

Item 5- Windmill Field Playground Replacement

Addition of Communication Board to Playground Design

Background

Following a decision at the March 2025 Committee meeting, members expressed an interest in either swapping an existing item or adding an additional Communication Board to the playground design.

The playground company has confirmed that, as a signed purchase order has already been submitted and manufacturing is underway, they are unable to accommodate any item swaps. However, they have advised that if the Communication Board is added as an additional item within the next two weeks, it can be included without delaying the delivery or installation of the playground.

Quotation (*attached*)

The playground company has provided quotes for two mounting options, both of which include installation and delivery:

- **Large Communication Board (fence-mounted):** £946.59 (excl. VAT)
- **Large Communication Board (freestanding on 2 x steel posts):** £1,423.91 (excl. VAT)

Project Budget Overview

- **Total Playground Cost:** £62,017.15
- **Funding Sources:**
 - Surrey County Council Grant: £43,028.00
 - Windlesham Playground Repairs & Renewals (earmarked 2023/24): £3,154.00
 - Windlesham CIL: £15,835.15

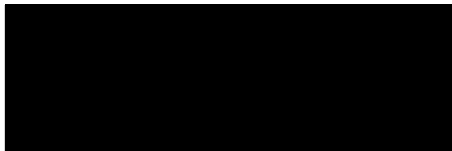
Available Funding for Additional Spend

- Windlesham Village Earmarked Reserves (EMR): £15,279.15
- Windlesham Community Infrastructure Levy (CIL): £35,587.03
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Decision Required

Members are asked to:

1. **Confirm whether they wish to add the Communication Board to the playground design.**
2. **Choose between the fence-mounted or freestanding option.**
3. **Agree on the funding source for the additional cost.**



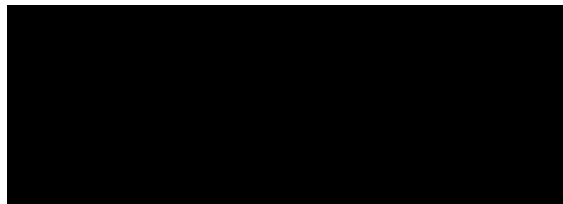
Itemised Quotation
For
Windlesham PC
Large Communication Play Panel

14th April 2025

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14th April 2025

Quotation Ref: Q-33331-G6K3 rev 0
Quotation type: Fixed Price Quotation
Valid for: 60 days

Sarah Wakefield

Dear Sarah

Re: Large Communication Play Panel

Thank you for inviting [REDACTED] to provide a proposal for the above project. Please find enclosed our detailed quotation.

Inspiring all ages and ability levels is our mission. Innovation within our design and manufacturing ensure that you will have safe play and recreation equipment that creates fun for all to use.

The key benefits of choosing to work with [REDACTED] are:

- **Quality & Durability** – we use top quality materials and manufacturing processes reducing maintenance and life cycle costs. All [REDACTED] products are TUV certified and play spaces designed to the current European safety standards.
- **Innovation** – we have an enormous and diverse product portfolio to suit every need allowing you to add to your scheme easily.
- **Service** – we'll take care of you every step of the way from supply to decommissioning freeing up your time.


We trust that we have met your requirements and expectations fully. Should you wish to proceed with our proposal please complete the Order Form at the end of this document and return it to us along with your Purchase Order reference. However if you have any questions about the products, services offered, any other element of this proposal or wish to make any modifications please do not hesitate to contact me or my sales coordinator.


Thank you for your interest in [REDACTED]. We look forward to discussing this proposal further with you and will contact you within the next 5 days.



