

Minutes of the Sports Committee meeting held on Monday 23 March 2026, in Suite 2, Taverham Village Hall, commencing at 7.35pm when there were present:

Mrs J Latchford was in the Chair	
Mrs B Clarke	Mrs S Parkinson
Mr N Dack	Mr T Yousefian
Mr S Matthews	

Also present: Clerk and 2 parishioners

Apologies for absence: Mrs Karimi-Ghovanlou

Declarations of Interest in items on the agenda: None

The Minutes of the meetings held on 1 September, 27 October and 15 December 2025 were agreed and then signed by the Chairman.

Report items

Mole Control: The contract for the control of the mole population at Hinks Meadow had been agreed.

The current budget picture was received.

Football Club and Tennis Club representatives' forum

A representative of the Tennis Club attended the meeting and enquired about progress on the tennis court project. Members were pleased to report that an earmarked reserve had been established for the project, supplemented by reallocating funds from elsewhere within the Sports Committee budget and by including £20,000 in the 2026/27 precept. The Clerk further advised that some underspends were still to be allocated, and that the combination of the earmarked reserve and anticipated Community Infrastructure Levy income from the Marriott's Park development, due around April 2027, should provide sufficient funding to enable the courts to be rebuilt.

Although no up-to-date costings were available, it was noted that the estimated cost of rebuilding the courts, replacing the lighting, fencing and gates, and potentially appointing a project manager, could be in the region of £300,000. Any works to the pavilion may need to form a second phase of the project, subject to overall costs.

Broadland District Council had arranged a meeting for April to discuss sports provision requirements in Taverham and to offer support. The Tennis Club representative reported that the club currently had 50 members and provided coaching to 100 children, all of whom were very keen to see a new tennis facility delivered.

The Taverham Football Club Chairman was in attendance. He requested that the Council arranges for arisings from future tree works be removed from the Hinks Meadow site as youngsters were moving branches to the football pitches causing an obstruction for players and maintenance contractors. He asked if the area immediately within the vehicle gate could be tidied. The Clerk advised that the Council had no storage space for large items that required disposal and that a skip would be ordered if there were sufficient number of items. The Club Chairman also reported that the pitches were looking healthy at this point in the season, but stated that the 7v7 pitch would be subject to heavy usage soon. He enquired whether the pitch could be over-seeded early whilst the soil remained moist.

The meeting closed at 8.06pm.

Signed.....

Dated.....

TAVERHAM PARISH COUNCIL

SPORTS COMMITTEE – BUDGET PICTURE 22ND JUNE 2026

EXPENDITURE

Heading	<u>Budget</u>	<u>Spent To Date</u>	<u>Expected Expenditure*</u>	<u>Budget Remaining</u>
Tennis	£3,680.00	£1,800.00	£1,150.00	£730.00
	£3,680.00	£1,800.00	£1,150.00	£730.00
<u>Hinks Meadow Services</u>				
Rates	£0.00	£0.00	£0.00	£0.00
Water	£1,000.00	£256.32	£0.00	£743.68
Electricity	£4,000.00	£627.92	£0.00	£3,372.08
	£5,000.00	£884.24	£0.00	£4,115.76
Running Costs				
Keyholder Contract	£3,620.00	£255.00	£0.00	£3,365.00
Refuse	£2,100.00	£197.85	£0.00	£1,902.15
Fido Bins	£830.00	£0.00	£0.00	£830.00
Fire /Electrical Safety	£1,000.00	£0.00	£0.00	£1,000.00
Licences	£500.00	£0.00	£0.00	£500.00
Sanitary Services	£370.00	£297.32	£0.00	£72.68
Caretaker/Admin	£600.00	£57.66	£0.00	£542.34
Repairs/Renewals	£2,500.00	£34.99	£0.00	£2,465.01
CCTV Service Package	£500.00	£0.00	£0.00	£500.00
Drain Cleaning – Carpark	£360.00	£0.00	£0.00	£360.00
	£12,380.00	£842.82	£0.00	£11,537.18
Grounds Maintenance				
Mole Contract	£3,410.00	£0.00	£0.00	£3,410.00
Horticultural Contract	£23,450.00	£3,854.46	£19,272.30	£323.24
Grit for Car Park	£180.00	£0.00	£0.00	£180.00
Tree Maintenance	£300.00	£0.00	£0.00	£300.00
	£27,340.00	£3,854.46	£19,272.30	£4,213.24
Contingency – General	£1,000.00	£0.00	£0.00	£1,000.00
BMX Site	£800.00	£0.00	£800.00	£0.00
COMMITTEE TOTALS	£50,200.00	£7,381.52	£21,222.30	£21,596.18

Expected Expenditure*

This column represents figures based on known/expected costs for the year, for example the Horticultural Contract where costs are agreed for the year.

