



ASTON CLINTON PARISH COUNCIL

Parish Council Office, Aston Clinton Park, London Road HP22 5HL

Tel: 01296 631269

Email: clerk@astonclinton.org

Minutes of the **Facilities Committee** meeting
held at 6.30pm on **6th August 2025** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr D McCall (Chair), Cllr J Hodge, Cllr C Judge, Cllr M Mason, Cllr C Read & Cllr L Ronson

IN ATTENDANCE: Mrs S Payne (Clerk/RFO)

F25.13 Public Participation No members of the public were present.

F25.14 To Receive Apologies for Non-Attendance None received.

F25.15 To Receive Declarations of Interests or Requests for Dispensation None received.

F25.16 To Approve the Minutes of the Committee Meeting Held on 5th June 2025 and Extraordinary Committee Meeting Held on 6th March 2025

The minutes of the meeting held on 5th June and extraordinary meeting held on 6th March 2025 were approved as a true and accurate records and were signed by the Chair.

F25.17 To Agree the Terms of Reference for the Events Working Group.

The terms of reference for the Events Working Group were reviewed. **It was resolved to approve the Terms of Reference for the Events Working Group them with no amendments.**

F25.18 To Review Outstanding Actions

The committee reviewed and updated the outstanding actions list. It was agreed to remove the actions regarding the purchase of a piece of machinery to assist with pitch maintenance and seeking options for a third party to open the main gate out of hours

F25.19 Grounds Maintenance & Recreation

- i. **AC Colts:** Cllr McCall reported that the current Colts Chairman had resigned and a new Chairman would be elected at the Colt's AGM in September.
- ii. **Gardening tenders:** Cllr Read reported that he had met with the three gardeners who had submitted tenders for the 3 year RKP and Fountain gardening contract to discuss the Council's requirements and go through the specification. **It was resolved to accept tender 2 from Kieran Coll of KC Gardens.** **ACTION: Clerk**

The committee considered the possibility of adding hedging, similar to that immediately in front of the RKP, around the squared grassed area to make it a more attractive place to sit. Cllr Read would discuss this with the gardener. **ACTION: Cllr Read**

- iii. **Tree work:** Quotes for remedial tree work identified in the June 2025 tree safety survey report were considered. It was noted that planning permission had been granted. **It was resolved to accept quote B from South Bucks Tree Surgeons to carry out the work at a cost of £1730.** **ACTION: Clerk**
- iv. **Habitat survey:** The committee considered a quote from Future Nature WTC to carry out a biodiversity enhancement survey of the area south of the stream, in line with the Council's Biodiversity Policy. **It was resolved to instruct Future Nature WTC to undertake a habitat survey at a cost of £2,104, a badger survey at a cost of £709, and a day engagement activity at a cost of £569.** **ACTION: Clerk**

- v. Annual play equipment inspection The committee considered the report from the annual inspection of the Council's play equipment. Most items were assessed as low or very low risk, with the exception of the zip wire, which was graded as moderate. The installer of the zip wire had been contacted and would provide a quote to confirm that the seat was at the correct height from the ground. All findings had been recorded in the Council's Playground Inspection Log, which enabled the triaging of works. Quotes had been sought for the low and very low risk items. **ACTION: Asst Clerk**
- vi. All-weather pitch(AWP) security: Cllr McCall reported that, even with the installation of the additional security fencing around the top of the AWP, there had been several instances of unauthorised access. Vulnerable areas near the goal mouths had been identified. Quotes were considered for the installation of spiked rollers, powder-coated to match the existing fence colour. **It was resolved to accept Quote 1 from A&M Fencing for £1,350 for anti-climb rollers in four sections.** **ACTION: Cllr McCall**
- vii. Bowls Club banner: The committee considered a request from Aston Clinton Bowls Club to replace their existing signage at the side of their storage hut with a new aluminium sign. **It was resolved to approve the request from Aston Clinton Bowls Club to install a 100cm x 50cm aluminium sign on the side of their storage hut facing out into the park.**
- viii. Wildbelt Project equipment storage: The committee considered a request from the Chiltern Society's Wildbelt Project Manager for a base to store equipment, including brush cutters, rakes, scythes, and other items. Access to the store would be required approximately every two weeks by volunteers. It was agreed that there was no suitable place within the garage. The committee agreed that the unused area behind the park keeper's cabin might be suitable if cleared, and the Clerk was instructed to offer this space to the group. **ACTION: Clerk**

F25.20 Events

- i. MKPA: Cllr Judge reported that two sessions were booked for the afternoon 11th August one for under 12 year old and the other for 12 to 16 year olds.
- ii. October half term Punch & Judy Show: Cllr Judge reported that a new entertainer had been instructed, as the Council's usual entertainer was no longer available for work. There would be two 1-hour sessions, each including a Punch and Judy show, balloon modelling and tricks.
- iii. 2025 Scarecrow Trail: Cllr Mason reported that she had attended a meeting with Rev Bottomer to discuss the organisation of the trail, which would take place over the weekend of 27th & 28th September 2025. **ACTION: Cllr Mason/Asst. Clerk**
- iv. Xmas Tree & Carols: The event was scheduled to take place on Friday 28th November 2025. Cllr Judge would be contacting the school choir. **ACTION: Cllr Judge**
- v. Santas Float: Cllr Judge would contact Dayla regarding access to a lorry and driver for the weekend of 13th & 14th December 2025. **ACTION: Cllr Judge**
- vi. Astonbury 2026: **It was resolved to permit the use of the park for Astonbury on Saturday 15th August 2026 with set up on Friday 14th August 2026.**
- vii. VJ Day 80: It was agreed that the Union Flag would be raised at the War Memorial during VJ Day 80 week; from Monday 11th to Sunday 17th August.