Itemised Quotation

Option 1

Large Communication Panel		
	Supply 1 No. Large Communication Play Panel	£695.17
	Fence mounted	£150.00
Item Total		£845.17

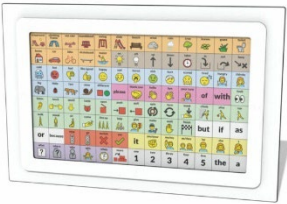
Carriage		
	Carriage	£101.42
Item Total		£101.42


Quotation Summary

Quotation sub-total	£946.59
Quotation Total (exclusive of VAT)	£946.59



Option 2

Large Communication Panel		
	Supply 1 No. Large Communication Play Panel	£695.17
	Installation to posts	£28.00
	Supply 2 No. Steel Posts	£402.00
	Panel Post Install Soft Dig	£167.08
Item Total		£1,292.25

Carriage		
	Carriage	£131.66
Item Total		£131.66

Quotation Summary

Quotation sub-total	£1,423.91
Quotation Total (exclusive of VAT)	£1,423.91

Please Note:

This item has been priced to install at the same time as the play area.



Item 6- Windlesham Cemetery Drainage- to consider quotes to progress a Groundwater risk assessment

Background

Following the presentation of three quotations at the last committee meeting, members unanimously agreed to verify the validity of the quotes, given their respective issue dates. Members also requested that references be obtained for both Quote A and Quote B, and that clarification be sought on whether each quote includes recommended drainage solutions in response to the findings of the report. It was agreed at the September 2024 committee meeting that the assessment would be funded from the Windlesham Cemetery EMR.

Quote A (*attached*)

- The contractor has confirmed that the quotation issued in May 2024 is still valid and that the pricing remains unchanged.
- The quote includes preliminary drainage recommendations.
- The contractor advised that water levels are currently at their peak and will gradually fall during the drier months of June to August. Therefore, conducting an investigation in the next couple of months would still be beneficial. If this window is missed, they recommend waiting until later in the year when conditions change again.
- References: Contact details for two references were provided. One reference has responded (*attached*), offering positive feedback regarding the contractor's previous work.
- Availability: The contractor has confirmed they have capacity to commence an assessment within the coming weeks.

Quote B (*attached*)

- The contractor has confirmed that the quotation issued in November 2024 is still valid and the pricing remains current.
- The proposed report will include:
 - An assessment of ground conditions
 - Soil analysis and identification of groundwater-related drainage issues
 - Measurement of infiltration rates
 - Initial recommendations or drainage options, based on the findings
- The contractor notes that further assessment may be required in the case of complex drainage issues (e.g., shallow groundwater). This could involve a drainage option appraisal, feasibility study, cost analysis for installation and maintenance, and possibly a field trial. The need for this would only be known after the initial investigation.
- They strongly recommend that the investigation be carried out in winter or early spring, when flooding is evident, to provide a worst-case scenario assessment. They do not recommend carrying out the investigation during summer or after prolonged dry periods.
- Reference: The contractor has confirmed that a reference will be provided and should be available in time for the meeting.

Decision required:

Members are asked to decide whether they would like to proceed with either Quote A or B.

C1169 - Windlesham Parish Council

Date: 20.05.2024

Project:

Quote No: CDS-CC-2366

Fee Proposal

Item Description	Quantity	Unit	Price	Total
Stage 1 - Site Investigation, Walkover Survey and Letter Report				5 615.00
Project establishment	2	pcs	75.00	150.00
Basic Utilities/Services Search (gas/electric/BT/water/sewerage)	1	pcs	400.00	400.00
Provision of WLS Rig & Crew	1	pcs	1 050.00	1 050.00
Install 3m 50mm water monitoring well with flush cover	3	pcs	160.00	480.00
Senior Engineer to Attend site	1	day	715.00	715.00
Mileage (Car)	160	mileage	0.75	120.00
Groundwater Quality Suite	3	pcs	370.00	1 110.00
Envirocheck Modular Report	1	pcs	450.00	450.00
Provide Groundwater Risk Assessment Report	12	hour	95.00	1 140.00
Subheading subtotal:				5 615.00
Subtotal:				5 615.00
Tax (20%):				1 123.00
Total (GBP):				6 738.00

The quotation is provided subject to the acceptance of the terms and conditions attached to the quotation provided by . Acceptance of our terms and conditions will be assumed to be approved unless a written notice is provided to the contrary. The reader should pay attention to any specific inclusions/exclusions which are highlighted in the covering letter attached to the quotation, which may alter the standard terms and conditions.