Agenda item: To consider quotes for replacement birdsmouth fencing at Hinks Meadow

The birdsmouth fencing at Hinks Meadow has been deteriorating for some time and is now at the point where it needs full replacement. The existing fencing is constructed of hollow plastic box sections. Replacement fencing could be either wood or solid recycled plastic, with the latter being the preference due to low maintenance costs. It is proposed that the replacement work be carried out in-house.

First Fence (wood)

19 x 1.8m knee rail	£241.30
20 x posts	£181.00
20 x post straps	£75.40
	£497.70

First Fence (recycled plastic)

11 x 3.1m brown top rail	£605.55
25 x brown posts	£757.25
25 x post straps	£94.75
	£1457.55

Prices do not include carriage, nails or postmix. Other suppliers are available, however the height of the fence posts are 1.2m rather than the 0.9m high posts included in the quotes above.

Agenda item: To consider the continuation of the Council's contribution towards the caretaking of the BMX track

1) Background

The Parish Council had previously agreed to contribute £800 per year towards the caretaking of the BMX track. From this sum, the Council retained an amount equivalent to the insurance premium for the site, together with the cost of the required risk assessments, and the remaining balance was paid to TRF as a caretaking contribution.

2) Current Position

It has recently come to light that the Parish Council does not have an insurable interest in the site. As a result, the Council is not in a position to provide insurance cover for the BMX track and TRF has arranged its own insurance. As soon as the Council became aware that the site was not insured, TRF was requested to close the BMX track.

3) Financial and Practical Implications

In light of this change, the existing contribution arrangement requires review. The original annual contribution of £800 was based on the Council retaining part of that sum to meet insurance and risk assessment costs before passing the balance to TRF. As the Council will no longer be arranging insurance for the site, members may wish to reconsider both the total amount of the Council's contribution and the basis on which any future payment to TRF is calculated. Members should also note that TRF has been paying a peppercorn rent for the site and that a review of that rent is now overdue. The Council has power to make a contribution of this kind under section 19 of the Local Government (Miscellaneous Provisions) Act 1976, which permits support towards the provision of recreational facilities by a voluntary organisation.

Options for Council

- To continue the contribution at £800 per year, with revised arrangements to reflect that TRF will now be responsible for insurance.
- To revise the contribution amount to reflect the change in responsibilities for insurance cover.
- To request further information from TRF regarding the cost of insurance and ongoing caretaking before determining the future level of support.

4) Recommendation

That members consider the revised position in respect of insurance and determine whether the Parish Council wishes to continue its contribution towards the caretaking of the BMX track, and if so, at what level and on what basis.

Agenda item: To consider and recommend to Council the appointment of a project manager for the tennis court reconstruction project

1. Purpose of the Report

To seek a recommendation from the Sports Committee that the Council appoint a suitably qualified project manager to oversee the delivery of the tennis court reconstruction project at Sandy Lane Recreation Ground.

2. Background

The Council has approved the reconstruction of the tennis courts at Sandy Lane as part of its ongoing programme of investment in recreational facilities. The project is expected to involve:

- Full reconstruction of the existing courts
- Installation of new fencing and surfacing
- Associated drainage and groundworks
- Compliance with relevant sports facility standards
- Coordination with contractors, utilities, and site users

Given the scale, technical complexity, and regulatory considerations associated with this project, officer capacity alone is not sufficient to ensure effective oversight from inception through to completion.

3. Rationale for Appointing a Project Manager

Appointing a dedicated project manager would provide the following benefits:

- **Technical expertise:** Ensures the Council receives specialist advice on design, procurement, construction sequencing, and compliance.
- **Risk management:** Provides structured oversight of cost, programme, quality, and contractor performance, reducing the likelihood of delays or cost escalation.
- **Contract administration:** Ensures that contractual obligations are met, variations are properly managed, and documentation is maintained to audit standards.
- **Stakeholder coordination:** Manages communication between contractors, Council officers, site users, and neighbouring land interests.
- **Health and safety compliance:** Ensures the project meets CDM (Construction Design and Management) requirements, including the appointment of competent duty-holders.

The Council does not currently have in-house capacity with the specialist construction project management expertise required for a project of this nature.

4. Procurement Considerations

Should the Committee support the appointment of a project manager, officers will prepare a procurement route that:

- Complies with the Council's Financial Regulations and the Procurement Act
- Provides a clear specification of required services
- Ensures transparency, value for money, and an auditable decision trail
- Enables the Council to appoint a competent and experienced provider

The estimated value of the project management services is expected to fall within the threshold permitting a competitive quotation process.

5. Financial Implications

Funding for project management services would be met from the approved tennis court reconstruction budget. The appointment of a project manager is expected to reduce the risk of cost overruns during the construction phase.

A detailed cost estimate will be presented to the Council once quotations have been received.