F25.21 Red Kite Pavilion (RKP) & Churchill Hall

- i. RKP bin store: Cllr Read reported that the working group was considering extending the bin store. The change in the law regarding business food waste separation under the Simpler Recycling legislation meant that businesses with fewer than 10 employees would not be legally required to separate and arrange the collection of food waste until 31st

March 2027. This requirement would necessitate clearly marked separate bins, and therefore the bin store area would need to be increased.

ACTION: RKP WG

- ii. Your Café in the Park no picnic signs: The committee considered a request from Your Café in the Park to erect three to four A3 metal “No Picnics” signs on the external walls of the RKP facing the patio area. The committee understood the reasoning behind the request and agreed that picnics on the café’s benches should be discouraged but felt that installing signs on the walls would not be in keeping with the building’s aesthetics. It was suggested that smaller signs be installed on each bench instead.
- iii. RKP & Churchill Hall gutter, soffit and fascia clearing and cleaning: The committee considered three quotes. **It was resolved to accept quote 2 for £2,804 from Gutterbugs.**
- iv. Churchill Hall condensation issues: It was agreed that the Clerk would contact the contractors, who had promised a quote, one final time before restarting the process.

F25.22 Burial Ground

- i. Burial Ground Regulations: The committee reviewed the burial ground regulations. **It was resolved to update the regulations replacing 7.10 with “The installation of kerb stones or any form of grave edging – whether constructed from wood, slate, stone, metal, plastic or any other material – is strictly prohibited, as such features impede the effective maintenance and management of the burial ground”.**

F25.23 It was resolved that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded from the meeting during the consideration of the following item of business on the grounds that they included the likely disclosure of exempt information, stated to be confidential

F25.24 To Consider a Request for a Non-Resident Interment in the Burial Ground

The committee considered a request for the burial of a non-resident. After careful deliberation, the committee concluded that the connection to Aston Clinton did not meet the criteria set out in the Council’s regulations for the purchase of an Exclusive Right of Burial. The committee noted that several family graves existed in the closed churchyard of St Michael & All Angels and that the family had contacted the Diocese of Oxford to enquire whether space was available in an existing grave.

The meeting closed at 8.49pm

Signed.....Date

Agenda item F25.29ii

To Consider Quotes for a Concreate Base for a Picnic Table

REPORT AUTHOR: CLLR READ

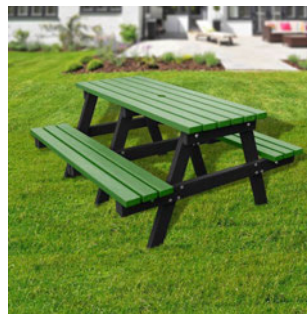
SUMMARY

To consider quotes for installation of a concrete base for a picnic table.

BACKGROUND

At the May 2024 meeting, the Facilities Committee agreed to install a picnic table on a concrete base at the location of the former trim trail workstation, as this is a popular site near the stream (see photos below).

Two quotes have been received for the installation of the concrete base and are provided on the next page.



FINANCIAL & GOVERNANCE CONSIDERATIONS

This expenditure will come from the Facilities equipment budget

LEGAL & OTHER IMPLICATIONS

None.

ACTION

To consider the two quotes and select a contractor.



24th August 2025

Aston Clinton Parish Council
Parish Office
Aston Clinton Park
London Road
Aston Clinton
HP22 5HL

For the attention of Colin

Following our recent discussion I am able to quote as follows;

To dig out base 2m x 3m square and 150mm deep, putting in 50mm Type 1 stone then 100mm of concrete with mesh.

	£780.00
Vat @ 20%	<u>156.00</u>
Total	<u>£936.00</u>



TO

Aston Clinton parish council

Samantha Payne

Parish council offices

Aston Clinton

clerk@astonclinton.org

DESCRIPTION	RATE	QTY	AMOUNT
Ballest per bag	£78.00	2	£156.00
Cement	£7.90	12	£94.80
Shuttering timber	£9.20	6	£55.20
Labour to dig out, mix and pour concrete to make a base for picnic table and remove spoils	£350.00	1	£350.00
SUBTOTAL			£656.00
VAT (20%)			£0.00
TOTAL			GBP £656.00



Rugby Pitch
Aston Clinton

Quotation

This is a quotation for work to be carried out on the rugby pitch.

- To level off 2 dips on the rugby pitch using approx. 20 tonne of top soil.
- To lay grass seed over the new top soil.

For the sum of,
£1800.00

If you have any queries regarding the above quotation, then please do not hesitate to get in contact with me.

Thank you.



8 September 2025

Jennifer Hodus
Aston Clinton Park
London Rd
Aston Clinton
HP22 5HL

QUOTATION NO. 10521WG

We are to supply all necessary labour, transport, machinery and materials to carry out the following works

ITEM 1. HOLE FILLING ON FIELD

We are to in-fill with topsoil the large, dipped area on the 7 a-side football pitch identified.

The soil is to be tipped into a designated area in the car park and then loaded with a digger and transported using dumper truck to the area.

