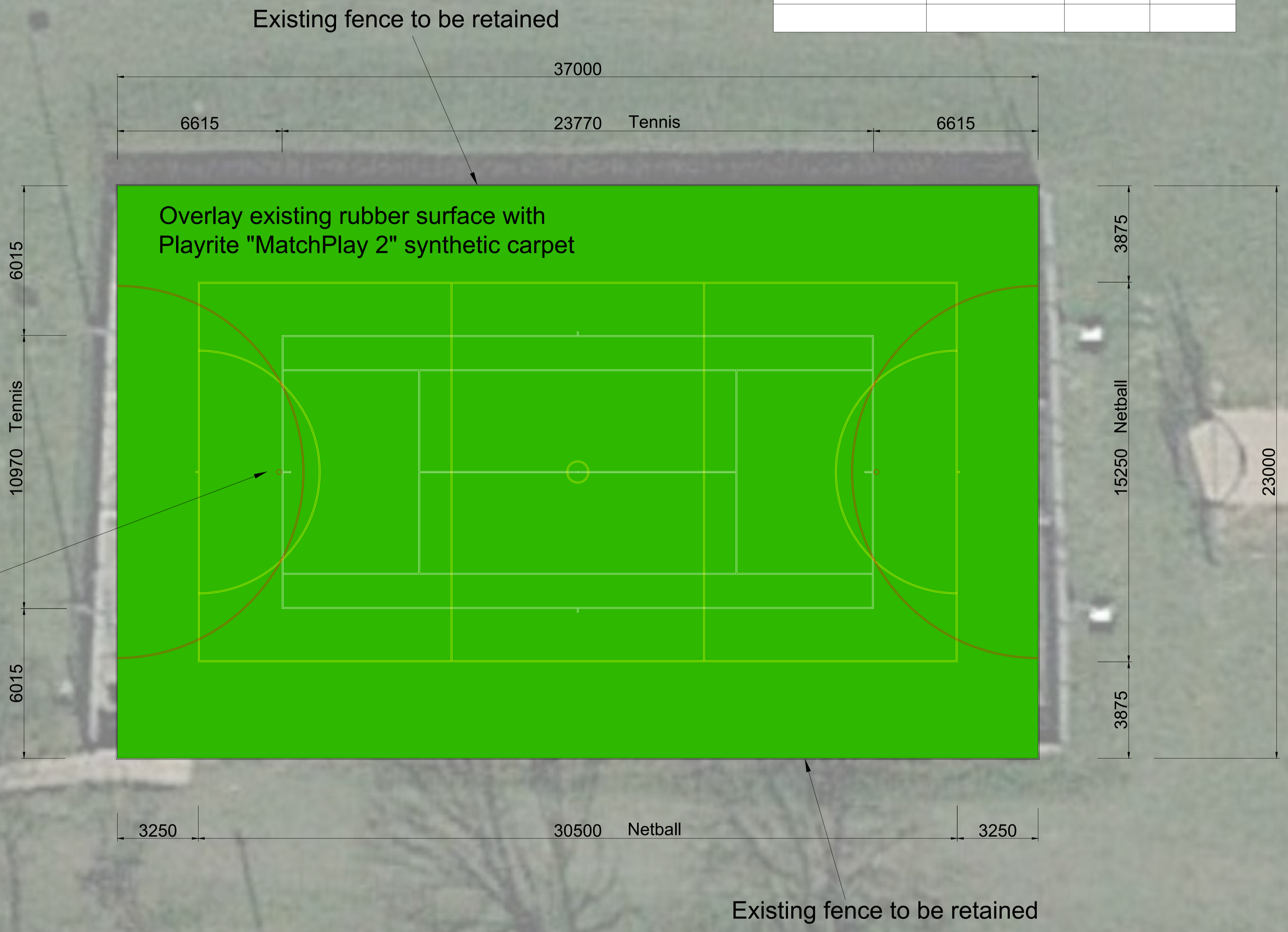
1- DO NOT SCALE FROM DRAWING. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORKS.
 2- THIS DRAWING IS COPYRIGHT TO SPORTS COURTS
 3- ALL PERSONNEL SHOULD BE AWARE OF THE HEALTH AND SAFETY PLAN WHICH IS RETAINED IN THE SITE MANAGERS OFFICE

HEALTH AND SAFETY NOTE

ALL PERSONNEL SHOULD BE AWARE OF THE HEALTH AND SAFETY PLAN WHICH IS RETAINED IN THE SITE MANAGERS OFFICE



Location Plan 1:1250



Pulborough Parish Council - Playing Fields MUGA

SportsCourts UK Limited
 SPORTS COURTS UK LTD
 280 watford Road, St. Albans, Hertfordshire, AL2 3DN
 T: 01727 730707 F: 01727 834065 E: chris@sportscourts.co.uk

PROJECT TITLE	PROJECT NUMBER
PULBOROUGH PARISH COUNCIL	MUK3221

PROPOSED LAYOUT

DRAWING No	REV	SCALE
SC-MUK3221-01		1:100
DRAWN BY	DATE	
Checked by Nell McHugh	05-02-24	
CHECKED BY	SIZE/PLDT	
ACAD FILE	A1	