6. Recommendation

That the Sports Committee **recommends to Full Council:**

That a project manager be appointed to oversee the tennis court reconstruction project at Sandy Lane Recreation Ground.

Taverham Parish Council
Request for Quotation
Project Management Services – Sandy Lane Tennis Court Reconstruction

1) Introduction

Taverham Parish Council is seeking quotations from suitably qualified providers for the provision of project management services relating to the reconstruction of the tennis courts at Sandy Lane Recreation Ground. The appointed provider will manage the project from pre-construction through to completion and handover.

This document sets out the Council's requirements, submission instructions and evaluation methodology.

2) Background

The existing tennis courts at Sandy Lane require full reconstruction due to age and deterioration. Funding has been allocated through reserves and anticipated CIL income. The Council intends to deliver the project during the 2027–28 financial year.

The project manager will support the Council in procuring the main works contractor and ensuring compliance with statutory and contractual obligations.

3) Scope of Services

The required services include:

- Preparation of a project execution plan, including programme, procurement route, communication arrangements and risk management.
- Preparation of procurement documentation for the main works contractor.
- Management of the procurement process, including handling of queries, evaluation support and recommendation to Council.
- Contract administration under an appropriate form of contract (e.g., JCT Minor Works).
- Acting as Principal Designer under CDM 2015 or supporting the Council in appointing one.
- Monitoring of site operations, quality, progress and compliance.
- Maintenance of a risk register and reporting of emerging issues.
- Provision of monthly written progress reports and attendance at site meetings.
- Management of handover, snagging and final certification.

4) Deliverables

- Project execution plan
- Procurement documentation
- Tender evaluation report and recommendation
- Risk register
- Monthly progress reports
- Site meeting minutes
- Practical and final completion documentation
- Handover pack

5) Site Information

- **Location:** Sandy Lane Recreation Ground, Taverham, NR8 6JR
- **Existing facilities:** Three fenced, lit tennis courts with deteriorated surface
- **Access:** Via Sandy Lane; public access to the recreation ground must be maintained
- **Constraints:** Residential proximity, safeguarding considerations, weather-dependent works, ground conditions
- **Technical specification:** The detailed design and technical specification for the reconstructed courts will be developed by the appointed project manager as part of the commission.

- **Access control:** The courts are enclosed by fencing. The Council intends to operate the facility using an online booking system with coded entry. The appointed project manager will be required to advise on suitable access control options and incorporate these into the project specification.
- **Accessibility:** The existing courts are not wheelchair accessible. The appointed project manager will be required to assess accessibility requirements and incorporate appropriate measures into the project specification to ensure compliance with relevant standards.
- **Lighting:** The courts are currently lit. The appointed project manager will be required to review the existing lighting provision and advise whether retention, upgrade or replacement is required as part of the project specification.
- **Car park usage:** The adjacent car park is used by visitors to the village hall and library and is also heavily used during school drop-off and pick-up times. The appointed project manager will be required to take this into account when planning site access, deliveries and contractor operations.
- **Clubhouse access:** A clubhouse is located on the far side of the courts. It is not fully accessible and there is currently no access route other than via the courts. While upgrades to the clubhouse are not within the scope of this project, the appointed project manager will be required to consider future accessibility requirements when developing the design specification for the courts.
- **Working hours:** No weekend working is permitted unless expressly authorised by the Council.
- **Seasonal use:** The play area and wider recreation land are heavily used during the summer months, and contractor operations must take this into account when planning works.
- **Events:** The Taverham Fayre is held on the last Saturday in July each year. The appointed project manager will be required to ensure that construction activities do not conflict with this event and that the site remains safe and accessible.
- **Site security:** The area is generally safe; however, the recreation ground does experience occasional anti-social behaviour and incidents of vandalism. The appointed project manager will be required to take this into account when planning site security, storage of materials and equipment, and protection of the works.
- **Emergency and maintenance access:** Access to the playing field for emergency vehicles and grounds-maintenance vehicles must be maintained at all times. The appointed project manager will be required to ensure that contractor operations, temporary works and site layout do not impede this access.

6) Budget

- **Estimated construction value:** £250,000–£300,000
- **Indicative project management fee range:** £20,000–£36,000

7) Submission Requirements

Quotations must include:

- Company profile and details of the lead consultant
- CVs of key personnel
- Up to three examples of comparable outdoor sports or civil engineering projects
- Proposed methodology and outline programme
- Fee proposal, including day rates, assumptions and exclusions
- Confirmation of insurance levels (public liability, professional indemnity, employer's liability)
- Statement of any conflicts of interest
- Confirmation of availability to commence within required timescales

8) Evaluation Criteria

Quotations will be evaluated using the following weighted criteria:

- **Relevant experience – 30%**
- **Methodology and programme – 20%**
- **Understanding of risks and constraints – 10%**
- **Fee proposal – 40%**

9) Clarification Process

All clarification questions must be submitted by email to the Clerk by the deadline stated in Section 12. Responses will be issued to all bidders. The Council may issue an addendum where necessary.