Quotes remain valid for a period of 90 (ninety) days from date of issue. Should works related to this quotation be sought after this time, prices shall be reviewed.

Quote A reference

Dear Sarah,

██████████ Parish Council employed *** **** to carry out a drainage assessment at ██████████ Cemetery which was carried out on 3rd October 2024. *** excavated 6 boreholes and installed 3 standpipes to enable future water quality testing. My contact was ***** but the onsite work was supervised by *****.

The PC had approached two other organisations to quote for the drainage assessment, one of which didn't reply, and the other didn't have any capacity so *** was selected by default.

I found *** to be very easy to work with and 'no question was a silly question'. When the initial quote was received, **** took time to talk me through it over the phone and explain the various elements and the pros of including the optional standpipe installation, giving me the background information to be able to talk the Council through it when it was presented to them. The comprehensive report (126 pages) was received on 21st October so fairly quickly after the site visit. After reading the report I rang **** up again with the questions that I had and he took time to talk me through it. You can see my report to Council picking out key bits of our report and explaining them as ██████████ had explained them to me [here](#)

As I was interested, I went to the cemetery when *** were on site and spoke to *** and the other 2 members of the site crew. They talked me through the process and showed me the results that they were getting. The 3 standpipes that they installed are discreet – the covers measure about 15cm x 15cm and are set into the ground, fixed with concrete and will not cause an issue for ground maintenance. The sites of the boreholes are not identifiable when you are on the ground. Everything was left clean and tidy.



The Council wouldn't hesitate to use **** services again.


I hope this helps but if you have any specific questions please let me know.


Kind regards,

Parish Clerk

██████████ Parish Council

	
FEE ESTIMATE	Enquiry/Project Number: E19258
	Quote Number: 1
	Date: 29/11/2024

Location:	Windlesham Cemetery, St John the Baptist, Church Rd, Surrey
Postcode:	GU20 6BL
Sent to:	Sarah Wakefield Windlesham Parish Council By email only
Invoices will be sent to the addressee, unless otherwise agreed	
Summary: Proposal: New drainage. Superficial Geology: Not recorded Solid Geology: Windlesham Formation comprising sands, clays and silts over the London Clay. Bedrock Aquifer status: Secondary A Aquifer Site within Flood Zone 1. Site is not within a groundwater source protection zone. Potential ground conditions: Nearest BGS boreholes indicate surface soils comprise sands over sandy clay of the Windlesham Formation. London clay recorded from a depth of ~30m. Groundwater recorded around 2.4m. Shallower perched groundwater may be present. It is proposed to undertake window sample boreholes across the proposed area for new drainage. Due to the potential presence of groundwater based on preliminary assessment, boreholes are proposed to be installed and monitored for groundwater presence and levels. Findings and groundwater risk assessment to be issued within a letter report, and include outline groundwater drainage recommendations if required.	
We also draw your attention to our specific terms and conditions which are attached to this quote.	
Client Supplied Information: Location of the proposed new drainage	
Prepared By:	