The area will then be in-filled, tracked in with a digger and levelled. An amenity grass seed will then be spread evenly over the area. Top-up seed will be supplied if needed.

Orange barrier fencing secured around the area with necessary metal pins until the seed has germinated fully.

TOTAL PRICE: £3,995.00 plus VAT

Thank you for your enquiry, we have pleasure in enclosing our quotation and look forward to being of service. If there is any part of this quotation you would like to discuss in more detail, then please do not hesitate to contact me. Assuring you of my best attention at all times.





Agenda item F25.29v

Allotment Tenancies Update & Review of Fees

REPORT AUTHOR: ANGIE RILEY (ALLOTMENTS ADMIN) & SAMANTHA PAYNE (CLERK/RFO)

SUMMARY

Council have 43 full sized plots and 4 half-sized plots. Allotment tenancies run from 1st Jan to 31st December each year. The next allotment review and final one for 2025 is on 16th October.

A tree from neighbouring land fell and caused damage to a section of the allotment fence. The landowner has accepted responsibility and is making arrangements for the repair.

Vacant Allotments

There are currently 3 vacant full-sized plots, and there is no one on the waiting list despite several efforts to advertise. With this in mind, the committee is asked to consider whether residents outside Aston Clinton and Buckland should be eligible. If so, which surrounding villages should be included?

Allotment Fees

The committee is asked to agree the yearly allotment fee for 2027 so that tenants can be given the required year's notice. Historical fees are as follows:

- | | |
|--|---|
| • 2023 – £20 full plot / £10 half plot | 2024 – £22 full plot / £11 half plot |
| • 2025 – £22 full plot / £11 half plot | 2026 – £25 full plot / £12.50 half plot |

2025 Allotment Competition

The Aston Clinton, Buckland & Drayton Beauchamp Horticultural Society kindly judged the allotment plots again this year. The results of *Best Kept Allotment* and *Best Newcomer* were announced at their annual summer show.

Best Kept Allotment 2025

- **1st – Plot 5:** Featured fruit, herbs, and a good variety of vegetables, plus a bug hotel. Welcoming and creative, with bunting and scarecrows. Very neat, tidy, and largely weed-free.
- **2nd – Plot 40:** An abundant allotment despite the summer weather, with excellent tomatoes, runner beans, an asparagus patch, and an enormous sunflower.
- **3rd – Plot 31:** Strong crops including tomatoes, sweet potatoes, fruit and veg. A clear demonstration of effort given the difficult summer conditions. Good use of recycled items.

Best Newcomer Allotment 2025

1st – Plot 9 2nd – Plot 1 3rd – Plot 45a

Newcomers faced the challenge of digging and weeding neglected plots. Many chose to cultivate part of their allotment while suppressing weeds with fabric. The three winners are all “works in progress” but showed real effort. We look forward to their progress next season.

ACTION

- a. To note the update
- b. To agree the allotment tenancy fees for 2027

- c. To agree that the prize for *Best Kept Allotment* and *Best Newcomer* should continue to be one year's allotment tenancy free of charge.



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Aston Clinton Parish Council Allotment Waiting List Policy

1. Introduction

This policy outlines the statutory duty to provide sufficient number of allotments and to provide a fair and efficient management system with transparent procedures to support the right to cultivate an allotment garden that is not open to abuse.

2. Statutory Duty

- 2.1** Local Authorities have a statutory duty to provide allotments under the provisions of the Small Holdings and Allotment Act 1908. Section 23 provides that if the Parish Council are in the opinion that there is a demand for allotments then the Council shall provide enough plots to meet demand. Moreover, on a representation in writing to the Parish Council by six registered parliamentary electors or persons who are liable to pay an amount in respect of Council tax as rate payers in the parish, that the Parish Council will take such representation into consideration.

3. How the Waiting List works

- 3.1** There will only be one list.
- 3.2** An applicant is only added to the Waiting List upon successful completion of the Council's 'Application for an allotment form' and proof of ID being received by the Council.
- 3.3** All applicants must be 18+ years of age and **reside in the Parish of Aston Clinton or Buckland.**
- 3.4** The named applicant must be the person responsible for tenancy.
- 3.5** Applicants will be added to the Waiting List on a first come first served basis.
- 3.6** Previously evicted Tenants cannot re-apply for a 5-year period.
- 3.7** Once on the list, applicants should keep their record up to date and are required to inform the Council of any change of address.
- 3.8** The Council will periodically contact applicants on the Waiting List and remove those who are no longer interested or eligible, or who do not reply in a timely manner.
- 3.9** If a prospective tenant has reached the top of the list at a time when personal circumstances meant that they are not in a position to work the plot, they may request to keep their position on the Waiting List and will need to contact the allotment administrator when they will be able to take a plot. They will then be offered the next available plot.

4. Number of plots permitted

- 4.1** When there is a large waiting list, only one Tenancy per household is permitted.
- 4.2** The Council will permit a maximum of two plots per Tenant, when the waiting list has reduced dramatically. Existing Tenants requesting a secondary plot will be added to the Waiting List.

- 4.3** If an existing Tenant requests to swap their plot, the Council will make note of these requests and they will be considered on an individual basis.
- 4.4** If an existing tenant is asking to swap plot's due to accessibility, the Council will try to accommodate the request as soon as an appropriate plot becomes available. The request will take priority over the Waiting List.

