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## **Executive Summary**

King George's Field (KGF) is an important part of what makes Westerham a green and family friendly town. KGF is the only public site providing provision for sport and recreation for Westerham residents in the town. However, the site has a number of aging facilities. The dated pavilion has been out of use for 4/5 years and is now a derelict building. The skate park has reached the end of its life and will have to be removed on health and safety grounds within the next 2 years. Both the courts and the playground are in need of refurbishment. Neither the current pavilion building, toilet and changing facilities, playground or site are fully accessible.

Westerham Town Council's (WTC) Four Year Strategy 2019-2023 identifies the proposed redevelopment of King George's Field as a key Council priority. The Strategy sets out the strategic priority areas that the Council will focus on to improve the quality of life and provision of facilities for residents. WTC is committed to refurbishing existing facilities and providing new facilities at KGF to better serve the local community's sporting, community and recreational needs, which will contribute to the health and wellbeing of all residents. The improvements made will ensure that the facilities will be fully inclusive and accessible for users.

It is proposed that the improvements to the pavilion building will provide: a flexible, accessible space and toilet facilities; a small cafe; water fountain; and viewing window/verandah. The adjacent courts will be resurfaced to provide a floodlit multi-use games area, that will provide increased opportunities for a wider group of local residents and community groups to use the facilities.

The playground will be revitalised by the replacement of some play equipment and the introduction of additional items to provide more challenging play for over 8s and inclusive play for all local children. The remaining equipment will be refurbished and the area resurfaced to complete the facelift. The skate park will be replaced with a re-sited bespoke spray concrete area for all wheeled sports and all ages. It is proposed to add a new perimeter path around the field to make the field truly accessible to all. A management plan will be put in place to ensure the financial viability and long term sustainability of the facilities.

This project is likely to cost between £800-900,000 and take between 3 and 4 years to complete. The purpose of this outline project plan is to set out how the new, exciting development proposals for King George's Field (KGF) will be implemented.

## **King George's Field Background**

The area commonly referred to as King George's Field is made up of four distinct parcels of land, only one of which is actually King George's Field:

- The land that the Westerham Sports Association (WSA) is sited on is leased directly from Squerryes Estate on a 99 year lease. It includes the WSA car park, the building, the caged area and 5 metres in front of the building. It does not come under the jurisdiction of WTC.
- The area in front of the WSA building (the adult A and B football pitches) is leased by WTC from Squerryes Estate, currently with a short-term lease ending in February 2022. Although we run the playing field as one, this area is not formally identified as part of King George's Field. F&GP are in discussions with Squerryes Estate to arrange the legal transfer of the land to WTC.
- The area that consists of Costells Meadow car park and the area of 'wilderness' beyond that, is owned by WTC - this is not formally identified as part of King George's Field.

- The remaining playing field area and 'ancillary hub' is owned by WTC and is King George's Field. There are 471 King George's Fields in the UK, set up between 1936 and the early 1960s, as a national memorial to King George V. The deed defined a 'playing field' as 'any open space used for the purpose of outdoor games, sports and pastimes'. Hence KGF is not a park or recreation ground, but a playing field, primarily for the playing of sport. The sites are distinguished by heraldic panels commemorative of his Late Majesty – there were panels on the two pillars at the vehicular entrance, only one of which remains today. KGF is protected by Fields In Trust (FIT), who have the responsibility for preserving the fields in perpetuity.
- The southern area of KGF is protected by a Deed of Dedication, registered against the land title at the Land Registry, whereby WTC covenanted to maintain availability of the land for football in return for a grant of £54,000+ which was used to level the area and create two additional junior football pitches. The deed is for 25 years from 22 Oct 2012 (i.e. to Oct '37).
- A public right of way runs across the middle of the field and over pitches. WTC have submitted an application to divert the footpath around the perimeter of the field so that it can connect with the path over the bridge in the Darent Car Park that leads into town, rather than have a path that crosses the pitches and ends abruptly at the entrance to the field.

## Project Background

The term King George's Field (KGF) redevelopment is slightly misleading as the area for redevelopment is the ancillary area to the west of the pavilion, rather than the field itself. Many of the facilities at KGF are nearing end of life: the skate park needs replacing or removing; the courts resurfacing; the playground refurbishing; and the condition of the pavilion makes it unusable.