Item No	Description	Unit	Qty	Unit Rate	Total
Section A	Intrusive Investigation	Unit	Qty	Unit Rate	Total
A001	Engineer for site supervision incl walkover survey	Day	1	£595.00	£595.00
A002	Window sampling crew and rig (including liners)	Day	1	£995.00	£995.00
A003	Groundwater / gas monitoring installations in window sample holes	Nr	6	£145.00	£870.00
A004	Survey Exploratory Holes to 1cm Accuracy	Sum	1	£175.00	£175.00
A005	Provision of RAMS	Sum	1	£150.00	£150.00
				Subtotal	£2,785.00
Section B	In-situ Testing & groundwater monitoring	Unit	Qty	Unit Rate	Total
B001	Four weeks hire of data loggers for continuous groundwater monitoring in window sample boreholes	Sum	1	£550.00	£550.00
B002	Technician for groundwater monitoring in window sample boreholes (two visits fortnightly)	Day	2	£475.00	£950.00
E/O	Permeability tests in boreholes (if required)	Day	R/O	£475.00	Rate Only
				Subtotal	£1,500.00
Section C	Reporting, Assessment and Liaison	Unit	Qty	Unit Rate	Total
C001	Groundwater Risk Assessment Report	Sum	1	£2,000.00	£2,000.00
C002	Project Management	Hr	2	£105.00	£210.00
C003	Aftercare / Technical Advice / Liaise with regulators	Hr	R/O	£110.00	Rate Only
				Subtotal	£2,210.00
				Total (exc VAT)	£6,495.00

Terms & Conditions

Specific Terms [REDACTED] Standard Terms & Conditions of Appointment are sent with this document)

- [REDACTED] are asked to acquire services information this will delay fieldwork by a minimum of 15 working days and result in additional costs.
- [REDACTED] use site specific but standardised risk assessments and method statements. Additional H&S work is charged at £110/hr
- CDM regulations require us to check you are aware of your duties and that a CDM Principal Designer has been appointed.
- It is assumed that there are no access problems. Standing time is not expected but would be charged at £250/hr.
- Invoices will generally be sent after fieldwork then again after the final report, and monthly thereafter.
- Payment of our invoice within 30 days of invoice date. Prices are exclusive of VAT, which is currently at 20.0%.
- All rates are valid for sixty days from the quote date unless otherwise specified.
- [REDACTED] policy is to pass on logs to the BGS once projects are completed. Please let us know if you wish us to stop this.
- Unless itemised, reinstatement will be backfill with arisings. Alternative reinstatement will incur additional costs.