24 Hollow Lane
 Draycott in the Clay
 Ashbourne
 Derbyshire
 DE6 5HQ



Quote Ref:	EP0220REV3
Date	14.05.24

QUOTE		
Customer Contact: Beverly Nobs Address: Swan View Lower Street RH20 2BF Email: <u>deputy@pulboroughparishcouncil.gov.uk</u> Telephone No:01798873532		Site Address: Recreation field Pulborough
PRELIMS	Preliminaries	£4,550.00
REMVLS	Removals	£3,927.00
SIPRB	Supply & Install Phenolic Resin boards 51 No	£19,564.00
PRBS	Base prep of existing Surface	£5,670.00
SAGRSS	Supply and install sports grass surface 840m2	£28,000.00
SIGM	Supply and install sports markings FOC	£0.00
DEL	Delivery	£1,533.00
	Sub Total	£63,244.00
	VAT	£12,648.80
	Total	£75,892.80

Discount of £750.00 for an order placed in May.

50% Deposit on order and balance paid on completion of works.

24 Hollow Lane
 Draycott in the Clay
 Ashbourne
 Derbyshire
 DE6 5HQ



Quote Ref:	EP0220REV3
Date	14.05.24

If you are satisfied with the quote above, please complete the order form attached and return by email or post.

ORDER CONFIRMATION	
Customer Contact: Beverly Nobs	
Email: deputy@pulboroughparishcouncil.gov.uk	
Phone No:01798873532	
I confirm we would like to proceed with Quote reference EP0220REV3	
Signature	
Print name	
Position	
Date	

24 Hollow Lane
Draycott in the Clay
Ashbourne
Derbyshire
DE6 5HQ



SOFT SURFACES

Quotation Ref:

40463R2

Client:

Pulbrough Parish Council
Swan View
Pulborough
West Sussex RH20 2BF

Date:

2nd May 2024

Site Address:

Pulborough Recreation Ground
Pulborough
West Sussex
RH20 2AJ

FOR THE REFURBISHMENT OF AN EXISTING MULTI-USE GAMES AREA (MUGA) WITH **MULTISPORT** SURFACING AND ALL ASSOCIATED WORKS.

*Quotation is based on minimum order value shown and payment with 14 days S.T.S
Price is valid 30 days from date of quotation and is based on good access to the area & all works to be completed consecutively (one visit).
Any acceptance of Quoted works assumes acceptance of our standard **Terms & Conditions** of Business
All works are subject to a Site Survey if required.*



SOFT SURFACES

Sport and Play Surfaces

QUOTATION REF: 40463R2
ESTIMATOR: LK/JG
DATE: 2nd May 2024

Beverley Nobbs
Pulborough Parish Council

Tel: 01798 873532

Email: deputy@pulboroughparishcouncil.gov.uk

Site Details: Pulborough Recreation Ground, Pulborough RH20 2AJ

<u>COURT DIMENSIONS</u>	<u>M²</u>
36.6m x 23m	841

ITEM	DESCRIPTION	QYT	UNIT	VALUE
1	Prelims/Site Supervision			
2	Site Preparation			
2.1	Removal of existing synthetic surface	841	m ²	£5,887.00
2.2	Clean	841	m ²	£1,500.00
2.3	Chemically treat	841	m ²	£210.25
2.4	Edge detail	841	m ²	£5,887.00
2.5	Drainage	120	lm	£840.00
	Sub total			£14,324.25
3	Surfacing			
3.1	Shock-pad	841	m ²	£11,774.00
3.2	Synthetic Sports Surface	841	m ²	£28,594.00
3.3	Line Markings (1 x EACH Football, Netball, Basketball, Tennis, Hockey)	5	No.	£3,575.00
	Sub total			£43,943.00
6	Site Clearance			INC
	Total NETT Total:			£58,267.25
	VAT @ 20%:			£11,653.45
	Total Inc. VAT:			£69,920.70

SOFT SURFACES

Sport and Play Surfaces

DETAILED SPECIFICATION

All materials/components company with British Standards (where applicable), or other equivalent. They will all be delivered to site in manufactures wrapping where provided. All storage/handling shall be in accordance with the manufacturer's instructions.

1. PRELIMS

2. SITE PREPARATION

- 2.1. REMOVAL: existing synthetic surface to be removed, all arisings on site disposed with off site.
- 2.2. CLEAN: thoroughly clean the existing porous macadam sports surface.
- 2.3. TREATMENT: Chemically treat the existing surface with moss and algae substance.
- 2.4. EDGE DETAIL: create chase/channel into existing tarmac surface to full perimeter.
- 2.5. DRAINAGE: drill holes into existing surface on a grid bases and fill with pea-shingle to aid in drainage

3. SURFACING

- 3.1. SHOCK-PAD: installation of either an in-situ rubber pad or pre-formed, depth variable to suit specific applications.
- 3.2. SYNTHETIC SPORT SURFACE: installation of a Premium (needlepunch) MultiSport Synthetic surface 15mm, sand dressed. This surface is extremely durable and caters for all sports including Netball, Football, Basketball and Hockey. It is low maintenance and hard wearing with a low sand content.
- 3.3. LINE MARKINGS: inlaid into the surface at 50mm standard width, in different colours for each specific sport court.