In 2014 Westerham Town Council (WTC) identified that KGF would need redeveloping in the future and agreed that extensive consultation with the public would be needed. Opinions/ideas should be sought on how the area could best be redeveloped to optimise the facilities on offer and increase usage in ways that enable a far wider number of residents and visitors of all ages, to enjoy sport and activity on the field.

A small working party was formed by WTC, together with Westerham Town Partnership (WTP), to undertake consultation. Extensive consultation was undertaken in 2014/2015 with both the existing field users and the general public.

There was an overwhelming public view that the 3 courts would be better utilised by replacement with an all weather, multi functional sports court which could be used for casual recreational use i.e. 'a football kick-about', or could be booked by various teams for organised ball sports. This is commonly called a MUGA (multi-use games area).

Westerham Junior Football Club registered an interest in introducing FUTSAL and use of the area for junior training sessions. If floodlighting could be included in the design younger age groups could use the area for training after school, taking pressure off the two floodlit grass areas, which currently have to accommodate training for all age groups during the winter months.

Numerous requests were received to refurbish the pavilion to provide accessible outside toilet facilities, a café, provision for sheltered sport viewing and a water fountain. The pavilion was considered too small, which limited its usage.

Other requests included: upgrading the playground to include equipment for older children; installation of an outside gym; replacement of the skate park; and introduction of a walking/cycling route around the field.

All of the innovative ideas and suggestions received from members of the public during the consultation process were collated. The ideas were reviewed in detail and feasibility considered. The most popular and achievable ideas, that both improve and complement the existing facilities at King George's Field, were identified and used to create a project brief.

In 2015 WTC agreed that KGF redevelopment should include the following key elements:

1. **Pavilion refurbishment** to provide:  
outside toilet; café; water fountain; changing rooms/lockers; one large (adaptable) space; patio; verandah/viewing window; more appealing building (in & out)
2. **Multi-use games area (MUGA)** to provide:  
2/3 x tennis courts; netball court/basketball court; training area for football; street snooker; football cage/cricket nets
3. **Skate Park replacement** with a bespoke spray concrete facility
4. **Playground refurbishment** to include inclusive play and challenge for over 8s
5. **Perimeter path** to provide:  
a safe and accessible route for walking and junior cycling and act as part of the extension of the Darent Valley Path from Chipstead to Westerham, providing a 25 mile continuous path.
6. **Outside Gym** - COMPLETED
7. **Costells Meadow Car Park** extension and resurfacing - COMPLETED

Due to a lack of project management capacity and lack of funding it was necessary to prioritise projects in line with the public's priorities. Consequently KGF redevelopment project was put on hold in 2016.

In line with WTC and public priorities, and due to the continued deterioration of facilities, the project was revitalised in December 2020. A WTC working group was formed. An appraisal of the options available to the Council for improvement of the sports hub and community facilities at King George's Field was undertaken. Preliminary costings were sought and feasibility assessed for the 2015 project brief. It was agreed that the project brief should form a draft Masterplan that should go out to consultation with residents to ensure that what is proposed will meet the current and future needs of the local community.

A full public consultation was held between September 2021 and the end of the year. The consultation survey outlined the proposed improvements to the facilities at King George's Field and sought the views of residents on the overall draft Masterplan and each of the elements within it. 543 responses were received, with 97% of respondents supporting the draft Masterplan. Each of the individual elements also scored highly with the percentage of residents either agreeing/strongly agreeing with the proposals for each facility as follows: pavilion refurbishment 95%; creating a Multi-Use Games Area 90%; improving the playground 89%; creating a new skatepark 87%; and installing a path around the edge of the field 80%.

This strong and clear level of support gives the Council a compelling remit to move forward with these proposals to deliver the changes that the residents of the town would like to see, adopting the draft as a Masterplan.