Solutions Ltd - Terms & Conditions

A - THE AGREEMENT, THE PARTIES AND APPOINTMENT OF THE CONSULTANT FOR THE SERVICES A1 - This Agreement is between the Client and GRM Development Solutions Limited ("the Consultant"). The Clients details, Consultants services, and programme (optional) are set out in the fee document that accompanies this document. **A2** - The Client appoints the Consultant to provide the services described in the fee document ("the Services"). **A3** - In instructing the Consultant to commence the Services the Client agrees to these terms and conditions. **B - OBLIGATIONS OF THE CONSULTANT TO THE CLIENT B1** - The Consultant shall exercise reasonable skill and care in the performance of the Services. **B2** - Subject to matters beyond the Consultant's reasonable control the Consultant shall use reasonable endeavours to perform the Services in accordance with the programme if any set out in the fee document and any changes thereto agreed with the Consultant. **C - OBLIGATIONS OF THE CLIENT TO THE CONSULTANT C1** - The Client shall pay the Consultant for the performance of the Services the fees and expenses set out in the fee document. **C2** - The Client shall supply to the Consultant in a timely fashion all relevant information in the possession of the Client or any of the Client's agents and any necessary instructions decisions consents or approvals. The Consultant shall not be liable for the consequences of delays to the Services arising from failure by the Client to comply with this obligation. **C3** - If the Consultant has to carry out additional work and/or suffers delay or disruption in the performance of the Services for reasons beyond the Consultant's reasonable control the Client shall make an additional payment to the Consultant in respect of the additional work and/or the delay. **C4** - Payment due to the Consultant under this Agreement shall become due for payment on submission of the Consultant's invoice and the final date for payment shall be 28 days thereafter. Interest shall be added to all amounts remaining unpaid thereafter and shall be calculated in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. **C5** - The Client shall not later than five days after the date on which payment becomes due give a notice specifying the amount (if any) of the payment made or proposed to be made and the basis on which that amount was calculated. The Client may not withhold any payment after the final date for payment of any sum due under this Agreement unless the Client gives not later than seven days before such final date a notice specifying the amount proposed to be withheld and the ground for withholding payment. **D - TERMINATION D1** - The Client may terminate the appointment of the Consultant in the event of a breach of this Agreement by the Consultant or in the event of the insolvency of the Consultant by two weeks' notice in respect of all of the Services. **D2** - If circumstances arise for which the Consultant is not responsible (including a breach of this Agreement by the Client or in the event of the insolvency of the Client) and which the Consultant considers make it irresponsible for the Consultant to perform all or any part of the Services the Consultant shall be entitled to terminate the appointment by two weeks' notice. **D3** - In the event of any termination the Client shall pay the Consultant a fair and reasonable amount on account of the fees due under C1 commensurate with the Services performed to the date of such termination and any outstanding expenses. **D4** - Termination of the Consultant's appointment under this Agreement shall not prejudice or affect the accrued rights or claims of either party. **E - COPYRIGHT LICENSE PUBLICITY AND CONFIDENTIALITY E1** - The copyright in all drawings and documents (including in electronic form) provided to the Client by the Consultant shall remain vested in the Consultant but the Client shall have a license to copy and use such drawings and documents for the purposes for which they were provided. In the event of the Client being in default of payment of any fees or other amounts due under this Agreement, the Consultant may revoke the license herein granted. The Consultant shall not be liable for the use by any person of any such drawings or documents for any purpose other than that for which the same were provided by the Consultant. **E2** - Neither party shall disclose to any other person any private or confidential information concerning the business of the other party unless so authorised by the other party. **E3** - The Consultant retains the right without permission and free of charge to use any information, calculations, conclusions or reports generated as it sees fit including for the commercial benefit of the consultant and its clients. **F - LIABILITY AND INSURANCE F1** - Notwithstanding anything to the contrary contained in this Agreement the total liability of the Consultant under or in connection with this Agreement whether in contract or in tort or in negligence or for breach of statutory duty or otherwise (other than in respect of personal injury or death) shall not exceed the sum of two million pounds, as covered by the GRM Professional Indemnity Insurance. The period of the Consultants liability is from the date hereof to 12 years after the completion of Services (or termination of this Agreement if earlier). **F2** - Subject to F1 but notwithstanding otherwise anything to the contrary contained in this Agreement such liability of the Consultant for any claim or claims shall be further limited to such sum as it would be just and equitable for the Consultant to pay having regard to the extent of the Consultant's responsibility for the loss or damage suffered as a result of the occurrence or series of occurrences in question ("the loss and damage") and on the assumptions that: (i)- all other consultants and all contractors and all sub-contractors appointed in connection with the project in question shall have provided contractual undertakings on terms no less onerous than those set out in B1 to the Client in respect of the carrying out of their obligations; (ii)- there are no exclusions of or limitations of liability nor joint insurance or co-insurance provisions between the Client and any other party referred to in this clause and any such other party who is responsible to any extent for the loss and damage is contractually liable to the Client for the loss and damage; and (iii)- all such other consultants and all such contractors and sub-contractors have paid to the Client such proportion of the loss and damage which it would be just and equitable for them to pay having regard to the extent of their responsibility for the loss and damage. **F3** - No action or proceedings under or in respect of this Agreement whether in contract or in tort or in negligence or for breach of statutory duty or otherwise shall be commenced against the Consultant after the expiry of the period stated in F1. **F4** - The Consultant shall maintain professional indemnity insurance as stated in F1 and shall maintain public liability insurance provided always in either case that such insurance is available at commercially reasonable rates and subject to all exceptions, exclusions and limitation to the scope of cover that are commonly included in such insurance at the time the insurance is taken out or renewed as the case may be. **F5** - Save in respect of death or personal injury, the Client shall look only to the Consultant (and not to any individual) for redress if the Client considers that there has been any breach of this Agreement. The Client agrees not to pursue any claims in contract, tort or statute (including negligence) against any individual as a result of carrying out its obligations under or in connection with this Agreement at any time whether named expressly in this Agreement or not. In this Agreement "individual" shall mean any employee or member of the Consultant. Any such employee or member includes any officer or director of the company **F6** - The consultant shall be under no liability related to deviance from advice and/or designs provided to the Client or his agents. **F7** - If collateral warranties are required by 3rd parties GRM would use the Construction Industry Council standard form for consultants. **G - DISPUTES AND DIFFERENCES G1** - The parties shall attempt in good faith to settle any dispute by mediation. Where this Agreement is a construction contract within the meaning of the Housing Grants, Construction and Regeneration Act 1996 either party may refer any dispute arising under this Agreement to adjudication in accordance with the Construction Industry Council Model Adjudication Procedure. **H - GENERAL H1** - Neither party may assign or transfer any benefit or obligation under this Agreement without the prior written consent of the other party such consent not to be unreasonably withheld or delayed. **H2** - Save in respect of the benefits or rights conferred on individuals pursuant to F5 nothing in this Agreement confers or purports to confer on any third party any benefit or any right to enforce any term of this Agreement under the Contracts (Rights of Third Parties) Act 1999. **H3** - This Agreement shall be governed by and construed in accordance with the laws of the England and each party hereby submits to the non-exclusive jurisdiction of the courts of the said country. **I - NOTICES I1** - Any notice under this Agreement shall be in writing and given by sending the same by fax or first class letter to the Client or the Consultant at the address shown on the fee document. For the avoidance of doubt any notice sent by e-mail shall not be an effective notice under this Agreement. Notices shall take effect when they have been received by the Client or the Consultant as the case may be.