4. FENCING

- 4.1. FENCING: installation of 3m high rebound ball court system, typically manufactured from 6mm vertical wires and twin 8mm horizontals. The 1.2m rebound system is 66x50mm with the remaining 1.8m 200x50m. Galvanised and powder coated to our standard colour range. Fencing heights range from 1m - 5m and can be adjusted to suite requirements accordingly. (Kick boards can be added)
- 4.2. GATES: installed within fencing system, standard single leaf pedestrian gate 1.2m width and double vehicle access gate 3m width (more can be added as required).
- 4.3. GOALS: installed within fencing system recess goals with integrated basketball hoops.

5. FLOODLIGHTING

Installation of columns including all excavation, foundation and fixing works. A 415 volts – 3 phase connection power supply is required. All connecting to an on/off control pillar electrical box. All systems are designed talking in to account all necessary project specifications. Subject to site survey. Planning may also be required.

6. SITE CLEARANCE: where stated all spoil is removed from site with all areas reinstated.



SOFT SURFACES

Sport and Play Surfaces

SOFT SURFACES COMPANY PROFILE

Soft Surfaces Ltd was established in 1997 and we have progressed over the last decade to become the leading playground and sports facility surfacing installers specialising in the installation of wetpour flooring, multi-use games areas and synthetic grass sports pitches.

We are playground construction specialists and can assist you with any element of your outside play area requirements. Our services also include the design, construction and maintenance of a range of sports facilities including synthetic grass pitches, multi-use games areas and athletics tracks.

As an experienced sport and play surfacing contractor, Soft Surfaces Ltd are driven towards offering excellent value with the use of only premium products. We have a wealth of in-house expertise and our friendly and knowledgeable team are available to assist you with all your sport and recreational surfacing needs. Whether you're installing a new play area for a nursery, a multi use sports court for a school, or a professional athletics track, we can offer advice on all aspects of the project.

Soft Surfaces Ltd have been members of the API (Association of Play Industries) for over a decade, as well as being CHAS accredited (Contractors Health & Safety Assessment Scheme). We are also a Construction Line approved contractor in playground safety flooring and sports facility surfaces. All the projects we carry out are completed to a high standard to ensure maximum performance and safety characteristics for each of the surfaces we install.

We work with our clients to develop bespoke specifications and designs which meet their needs in terms of the budget, functionality and appearance of their facility.

At Soft Surfaces Ltd we can install any type of sports or play surfacing specification to meet your criteria from safety flooring in playgrounds to FIFA approved football pitches in artificial grass. The specifications are set out by RIBA under the National Building Specification also known as NBS.



Job Title: Events and Grant Contractor

Location: Pulborough Parish Council, Pulborough, West Sussex

Position Overview:

The Events and Grant Contractor plays a crucial role in facilitating the organisation, coordination and execution of events within the Pulborough community, as well as managing the grant application process for community initiatives. This position requires a dynamic individual with strong organisational skills, a passion for community engagement and the ability to effectively manage multiple projects simultaneously.

Key Responsibilities:

Event Planning and Coordination:

Collaborate with Pulborough Parish Council members to identify, plan and execute community events such as festivals, fundraisers, workshops and cultural celebrations.

Coordinate logistics for events including venue booking, permits, equipment rentals, catering, and transportation.

Liaise with vendors, performers, volunteers, and other stakeholders to ensure smooth event operations.

Develop and implement marketing and promotional strategies to maximise event attendance and community engagement.

Grant Acquisition:

Identify and research potential grant opportunities from government agencies, foundations, corporations and other funding sources that align with the goals and priorities of Pulborough Parish Council.

Develop and maintain a comprehensive database of grant opportunities, including eligibility criteria, application deadlines and funding amounts.

Prepare and submit grant applications, ensuring compliance with all requirements and deadlines.

Appendix B

Collaborate with Council members and community stakeholders to identify funding needs and priorities for community projects and initiatives.

Qualifications and Skills:

Proven experience in event planning, project management or grant administration, preferably in a community or municipal setting.

Strong organisational, time management and problem-solving abilities, with a keen attention to detail.

Excellent communication and interpersonal skills, with the ability to effectively engage with diverse stakeholders.

Proficiency in Microsoft Office Suite and other relevant software applications.

Ability to work independently with minimal supervision, as well as collaboratively in a team environment.

Flexibility to work evenings and weekends as required for event coverage.

Additional Information:

This contract position offers a competitive rate of pay at £240 per month. The contractor will be required to work approximately 5 hours per week, with flexibility to accommodate grant application deadlines and event schedules. Additionally, this is a renewable contract position, with contract renewals occurring every three months based on satisfactory performance and the availability of funding. The successful candidate will report to the Clerk and work closely with other members of the Pulborough Parish Council team. Compensation will be commensurate with experience.

Potential candidates can apply for this position, interviews will take place by the staffing committee on the 30th of May and the preferred contractor will be selected.