## Scope

**Pavilion refurbishment** - to improve the amenities at the pavilion by:

- Removing the existing shower rooms/changing rooms and internal pillar to create one larger, adaptable space
- Creating two new changing rooms and internal unisex toilets
- New kitchenette with external hatch to facilitate small café usage
- Replacement of doors and windows and creation of a viewing window
- Addition of a viewing verandah to the eastern elevation
- To provide an external unisex/disabled toilet with baby change facilities and with ramped access to address DDA access
- New roofing
- Addition of a water fountain
- To improve the sustainability and efficiency of the building
- Addition of security measures, such as external lighting and CCTV

**Multi-use games area (MUGA)** - creation of a MUGA by:

- Removal of the existing skate park and fencing
- Levelling of the 3<sup>rd</sup> court to make a level surface
- Resurfacing of the 3 courts to create one multi-use area – material to be agreed
- Relining to provide up to 3 coloured linings for tennis/netball/basketball/football - TBA
- Additional of ancillary items such as football cages/cricket nets/street snooker - TBA
- Addition of new fencing around the new area
- Installation of floodlighting
- Provide increased opportunities for residents/community organisations to use the facilities

**Playground refurbishment** - to improve the playground facilities by:

- Removal of the 2 sets of aged swings
- Installation of replacement swing sets
- Addition of play equipment offering challenge to over 8 year olds
- Addition of play equipment offering inclusive play opportunities to all children
- Provision of safety surfacing under areas of new equipment
- Resurface over the existing surface to provide a flat/colourful surface over the whole area
- Provision of additional seating

**Skate Park replacement** - installation of a new skate park facility by:

- Creation of a bespoke spray concrete skate park suitable for all wheeled sports
- Areas/features to accommodate both beginners & more experienced riders, and all ages
- Addition of soft landscaping in the design to help the facility blend into its rural setting
- Re-siting of the youth shelter as part of the scheme to offer a youth hub

**Perimeter path** - installation of a perimeter path by:

- Excavation and installation of a hoggin path to provide a circular loop around the field for walkers/joggers/runners/young cyclists
- Offering a connecting path to the MUGA, pavilion and skate park
- Acting as the first section of the Darent Valley Path – a 25 mile continuous path

## Out of Scope

With the exception of the installation of a perimeter path, the area for redevelopment is the ancillary area to the west of the pavilion, rather than the field itself.

Westerham Cricket Club reformed and submitted a proposal to Council to reintroduce cricket at KGF with the creation of a cricket square. The feasibility of reintroducing cricket was assessed both internally and by commissioning an in-depth feasibility report by the Grounds Management Association, as recommended by Sport England. Following the recommendations of the two reports, Full Council resolved not to include the creation of a cricket square in the Masterplan.

## Phasing

The proposed phasing is as follows:

Phase 1 – Costells Meadow Car Park extension and resurfacing

Phase 2 – Playground refurbishment

Phase 3 – Skate Park installation

Phase 4 – MUGA creation

Phase 5 – Pavilion refurbishment

Phase 6 – Perimeter path installation

Phase 7 – Ancillary items

The phasing is informed by practical considerations:

- If the playground refurbishment is delayed then further expense will be incurred in 'patching' the existing surface, which has a number of areas that are identified trip hazards. The equipment that it is proposed to keep has a limited life span remaining. If the refurbishment does not take place in the next 12 months, there is a case to be made for delaying refurbishment for 4/5 years and replacing the whole facility.
- The skate park is at the end of its life – the maintenance contractors have advised that no further repairs can be made and any further equipment failure will necessitate the facility being removed. A new skate park must be installed before the pavilion/MUGA/path phases as the build will require 26 tonne concrete lorries accessing the area identified for a new skate park, by travelling over the ground between the pavilion and courts (and proposed route of new path).
- It would seem sensible to tackle some of the quicker/more straight forward phases whilst the lengthier preparation for the more complicated phases 4&5 is undertaken. This also allows the Council to consolidate its funding position and ability to deliver the most costly phases 4&5 with or without the need for a public loan. Should a public loan become necessary, it would be prudent to seek public support for a public loan to fund the most widely popular request, for the refurbishment of the pavilion.

## Risks

The risks involved in the scheme can be identified as:

- that the overall financial viability of the scheme depends upon receipt of grant funding and competitive prices for construction costs at tender, none of which can be guaranteed at this stage.
- the marketplace following covid has not been stable - building and construction costs rising higher than predicted could alter the affordability of the scheme.
- the project is very large relative to the resources of the Council and the Council does not have the spending resources if there were to be any significant escalation of costs and has minimal contingency allowance.
- the timetable for the project depends upon others: the timely production of skate park designs by the contractor; timely production of specification and tender documents by the quantity surveyor; funding consultant's availability to make funding applications and compatibility with major funders' timetables for awarding grants.
- a considerable amount of technical work is needed over the coming months and the Council does not have the in-house expertise in these matters. Tender specifications need to be of sufficient detail and quality to ensure receipt of competitive tenders and adequate contract conditions.
- the workload is onerous. The Council is not employing a dedicated/full-time project manager. Other Council priorities may impact in-house project management time available. The Council may wish to consider whether it needs to appoint an external project manager to oversee these works. Such costs have not been budgeted for.