10) Contract Terms

The appointment will be made under a professional services agreement compliant with the Procurement Act 2023. Payment will be made on milestones or monthly in arrears. The contract will include termination provisions for non-performance. Compliance with CDM 2015, safeguarding requirements and Council policies is mandatory.

11) Submission Instructions

Quotations must be submitted electronically to:

clerk@taverhamparishcouncil.org.uk

Subject line: *RFQ – Project Manager – Sandy Lane Tennis Courts*

Late submissions will not be considered.

12) Timetable

Stage	Date
RFQ issued	TBC
Deadline for clarification questions	TBC
Deadline for quotations	TBC
Evaluation and scoring	TBC
Council decision	TBC
Appointment issued	TBC
Project start	TBC

13) Data Protection

Information submitted will be processed in accordance with the Council's Data Protection Policy and used solely for the purpose of evaluating quotations.

Evaluation Matrix – Project Manager Appointment (Sandy Lane Tennis Courts)

Weighting summary

- Relevant experience – 30%
 - Methodology & programme – 20%
 - Understanding of risks & constraints – 10%
 - Fee proposal – 40%
-

1. Relevant experience (30%)

Assesses experience with sports-facility projects, outdoor-surface works, and similar capital schemes.

Score	Descriptor
0	No relevant experience provided.
1–2	Limited experience; examples not comparable in scale or type.
3–4	Some relevant experience; one comparable project.
5–6	Good experience; multiple relevant projects, but limited detail.
7–8	Strong experience; several comparable projects with clear outcomes.
9–10	Excellent experience; extensive track record in tennis-court or similar sports-surface projects.

Weighted score: $(\text{Score} \div 10) \times 30$

2. Methodology & programme (20%)

Assesses how well the bidder explains their approach, sequencing, and project controls.

Score	Descriptor
0	No methodology or programme submitted.
1–2	Methodology unclear; programme missing or unrealistic.
3–4	Basic methodology; limited detail on sequencing or controls.
5–6	Clear methodology; realistic outline programme.
7–8	Strong methodology; good understanding of project stages and dependencies.
9–10	Excellent methodology; detailed programme, proactive risk management, and clear communication plan.

Weighted score: $(\text{Score} \div 10) \times 20$

3. Understanding of risks & constraints (10%)

Assesses awareness of site-specific issues at **Sandy Lane**, including drainage, access, community use, and weather-dependent works.

Score	Descriptor
0	No risks identified.
1–2	Generic risks only; no reference to Sandy Lane context.
3–4	Some relevant risks identified; limited mitigation detail.
5–6	Good understanding of key risks and constraints.
7–8	Strong risk analysis with clear mitigation strategies.
9–10	Excellent, site-specific risk assessment demonstrating deep understanding of outdoor-surface projects.

Weighted score: $(\text{Score} \div 10) \times 10$

4. Fee proposal (40%)

Assesses value for money, clarity, and transparency of the fee structure.

Score	Descriptor
0	No fee submitted.
1–2	Fee unclear, incomplete, or significantly above expected range.
3–4	Fee provided but lacks breakdown or contains exclusions.
5–6	Clear fee; within expected range; reasonable breakdown.
7–8	Strong value; detailed breakdown; transparent assumptions.
9–10	Excellent value; comprehensive breakdown; clear, defensible pricing.

Weighted score: $(\text{Score} \div 10) \times 40$

5. Total score

Add the four weighted scores:

Total (out of 100):

Relevant experience (30) + Methodology (20) + Risks (10) + Fee (40)

6. Notes for audit trail

- Each councillor or panel member should complete their own matrix.
- The Clerk should retain all individual scoring sheets plus the aggregated summary.
- Any clarifications sought from bidders should be logged and published with the decision record.

- The final recommendation to Council should include the total weighted scores and a short narrative justification.
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Evaluation Matrix – Project Manager Appointment

Sandy Lane Tennis Court Reconstruction

Scorer name: _____

Bidder name: _____

Date: _____

1. Relevant experience (30%)

Score (0–10): _____ Weighted ($\div 10 \times 30$): _____

Notes:

2. Methodology & programme (20%)

Score (0–10): _____ Weighted ($\div 10 \times 20$): _____

Notes:

3. Understanding of risks & constraints (10%)

Score (0–10): _____ Weighted ($\div 10 \times 10$): _____

Notes:

4. Fee proposal (40%)

Score (0–10): _____ Weighted ($\div 10 \times 40$): _____

Notes:

5. Total score (out of 100)

Category	Weighted score
Relevant experience (30)	_____
Methodology & programme (20)	_____
Risks & constraints (10)	_____
Fee proposal (40)	_____
Total	_____ / 100