5. Accessible Allotments and Priority of the Waiting List

- 5.1** Accessible plots are plots designed accessibly and include raised beds or a plot located close to key facilities such as the water tank and shed.
- 5.2** The Council reserves the right to prioritise the Waiting List in exceptional circumstances including applicants or existing tenants requesting an accessible plot. Proof will be required.
- 5.3** Accessible plots are designed for applications that have a disability including the following:
- wheelchair users
 - elderly gardeners
 - those with serious mobility issues
 - visual impairment
 - physical disability or when physical rehabilitation is needed
 - learning or mental health disability
- 5.4** The Council reserves the right to allocate one plot to a charity or similar organisation.

6. Notifying a Prospective Tenant

- 6.1** The Allotment Administrator will notify the next person on the Waiting List as soon as a plot is available.
- 6.2** The offer of an allotment plot will be made in writing and will request the applicant to visit and read over the agreement within 14 days to accept the plot.
- 6.3** If there is no response following the 14 days, the applicant will receive a further 1-week reminder. The Council will then offer out to the next person on the Waiting List if there is no reply.
- 6.4** The applicant will remain at the top of the list for a maximum period of a further 4 weeks before being removed. If a response is provided giving mitigating circumstances the applicant will be offered the next available plot.
- 6.5** If there is no reply, the Council will write to the applicant after the 4 weeks to confirm that their details will be removed from the Waiting List.
- 6.6** Applicants will be allowed 2 opportunities to turn down vacant plots, on the third occasion they will be asked to take the plot or will be moved to the bottom of the Waiting List. Exceptions to this rule will be if a person requires an accessible plot.



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Allotment Tenant's Enforcement and Appeal Procedure

1. Introduction

- 1.1** This procedure clearly states the enforcement and appeals process for Tenants.

2. Improvement Letter

- 2.1** An Improvement Letter will be sent once a plot has been identified as not complying with a Tenancy.
- 2.2** This letter will detail the unacceptable criteria and indicate what is required to bring the plot up to the required standard.
- 2.3** The Tenant is given 1 month from the date of the Improvement Letter to rectify the situation and/or explain satisfactory reasons for the plot's unacceptable condition.
- 2.4** The Clerk should be made aware of any special circumstances relating to a Tenant whose plot is unacceptable. Any information gathered will be dealt with confidentially and each instance will be dealt with on an individual basis.
- 2.5** The Clerk will try and agree on an action plan with the Tenant including timescales and may agree an extension of 1 month under mitigating circumstances.

3. Formal Warning Letter

- 3.1.** In the absence of an improvement or explanatory letter, a Formal Warning Letter will be issued, reaffirming the statements in the Improvement Letter. The Tenant must show an immediate improvement to their plot within 2 weeks (14 days) of the date of issue of the letter or an explanation as to why the Improvement Letter was ignored, failing which the agreement will be terminated by serving a Notice to Quit.
- 3.2.** The Clerk will be authorised to make the decision on whether a Notice to Quit is issued.
- 3.3** The Clerk will decide on a fee that will be charged for any remedial work required. Alternatively, the Clerk may forfeit any deposit previously paid by the Tenant if a plot has been left in an unacceptable condition.

4. Notice to Quit

- 4.1** If there is no immediate improvement or satisfactory accepted explanation within the timescale, a Notice to Quit Letter will be issued to the Tenant.
- 4.2** The Tenant will then be given 28 days to remove any crops, tools and structures left on the site before the Council can repossess the plot.
- 4.3** All Notices to Quit will be sent recorded delivery.
- 4.4** In the event of a serious breach of the Tenancy Agreement, and if found guilty of any criminal offence the Council reserves the right to serve immediate Notice to Quit (termination of tenancy), without progression through all stages as detailed in this procedure and therefore without the right of appeal.

4.5 Serious breaches include the following:

- Abuse, harassment or violence towards other Tenants, employees of the Council, Councillors, volunteers or members of the public.
- Committing any illegal, criminal or immoral act, e.g. growing plants which produce an illegal substance; growing invasive species; use of drugs or alcohol on site, verbal and physical abuse.
- Sub-letting or selling any part of the allotment plot.
- Trading from the site or selling produce.
- Using the allotment plot for any other purpose than allotment-gardening e.g. storage of scrap metal, rubbish or any other hazardous material
- Activities which may cause significant harm to human or animal health or the environment.
- Tampering or altering or damaging any communal resource or Council property.
- Trespass on other plots without the written consent or authority of the Council or of the Tenant.
- And any other act that the Council deems as a serious breach is not exclusive to this list.

5. Appeals Process

- 5.1** A Tenant may appeal (in writing) against a Notice to Quit within 14 days of the receipt of Notice to Quit letter.
- 5.2** The appeal should detail the reasons for the lack of improvement and reasons why the termination letter should be withdrawn.
- 5.3** The plot's ownership will belong to the Tenant whilst the appeal is being considered.
- 5.4** The Clerk must circulate the appeal to the Facilities Committee and reply to the Tenant within 14 days of receipt of the Appeal Letter with an Acknowledgement Letter. In the absence of the Clerk an Officer of the Council will action.
- 5.5** Three members of the Facilities Committee will act as the Appeals Panel who must arrange a Hearing Meeting to discuss the appeal with the Tenant.
- 5.6** The date and time of the Hearing should be made as convenient as possible for all involved to attend. Dates should be offered with the Tenant within 5 working days of the selection of the Appeals Panel.
- 5.7** The Tenant has the right to be accompanied to the Hearing by a fellow Tenant, colleague or friend or family member.
- 5.8** There are three options for the Appeals Panel to consider:
- Uphold the termination.
 - Re-instate the Tenant with a probationary period of 6 months, where any further breach of the Allotment Terms and Conditions will result in immediate termination with no right of appeal.
 - Re-instate the Tenant with no probation.
- 5.9** The Appeal Hearing should be minuted by the Clerk and circulated to both the Tenant and Appeals Panel to ensure there is a record of the process.
- 5.10** Both the Clerk and the Tenant will be given 5 minutes to address the Panel and to state their case. They will be given the opportunity to question each other after they have spoken.
- 5.11** Once both parties have spoken, the Tenant will be asked to leave so that the