Good governance requires the Council acknowledges these risks and takes whatever remedial actions are appropriate to address these risks. The Council may consider that the risks are mitigated by dividing the project into distinct phases and by only committing resources as and when the costs and financing positions for each phase become clearer.



# Playground Refurbishment



- Replace swings
- Add inclusive play equipment
- Add an item for older children
- Resurface - adding colour
- Add additional seating





## Playground refurbishment

### Deliverables:

Deliverable	Description/Notes
<b>Form a consultation group</b>	Advertise through WTC social media for volunteers to form a small parent/carer consultation group. Meet to look at play equipment available and discuss/identify with parents/carers the selection of play equipment that will best meet the community's needs.
<b>Source schemes</b>	Approach 3/4 leading playground equipment providers to design schemes to include the design elements agreed above.
<b>Consultation</b>	Meet with the consultation group to gain feedback on the schemes. The information gathered to be used to inform the tender specification.
<b>Tender document</b>	Prepare a tender document for the new playground equipment.  Prepare a tender document for the resurfacing works.
<b>Tender process</b>	Send the tender package directly to playground equipment / surfacing contractors identified in preliminary research phase and advertise on Government Contract Finder (legal requirement for contracts over £25,000) for 6 week period.
<b>Award tender</b>	Analyse the tenders received and take recommendations to Full Council for approval, for a contractor(s) to be awarded the contract(s).  Average 12-14 week lead time.
<b>Fundraising</b>	Funding applications can be made to funders.
<b>Installation</b>	Average 4-6 week installation time on site – dependent on whether equipment provision/surfacing has been awarded to 1/2 contractors.
<b>ROSPA inspection</b>	Playground equipment has to be professionally inspected and signed off as meeting health & safety regulations to receive approval for use.





# Skate Park

- Creation of a new Wheeled Sports area on the grass below the existing park
- Potentially on two levels to work with the gradient, providing a plaza and design features to cater for all ages and scooters, skateboards and bikes
- A design sympathetic to its surroundings - including planting



Re-install the Youth Shelter in the vicinity of the new Skate Park



## Skate Park for wheeled sports

### Deliverables:

Deliverable	Description/Notes
<b>Form a community group</b>	A small number of members of the public and Council representative(s) to form a community group such as 'Westerham Skate Park' to inform/support the skate park development, and for the primary purpose of raising funds for this phase. This group will be able to apply for funds not available to Local Authorities.  Agree a constitution/open a bank account/agree a funding strategy.
<b>Deed of dedication</b>	WTC to approve a Deed of Dedication for the area outlined for a new skate park – a legal undertaking to protect the area for the purpose of a skate park for a 20/25 year period to meet the requirements of potential funders.
<b>Consultation</b>	Undertake further consultation with users/potential users to identify the key features that a new skate park should have – a design 'shopping list' for going out to tender.
<b>Tender document</b>	Prepare a tender document for the skate park – this will be subject to funding being obtained and will require prices to be held for 6 months.
<b>Tender process</b>	Send the tender package directly to skate park contractors identified in preliminary research phase and advertise on Government Contract Finder (legal requirement for contracts over £25,000) for 6 week period.
<b>Award tender</b>	Analyse the tenders received and take recommendations to Full Council for approval, for a contractor to be awarded the contract.
<b>Final design</b>	The contractor will take the initial 'tender' design and hold consultation sessions with users/potential users to refine the design to ensure a bespoke facility that best meets Westerham's needs is created.
<b>Fundraising</b>	General fundraising can begin as soon as a community group has been formed to generate support within the town through fundraising events, business/organisation donations, crowd funding.  Once a final design has been created formal funding applications can be made to funders.
<b>Place order</b>	Once the funding target has been met, approval to be sought from Full Council to place the order. Average 8 week lead time.
<b>Build</b>	Average 10 week build time on site.
<b>ROSPA inspection</b>	A new skate park has to be professionally inspected and signed off as meeting health & safety regulations to receive approval for opening.
<b>Youth shelter</b>	Re-siting of the youth shelter in the vicinity of the skate park.
<b>Soft landscaping</b>	Planting and re-seeding to complete the soft landscaping.