Terms and Conditions Revision February 2021

Item 7- Windlesham Cemetery Wildflowers- to consider the sowing of wildflower seeds in the cemetery

Background

At the May 2024 committee meeting, members considered a proposal to sow wildflower seeds in designated areas of Windlesham Cemetery. Due to concerns over the likelihood of deer eating the flowers, the committee resolved not to proceed with the quotation for wildflower sowing at that time.

Instead, it was agreed that the grass in the identified areas would be left to grow long.



Additionally, at a later meeting, members also unanimously resolved to postpone the removal of the wooden posts currently surrounding large memorials. A quote received in 2024 estimated the cost to remove 12 wooden posts and reinstall 2 at each designated area to be £130 (EX VAT).

Current Proposal

Cllr Richardson has since collected a supply of wildflower seeds and has proposed sowing them in the previously identified areas, with the assistance of other Windlesham councillors and possibly local residents.

Health and Safety Considerations and requirements

If the activity is led by the Council, it must be covered under the Council's public liability insurance. In this case, a formal risk assessment must be carried out by the Council, identifying any site hazards, who will be involved, and how the activity will be managed.

Depending on the method of sowing, tools such as rakes or trowels may be required. If so, the Council must ensure that all participants receive appropriate handling guidance and, where necessary, basic training to ensure safe use of equipment.

Alternatively, if the activity is to be managed by Pure Gardens, the contractor must confirm that they are willing to take responsibility for the insurance and must provide their own risk assessment in advance.

Decision Required

Members are asked to consider the following:

1. **Approval of the Proposal**
Whether to approve the proposal to sow wildflower seeds in Windlesham Cemetery as a community-led activity.
2. **Management of the Activity**
Whether the Council will support and manage the activity directly, subject to appropriate risk assessments and health and safety procedures being in place,
or
Whether members wish to approach Pure Gardens to manage the activity on the Council's behalf, subject to their agreement and confirmation of any associated costs.
3. **Post Removal and Reinstallation**
If the proposal is approved, whether to proceed with the removal and reinstallation of wooden posts (quoted at £130 EX VAT) to facilitate the work, and to determine the preferred source of funding for this expense.
4. **Resident Involvement**
If residents are to be invited to participate, how the activity will be communicated, coordinated and supervised to ensure it is carried out safely and respectfully within the cemetery setting.