Appeals Panel can discuss the matter and decide the outcome. The discussion will be minuted by the Clerk.

- 5.12** Once a decision has been made, the Tenant will be informed of the outcome in writing within 7 days of the Hearing.
- 5.13** The minutes will also be recorded and received at the next available Facilities Committee meeting.
- 5.14** If a probationary period is agreed on, a review date will be set. A decision will be made by the panel as to whether the conditions of the probationary period have been met.
- 5.15** If there are no issues, the Tenant will remain on the plot. If there are breaches of the conditions of probationary or tenancy agreement, the panel have a right to immediately terminate the tenancy with no further right of appeal.
- 5.16** The decision of the Appeals Panel is final.

Timescales

Wish to Appeal – within 14 days of receipt of the termination letter

Acknowledgement – within 14 days

Selecting Appeals Panel - to go to first available Council or Facilities Committee meeting

Booking the Hearing – dates offered to the Tenant within 5 working days following the selection of the Appeals Panel with consideration of availability.

Decision – in writing, within 7 days of the Hearing to be sent to the Tenant

Appeal Panel: 3 Councillor representatives and 1 Clerk to minute



Aston Clinton Parish Council

Parish Office, Aston Clinton Park, London Road, Aston Clinton,
Aylesbury, Buckinghamshire, HP22 5HL

Tel: 01296 631269 Email: clerk@astonclinton.org

Allotment Tenancy Agreement

THIS AGREEMENT made on the **1st day of January 2027** BETWEEN ASTON CLINTON PARISH COUNCIL ('the Council) of Parish Office, Aston Clinton Park, London Road, Aston Clinton, Aylesbury, Buckinghamshire, HP22 5HL

AND

Name «**Tenant_Name_**» ('the Tenant')

Address: «**Address_of_Tenant_**»

WHEREBY IT IS AGREED as follows:

1. Allotment

- 1.1 The Council agrees to let and the Tenant agrees to take the Allotment Garden ('the Allotment') situated at Aston Clinton Parish Council Allotment Gardens and referenced as Allotment plot «**Plot_Number_**» and Footpath Number «**Footpath_Number**» and shared footpath number «**Any_Shared_Footpath_numbers**» in the Council's Register of Allotments.
- 1.2 THE TENANCY is subject to the Allotments Acts 1908 to 1950 and to the Regulations and Conditions endorsed on this agreement.
- 1.3 The Tenant shall, as regards the Allotment, observe and perform all conditions and covenants contained in the Lease under which the Council holds the land.

2. Tenancy, Rent and Reviews

- 2.1 The allotment shall be held on a yearly tenancy from **1st January to 31st December 2027**.
- 2.2 The Tenancy of the Allotment shall terminate annually on 31st December **2027**.
- 2.3 The rent shall be paid by the 20th day of January to the Parish Clerk by cheque made payable to Aston Clinton Parish Council, or by direct payment as follows:

Bank Account Name:	Aston Clinton Parish Council
Sort Code:	20-39-07
Account Number:	50424773
Reference:	Surname and allotment number.
- 2.4 For the year **2027**, the cost per Allotment is: **TO BE DECIDED**
- 2.5 The Tenant shall pay a deposit of 1 year's rent in advance. The deposit shall be held by the Council and shall be returned to the Tenant at the end of the tenancy, without interest. The deposit shall be withheld and forfeited by the Tenant in whole or in part if there are rent fees owing, or if the plot is left in an unreasonable condition.