**Floodlit Multi-Use Games Area, to provide:**

- Tennis
- Basketball/netball
- Football/futsal training area
- Casual public usage

# MUGA



## MUGA

### Deliverables:

<b>Consultation</b>	Undertake further consultation with users/potential users to identify the key design features and surface for MUGA specification – see MUGA design specification document.
<b>Research</b>	Undertake site meetings with potential contractors to explore the options available and the pros/cons of different surfacing/fencing/floodlighting and feature options (i.e. snooker wall/goals) in order to develop a design specification.
<b>Floodlighting feasibility</b>	Commission a power supply survey to ensure that the current power supply is sufficient to support the pavilion, the existing floodlights and additional floodlighting around the MUGA.
<b>Tender document</b>	Prepare a tender document for the MUGA – this will be subject to funding being obtained and will require prices to be held for 6 months.
<b>Tender process</b>	Send the tender package directly to MUGA contractors identified in the research phase and advertise on Government Contract Finder (legal requirement for contracts over £25,000) for 6 week period.
<b>Award tender</b>	Analyse the tenders received and take recommendations to Full Council for approval, for a contractor to be awarded the contract.
<b>Fundraising</b>	Once a final design specification has been created formal funding applications can be made to funders.
<b>Place order</b>	Once the funding target has been met, approval to be sought from Full Council to place the order. Average 8-10 week lead time.
<b>Build</b>	Average 3-4 week build time on site.





# Pavilion Refurbishment



To provide:

- outside toilet
- café
- water fountain
- changing rooms/lockers
- one adaptable space
- patio
- veranda
- viewing window



North-East Elevation



South-East Elevation



South-West Elevation



North-West Elevation

## Pavilion refurbishment

### Deliverables:

Deliverable	Description/Notes
<b>VAT advice</b>	Seek professional advice regarding the VAT implications for refurbishing the pavilion as it seems it may be a project that WTC is not able to reclaim VAT expenditure for.
<b>WTC specification</b>	WTC will need to consider in detail how the pavilion will be used and create a specification for the internal/external fittings i.e. kitchen spec., outside toilet spec., flooring, lockers, tables, how many electric sockets etc etc...
<b>Quantity Surveyor</b>	Secure 3 quotations for the services of a quantity surveyor to: <ul style="list-style-type: none"> <li>• produce full tender documentation for the pavilion refurbishment</li> <li>• provide tender analysis and a tender report</li> <li>• compile a JCT contract for the successful contractor</li> <li>• to carry out the contract administrator role for the works</li> </ul>
<b>Award contract</b>	Analyse the quotations received and take recommendations to Full Council for approval, for a quantity surveyor to be awarded the contract.
<b>Tender document</b>	Quantity surveyor to prepare a full tender package for the refurbishment of the pavilion – this will be subject to funding being obtained and will require prices to be held for 6 months.
<b>Tender process</b>	Quantity surveyor will send the tender package directly to potential contractors. WTC will advertise the contract on Government Contract Finder (legal requirement for contracts over £25,000) for 6 week period.
<b>Award tender</b>	Quantity surveyor will analyse the tenders received and provide a tender report with recommendations to take to Full Council for approval, for a contractor to be awarded the contract.
<b>Building regulations</b>	An application for a building notice to be made (full building regulations are not required).
<b>Fundraising</b>	Funding applications to be made to funders.
<b>Place order</b>	Once the funding target has been met, approval to be sought from Full Council to place the order. Average 10-12 week lead time.
<b>Refurbishment works</b>	Expected 10-12 week build time on site.



# PERIMETER PATH



- 1.5 metre wide hoggin path around the circumference of the field, offering a fully accessible surface for walking, running, young cyclists – suitable for pushchairs and wheelchairs
- The same path surface as used on the Darent Valley Pathway
- Providing a path to access the Skate Park

## Path

### Deliverables:

Deliverable	Description/Notes
<b>KGF lease/ownership</b>	Secure either a long term lease or transfer of ownership for the northern area of King George's Field from Squerryes Estate.
<b>Fundraising</b>	Funding applications can be made to funders.
<b>Tender document</b>	Prepare a tender document for the surfacing of a perimeter path around the field.
<b>Tender process</b>	Send the tender package directly to surfacing contractors identified in preliminary research phase and advertise on Government Contract Finder (legal requirement for contracts over £25,000) for 6 week period.
<b>Award tender</b>	Analyse the tenders received and take recommendations to Full Council for approval, for a contractor to be awarded the contract.  Average 8-10 week lead time.
<b>Installation</b>	Average 2-4 week installation time on site.
<b>Soft landscaping</b>	Re-seed the areas either side of the newly created path, as necessary.





# ANCILLARIES





## Preliminary Costings for each phase:

Phase 2 Playground refurb.	Cost Estimate	Detail
<b>New equipment</b>	<b>£22,000</b>	Inclusive roundabout £6,000 Toddler swings £3,650 Junior swings and team swing £4,250 Gravity bowl £1,400 Dynamic equipment for older users x 1 £6,700
<b>Installation</b>	<b>£20,000</b>	Cost of removal of old equipment, installation of new equipment and additional safety surfacing under 2 additional items.
<b>Refurbishment of remaining equipment</b>	<b>£3,500</b>	Rub down remaining equipment, treat/stain the timbers and repaint painted panels.
<b>Surfacing</b>	<b>£25,000</b>	Wet pour rubber surfacing to the whole area
<b>Ancillaries</b>	<b>£2,500</b>	Picnic tables x 2 and a toddler bench
<b>TOTAL</b>	<b>£73,000</b>	

Phase 3 Skate Park	Cost Estimate	Detail
<b>Skate Park replacement</b>	<b>£120,000</b>	Creation of a sprayed concrete wheeled sports area. If funded by a Community Group VAT can't be reclaimed - £100,000 skate park will cost an additional £20,000 in VAT.
<b>TOTAL</b>	<b>£120,000</b>	

Phase 4 MUGA	Cost Estimate	Detail
<b>Fencing/surfacing</b>	<b>£130-150,000</b>	Removal of existing fencing and skate park, making good level of 3 <sup>rd</sup> court, resurfacing, refencing, line marking. There is a wide variety of surfaces available, with wide ranging costs, dependant on priority usage: matchplay 2 (sand dressed), polymeric, tarmacadam.
<b>Floodlighting</b>	<b>£55,000</b>	A power supply survey will need to be conducted to ensure there is sufficient power supply. If there is not, it may be necessary to install a new distribution board (£2-3,000) or a whole new supply (<£40,000)
<b>Ancillaries</b>	<b>£15,000</b>	Include: tennis nets, basketball/netball posts, snooker wall, football goals

Phase 5 Pavilion refurbishment	Cost Estimate	Detail
<b>VAT advice</b>	<b>£500</b>	Seek Vat advice regarding the VAT implications for refurbishing the pavilion i.e. will it be possible to reclaim VAT on the refurbishment.
<b>Building regulations</b>	<b>£2,000</b>	Preparation of application for building regs and fees.
<b>Quantity surveyor</b>	<b>£12,500</b>	Preparation of tender Tender analysis Preparation of contract Carry out contract administrator role
<b>Pavilion refurbishment costs</b>	<b>£260,000</b>	
<b>TOTAL</b>	<b>£275,000</b>	

Phase 6 Perimeter Path	Cost Estimate	Detail
<b>Perimeter path</b>	<b>£70,000</b>	Installation of a 1.5 metre wide Hoggin path around the circumference of the field, providing access to the Skate Park and connecting to the rest of the Darent Valley pathway.
<b>TOTAL</b>	<b>£70,000</b>	

Phase 7 Ancillaries	Cost Estimate	Detail
<b>Ancillaries</b>	<b>£40,000</b>	Include: Costells Meadow entrance path to playground/ MUGA; clearing & fencing bottom corner & creation of wild-flower meadow; external lighting; planting; additional benches; CCTV; signage; entrance signs; noticeboard; re-site youth shelter.
<b>External funding Assistance</b>	<b>£5,000</b>	External professional assistance to write the largest funding bids for phases 4&5
<b>TOTAL</b>	<b>£45,000</b>	