- 2.6** The Tenant's deposit at the start of the tenancy for an Allotment is:
£«Deposit_»
- 2.7** Water supply shall be included in the rental charge.
- 2.8** Where a Tenancy commences more than 3 months through the year, the annual rent may be reduced proportionately at the discretion of the Council.
- 2.9** Any member or Officer of the Council shall be entitled at any time when directed by the Council, to enter and review the Allotment.
- 2.10** The Council will carry out regular Allotment reviews and will notify the Tenant in writing if the Allotment is not properly maintained. The Tenant must rectify this within one (1) month of the date of the letter unless there are extenuating circumstances about which the Tenant informs the Parish Clerk.
- 3. Prohibition of Under Letting**
- 3.1** The Tenant shall not underlet, assign or part with the possession of the Allotment or any part thereof without the written consent of the Council. This shall not prohibit another person, authorized by the Tenant, from cultivation of the Allotment for short periods of time when the Tenant is incapacitated by illness or is on holiday if the Council are informed of the named person.
- 4. Cultivation**
- 4.1** The Tenant shall use the Allotment only for the production of vegetables, fruit and flower crops for consumption or enjoyment by the Tenant and his/her family.
- 4.2** The Tenant shall not plant any trees on the Allotment other than dwarf fruiting trees and/or fruiting bushes without the prior consent of the Council.
- 4.3** The Tenant shall keep their Allotment free from weeds and noxious plants and in a good state of cultivation and fertility and in good condition.
- 4.4** The Tenant may not carry out any trade of business from the Allotment (a small amount of surplus produce may be made available as an ancillary to the provision of crops for family).
- 4.5** The Tenant shall have at least $\frac{1}{4}$ of the Allotment under cultivation of crops after 3 months and at least $\frac{3}{4}$ of the Allotment under cultivation after 12 months and thereafter.
- 4.6** The Tenant must keep their allocated Allotment footpaths mowed and fully maintained.
- 4.7** No poison or chemicals are permitted for rodent control by the Tenant.
- 4.8** To avoid confusion the tenant should ensure that the number of their allocated allotment plot is clearly displayed in a prominent position at the front of their allotment plot. The numbering signage must be made from materials that would not be toxic to the fertility of the soil at the allotment.
- 5. Conduct**
- 5.1** The Tenant must comply with the conditions of use as detailed in **Schedule A**.
- 5.2** The Tenant must not cause, permit or suffer any nuisance or annoyance to other Allotment holders or neighbouring residents of the allotment site and must conduct themselves appropriately at all times.

- 5.3** The Allotment may not be used for any illegal or immoral purposes and the Tenant must observe all relevant legislation or codes of practice relating to activities they carry out on the Allotment.
- 5.4** The Tenant shall not enter onto any other Allotment at any time without the express permission of the relevant Allotment holder.
- 5.5** Any person who accompanies the Tenant to cultivate or harvest may not at any time enter onto another Allotment without the express permissions of the relevant Allotment holder.
- 5.6** The Tenant is responsible for the actions of children and others entering the allotment site with their permission. Children are welcome but must be supervised at all times.
- 5.7** Dogs being brought onto the allotment site must be kept on a lead and be kept under control at all times.
- 5.8** The Tenant must not remove produce from any other Allotment without the express permission of the relevant Allotment holder.
- 5.9** The Tenant shall not obstruct or be verbally abusive to the Council members or Officers during reviews or at any time.
- 5.10** The Tenant shall not obstruct any path set out by the Council for the use of the occupiers of the allotment site.
- 6. Termination of Tenancy**
- 6.1** In the event of termination of the Tenancy the Tenant shall return to the Council any property made available to them during the Tenancy such as keys and shall leave the Allotment in a clean and tidy condition and remove all belongings. If in the opinion of the Council the Allotment has been left in an unsatisfactory condition, any work carried out by the Council to return the plot to a satisfactory condition shall be charged to the Tenant (Allotments Act 1950 s.4). Please note a Tenant cannot re-apply for a 5-year period upon termination of Tenancy due to breach of agreement. If a serious breach has occurred, then a permanent ban will apply.
- 6.2** The Tenancy shall terminate in any of the following manners:
- 6.2.1** On the 31st December every year; or
- 6.2.2** By the Tenant giving twenty-eight days' written notice. Any such notice given by the Tenant must be served on the Parish Clerk; or
- 6.2.3** By the Council giving the Tenant at least twelve months' notice in writing. For any purpose permitted by state or the lease under which the Council holds the land; or
- 6.2.4** If the Tenant is in arrears and the rent has not been paid within 40 days of issue of an invoice; or
- 6.2.5** If the Tenant is not duly observing the conditions of this tenancy; or.
- 6.2.6** On the death of the Tenant, although a new tenancy may be granted to the Tenant's next of kin at the discretion of the Council; or
- 6.2.7** If a Tenant has visibly not worked on their Allotment during the growing season (May to September), the Council reserves the right to re-possess the plot.

- 6.2.8** If a Tenant has caused a serious breach as outlined in the Allotment Enforcement and Appeals Procedure.
- 6.2.9** If a Tenant has moved address and is no longer a resident of **Aston Clinton or Buckland** by the time of Tenancy renewal and retaining the plot would deprive a resident of Aston Clinton or Buckland on the waiting list a plot.

7. Change of Address and Contact Details

- 7.1** The Tenant must immediately inform the Council of any change of address and any changes to contact details.

8. Signing of Contract for Allotment 2027

Aston Clinton Parish Council Signed part of Agreement.

SIGNATURE:

DATE:

Samantha Payne, Parish Clerk to Aston Clinton Parish Council

The Tenant Signed part of Agreement.

The Tenant Name:

SIGNATURE:

DATE:

Email Address:

Telephone Number:

Current Address:

Schedule A

1. **Security**

- 1.1 All Tenants must be responsible for locking the barrier when entering and exiting the allotment site. Only the Tenant or persons acting for them shall be permitted to bring cars onto the allotment site.
- 1.2 The Council has the right, in exceptional circumstances, to lock the allotment gates without prior notice when there are functions taking place that are organised by a third party.
- 1.3 When the ground is wet and/or soft Tenants must not drive any vehicle onto the allotment site.
- 1.4 The barrier key must be returned at the end of the Tenancy.
- 1.5 There will be a charge for lost keys.
- 1.6 The Council recommends that all allotment Tenants obtain insurance, as they are not covered under the Council's policy. While not mandatory, Tenants should secure allotment liability insurance to cover accidental injury or property damage. This applies to all co-owners of the plot. The National Allotment Society (NAS) offers membership options. Please visit their website for current fees and guidance for individual insurance.