## A summary of preliminary costings for each phase:

Phase	Cost Estimate	Detail
<b>Playground refurbishment</b>	<b>£73,000</b>	Refurbish existing equipment, replace both swing sets, add 3 pieces of additional equipment, additional seating, dispose of old swings, installation & additional safety surface, resurfacing.
<b>Skate Park replacement</b>	<b>£120,000</b>	Creation of a new sprayed concrete wheeled sports area. If this is funded through a Community Group VAT can't be reclaimed, adding an additional £20,000 VAT
<b>MUGA</b>	<b>£220,000</b>	There is a wide variety of surfaces available, with wide ranging costs, dependant on priority usage. Any need to upgrade the existing power supply will increase costs.
<b>Pavilion refurbishment</b>	<b>£275,000</b>	Pavilion refurbishment costs and the use of external professional resources to prepare tender, tender analysis, prepare contract and carry out contract administrator role.
<b>Perimeter path</b>	<b>£70,000</b>	Installation of a 1.5 metre wide Hoggin path around the circumference of the field, providing access to the Skate Park and connecting to the rest of the Darent Valley pathway.
<b>Ancillaries</b>	<b>£45,000</b>	Include: Costells Meadow entrance path to playground/ MUGA; fencing bottom corner & creation of wild-flower meadow; external lighting; planting; additional benches; CCTV; signage; entrance signs; noticeboard; re-site youth shelter; external professional assistance to write the largest funding bids for phases 4&5.
<b>TOTAL</b>	<b>£803,000</b>	
<b>Contingency (15%)</b>	<b>£120,000</b>	
	<b>£923,000</b>	

## WTC Available Funds

Source	Amount	Detail
<b>KGF reserve</b>	<b>£109,252.70</b>	
<b>Earmarked CIL funds</b>	<b>£111,500.00</b>	
<b>Bequest reserve</b>	<b>£4,484.96</b>	Council agreed to use Mr Finch's bequest to support the playground and skate park.
<b>Wolfe Westerham</b>	<b>£1,000.00</b>	Wolfe Westerham agreed to donate £1,000 of their youth work grant to the skate park project
<b>Resident donation</b>	<b>£1,000.00</b>	A resident has pledged a £1,000 donation to the skate park project.
<b>KGF reserving 22/23</b>	<b>£20,350.00</b>	We are currently reserving £14,000 per annum to the KGF reserve & an additional £2,350 this year, plus the £4,000 pavilion maintenance budget line.
<b>TOTAL</b>	<b>£247,587.66</b>	
<b>Potential future funds</b>		
<b>CIL grant</b>	<b>£2,000.00</b>	
<b>Future reserving</b>	<b>£40,700.00</b>	2023/24 contribution would be a minimum of £20,350 2024/25 contribution would be a minimum of £20,350
<b>Future CIL funds</b>	<b>???</b>	We have developments that have been granted planning permission that have not yet generated CIL funds.
<b>Darent Valley Contribution</b>	<b>£7,500.00</b>	Return of original grant to Darent Valley Partnership.
<b>TOTAL</b>	<b>£297,787.66</b>	

## Funding Strategy:

First meeting with funding mentor, to start developing a funding strategy arranged for 28<sup>th</sup> Feb.'22. Below are some initial 'thoughts' on suitable funding for each phase. What is abundantly clear is that we do not have enough money in the pot to secure match funding or for contingency. The strategy is likely to have to be revisited and redefined as each phase is completed.

Phase	Cost Estimate	Detail
<b>2: Playground refurbishment</b>	<b>£73,000</b>	WTC 2022/23 reserve contribution £20,350 WTC CIL funds £25,000, Peter Finch bequest £3,985, COVID grant £2,000 Total: £51,335 <b>Up to £21,665 short fall:</b> Awards For All £10,000 Underspent APFOS budget at end of 2021/22 ??? Another small funding application???
<b>3: Skate Park replacement</b>	<b>£100,000 +£20,000 VAT</b>	<b><u>FUNDRAISING TO BE UNDERTAKEN BY THE COMMUNITY GROUP TO ACCESS FUNDING NOT AVAILABLE TO TOWN COUNCILS</u></b> <b><u>£60,000 – Crowdfunding through Crowd Fund Kent (KCC):</u></b> WTC reserves £15,000 (+reclaimable VAT)* WTC CIL £10,000 (+reclaimable VAT) Wolfe Westerham £1,000/Peter Finch bequest £500/ Resident donation £1,000 Total: £32,500 <b>£27,500 to be raised by:</b> Donations from local groups: WSA, WS, WTP, Aqualisa, other businesses, Nick Chard, residents, fundraising events by the children, funds not open to Town Councils - Waitrose, Tesco Community Grants, Kent Community Foundation (Gatwick Fund) to access up to a £20,000 donation from KCC. <b><u>£60,000 – apply for a match fund from BIFFA Awards:</u></b> WTC act as 10% sponsor £6,000 reserves* *WTC 2023/24 reserve contribution
<b>4: MUGA &amp; 5: Pavilion refurbishment</b>	<b>£220,000 £275,000</b>	WTC reserves £109,252 WTC CIL £86,500 Total: £195,752 <b>£299,248 to be raised by:</b> Funding applications – National Lottery, Sport England, Football Foundation, SDC CIL. If unsuccessful, a Public Loan.
<b>6: Perimeter path</b>	<b>£70,000</b>	WTC 2024/25 reserve contribution £20,350 WTC future CIL funds ??? Awards For All £10,000 Darent Valley Partnership £7,500 SDC CIL if not used for 4&5 Public Loan?
<b>7: Ancillaries</b>	<b>£45,000</b>	???? APFOS budget Precept Public loan?
<b>8: Contingency</b>	<b>£120,000</b>	????

## Resources

<p><b>PHASE 2: PLAYGROUND</b></p> <ul style="list-style-type: none"> <li>- Consultation/equipment choice</li> <li>- Tender document/process</li> <li>- Funding</li> <li>- Installation</li> </ul>	<ul style="list-style-type: none"> <li>- WTC Project Manager</li> <li>- WTC Project Manager</li> <li>- WTC Project Manager</li> <li>- Equipment/surfacing Contractor(s)</li> <li>- Contractor Administrator – WTC PM</li> </ul>
<p><b>PHASE 3: SKATE PARK</b></p> <ul style="list-style-type: none"> <li>- Formation of Community Group</li> <li>- Consultation</li> <li>- Tender document/process</li> <li>- Funding</li> <li>- Consultation</li> <li>- Build</li> <li>- Re-site youth shelter/soft landscaping</li> </ul>	<ul style="list-style-type: none"> <li>- WTC Project Manager</li> <li>- Community Group</li> <li>- WTC Project Manager/Community Group</li> <li>- Community Group</li> <li>- Skate Park Contractor</li> <li>- Skate Park Contractor</li> <li>- WTC Project Manger</li> <li>- Contract Administrator – WTC PM</li> </ul>
<p><b>PHASE 4: MUGA</b></p> <ul style="list-style-type: none"> <li>- Consultation/research</li> <li>- Floodlighting feasibility</li> <li>- Tender document/process</li> <li>- Funding</li> <li>- Build</li> </ul>	<ul style="list-style-type: none"> <li>- WTC Project Manager/APFOS</li> <li>- WTC Project Manager</li> <li>- WTC Project Manager</li> <li>- External Funding Consultant</li> <li>- MUGA Contractor</li> <li>- Contract Administrator – WTC PM</li> </ul>
<p><b>PHASE 5: PAVILION</b></p> <ul style="list-style-type: none"> <li>- Seek VAT advice</li> <li>- WTC Specification</li> <li>- Seek Quantity Surveyor quotations</li> <li>- Tender document/process</li> <li>- Building regulations</li> <li>- Funding</li> <li>- Refurbishment works</li> </ul>	<ul style="list-style-type: none"> <li>- WTC Project Manager</li> <li>- WTC Project Manager/APFOS</li> <li>- WTC Project Manager</li> <li>- External Quantity Surveyor</li> <li>- Refurb. Contractor</li> <li>- External Funding Consultant</li> <li>- Refurb. Contractor</li> <li>- Contract Administrator – Quantity Surveyor</li> </ul>
<p><b>PHASE 6: PERIMETER PATH</b></p> <ul style="list-style-type: none"> <li>- Secure KGF lease/ownership</li> <li>- Funding</li> <li>- Tender document/process</li> <li>- Installation</li> <li>- Soft landscaping</li> </ul>	<ul style="list-style-type: none"> <li>- F&amp;GP</li> <li>- WTC Project Manager</li> <li>- WTC Project Manager</li> <li>- Path Contractor</li> <li>- WTC Project Manager/APFOS</li> <li>- Contract Administrator – WTC PM</li> </ul>
<p><b>PHASE 7: ANCILLARIES</b></p> <ul style="list-style-type: none"> <li>- Paths, lighting, benches, planting, CCTV, signage, notice board</li> </ul>	<ul style="list-style-type: none"> <li>- WTC Project Manager/APFOS</li> </ul>