2. **Buildings and Structures**

- 2.1 Composting bins are permitted but must be based on fine mesh or a slab base to prevent rodent infestation. Maximum two per Allotment.
- 2.2 A shed is provided for the communal storage of tools at the Tenant's own risk. Tenants with key access are responsible for keeping the shed locked.
- 2.3 Tenants requiring access to the shed will need to pay a deposit of £5.00 for a shed key.
- 2.4 There will be a charge for lost keys.
- 2.5 No individual sheds or structures are to be erected.
- 2.6 Oil, fuel and lubricants or other inflammable liquids shall not be stored in any structure on site.
- 2.7 The Tenant may keep tools in a wooden or plastic storage box on the Allotment. The storage box must not exceed 6ft in width and 3ft in height. The box shall be kept shut when not in use and must be a colour which blends with the surroundings. The box and contents are the sole responsibility of the Tenant.
- 2.8 Polytunnels are not permitted, however small fruit cages are permitted but must not exceed 4ft in height and 3ft in width.
- 2.9 Hard landscaping including patio and concrete etc to build internal paths are not permitted unless used as a base for composting bins. Internal paths must not exceed 10% of the Allotment.
- 2.10 Water butts are permitted. Maximum one per Allotment.
- 2.11 Raised beds are permitted but must be made from wood only and must not exceed 40cm in height.

3. Chemicals

- 3.1** Oil, fuel and lubricants or other inflammable liquids shall not be stored in any structure on the allotment site.
- 3.2** Only commercially available products from garden or horticultural suppliers (no agricultural or professional horticultural products) shall be used for control of pests, diseases, or vegetation.
- 3.3** When using sprays and/or fertilisers, the Tenant shall:
 - 3.3.1** Take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected. Avoid it being windblown onto crops or other Allotment plots. If any damage is caused, then the Tenant will make good at their own cost.
 - 3.3.2** So far as possible, select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public and wildlife other than vermin and pests.
 - 3.3.3** Comply at all times with current regulations of use of such sprays and fertilizers.

4. Waste and Rodent Control

- 4.1** Manure or compost must be deposited on the Allotment. It must not be deposited on any footpaths, roads or vacant allotments.
- 4.2** No household waste products are to be stored on the Allotments; i.e. peelings/organic waste, as this encourages rodents.
- 4.3** No traps are to be laid or poison put down for rodent control. Only qualified authorised agents instructed by the Council may carry out this work.
- 4.4** All issues with disease, rodents and pests must be alerted immediately to the Parish Clerk.
- 4.5** Tenants must Harvest ripe fruit and vegetables promptly. Do not leave discarded fruit and vegetables on the ground; clear them away to your compost bin, as these are a source of food for rats and other pests.

5. Livestock

- 5.1** Except with the prior written permission of the Council, the Tenant shall not keep any animals or livestock on the Allotment including rabbits and hens, which are permitted by the Allotments Act 1950.
- 5.2** Livestock may only be kept in numbers and conditions specified by the Council.
- 5.3** Livestock must be kept in such a way as they are not prejudicial to health or a nuisance.

6. Water, Hose Pipes and Bonfires

- 6.1** No hosepipes are to be used on the Allotment.
- 6.2** A large water tank is provided on the Allotment.
- 6.3** Contained within the shed the Council have provided water containers and a wheelbarrow for carriage to the Allotments.
- 6.4** The Tenant shall practice sensible water conservation and consider mulching as a water conservation practice.

- 6.5 No rubbish, household refuse or anything other than reasonable waste may be burnt on the Allotments.
- 6.6 Fires can only be lit in light wind conditions and must be continuously supervised.
- 6.7 Fires must be extinguished before you leave the site.
- 6.8 Tenants must check for wildlife prior to burning.
- 6.9 No accelerants to be used to start fires.
- 6.10 A seasonal ban on bonfires may be introduced by The Council during extreme dry conditions.

7. General

- 7.1 No Tenant shall grow and/or permit to be grown on their Allotment any plant that is illegal.
- 7.2 All plants deemed invasive by the council are not permitted and must be removed. Willow and Bamboo are examples of plants that would be considered invasive and would not be permitted. Please check plants with the Council first if you are unsure if they would be considered invasive.
- 7.3 The Tenant shall not install any pond or water feature on the Allotment.
- 7.4 No Rubbish or dumping of hard materials shall be kept on or around the Allotment.
- 7.5 The Allotment must be kept free from Hazards. All tools must be safely stored.
- 7.6 No rolls of any type of wire are to be stored on site
- 7.7 No alcohol is permitted on the allotment site.
- 7.8 The Tenant shall remove all non-compostable waste from the site.
- 7.9 The Tenant shall not use carpet or underlay on the Allotment.
- 7.10 The allotment site is visible to all users of the Aston Clinton Park. Therefore, if the Council deem any materials or structures are posing a hazard the Council reserves the right to request their removal.
- 7.11 To avoid confusion the Tenant should ensure that they allow The Council to clearly display the number of the Allotment plot in a prominent position at the front of the Allotment plot.
- 7.12 The Tenant accepts that they cultivate the Allotment at their own risk. The Council will not be responsible for any loss or damage to crops, plants, tools, structures, or other property on the Allotment, however caused, including by trespass, animals, pests, weather, or other natural events, and no compensation will be paid for such losses
- 7.13 The use of tyres for cultivation and/or decorative purposes is prohibited.

8. Disputes and Complaints

- 8.1. Disputes between Tenants will be referred to the Council for due process and the decision of the Council will be binding on all Tenants involved in the dispute.
- 8.2. Any complaints relating to the implementation of the agreement will be dealt with through the Council's Complaint Procedure.

The Councils Register of Allotments and Allotment Footpaths

Allotment Map 2024 including footpath allocation

	43A	43B	Central Footpath C11 (Plots 42,43A,43B ,44,45A, 45B)	45A	45B	Shed and Water Tank	Middle walk way	Maintained be ACPC	
	Central Footpath C11 (Plots 42,43A,43B ,44,45A, 45B)		Central Footpath C11 (Plots 42,43A,43B ,44,45A, 45B)		Central Footpath C11 (Plots 42,43A,43B ,44,45A, 45B)				
	44		Central Footpath C11 (Plots 42,43A,43B ,44,45A, 45B)		42				
Maintained By ACPC	Maintained by ACPC					Maintained By ACPC	Middle walk way	Maintained by ACPC	
	10	Central Footpath C10 (Plots 10 + 20)	20	Footpath - F18 (Plot 20)					
	Footpath - F9 (Plot 10)								
	9	Central Footpath C9 (Plots 9 + 19)	19	Footpath - F17 (Pot 19)					
	Footpath - F8 (Plot 9)								
	8	Central Footpath C8 (Plots 8 18)	18	Footpath - F16 (Plot 18)					
	Footpath - F7 (Plot 8)								
	7	Central Footpath C7 (Plots 7 +17)	17	Footpath - F15 (Plot 17)					
	Footpath - F6 (Plot 7)								
	6	Central Footpath C6 (Plots 6 +16)	16	Footpath - F14 (Plot 16)					
	Footpath - F5 (Plot 6)								
	5	Central Footpath C5 (Plots 5 + 15)	15	Footpath - F13 (Plot 15)					
	Footpath - F4 (Plot 5)								
	4	Central Footpath C4 (Plots 4 + 14)	14	Footpath - F12 (Plot 14)					
	Footpath - F3 (Plot 4)								
	3	Central Footpath C3 (Plots 3 +13)	13	Footpath - F11 (Plot 13)					
	Footpath - F2 (Plot 3)								
	2	Central Footpath C2 (Plots 2 + 12)	12	Footpath - F10 (Plot 12)					
	Footpath - F1 (Plot 2)								
	1	Central Footpath C1 (Plots 1 +11)	11						
2nd Gate	Centre Gate					1st Gate			Barrier

3. Application – Request for a Memorial Bench

Applicant's details

Full Name:	KELVIN BAGLEY
Address:	[REDACTED]
Postcode:	[REDACTED]
Telephone: (landline and mobile)	[REDACTED]
Email:	[REDACTED]
Relationship to the person for whom the bench is being provided to remember:	Husband
Please ensure that you notify the Clerk of any change in contact details so that we can contact you if necessary.	

Details of the Memorial Bench

Dedicated to:	Jane Bagley
Association with Aston Clinton Parish:	Jane lived in Aston Clinton for over 40 years. She was first a Teaching Assistant and then a reception/year one teacher at Aston Clinton School until she retired in 2018
Preferred location:	See attached sheet.
Name and address of the manufacturer of the bench:	Glasdon UK Limited, Preston New Road, Blackpool Lancs. FY4 4UL. 01253 600400 uk.glasdon.com
Proposed bench style / name:	Larbreck Hardwood seat
Product code:	333/0013
Cost of bench: (excluding VAT)	£1289.16 excl. VAT (£1546.99 incl. VAT) (Concrete surface and paving slab fixing kit. £58.98) Memorial plaque £100 to £116

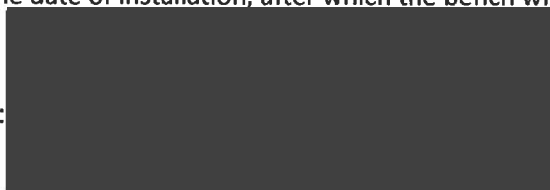
Description and cost of fixings: (excluding VAT)	Concrete surface and paving slab fixing kit £58.98 Gravel fixing kit with tamper resistant cover caps £83.09
Name, address and telephone number of the contractor who is expected to install the memorial bench:	Neil Roberts. NC Roberts Landscapes Ltd. 51 Chapel Drive Aston Clinton. HP22 5EN 07989 064 606
Proposed plaque inscription (max size 175mm x 75mm) (if any)	Stainless steel 150mm x 50mm. In loving Memory of Jane Bagley 19.06.1958 to 27.11.2024 Wife, Mum and Nana Who loved a Bench to Sit On.

Declaration by the applicant.

I declare that I have read and understood Aston Clinton Parish Council's Memorial Bench Policy.

I understand that the permission granted for a memorial bench is for a maximum period of 15 years from the date of installation, after which the bench will be removed.

Signed:



Date 1st September 2025

**When completed, please send to the Parish Clerk, Aston Clinton Parish Council,
Aston Clinton Park, London Road, Aston Clinton HP22 5HE
or email clerk@astonclinton.org**



Ideally we would like the bench placed **above** the stream (see blue circle and rectangle in image below) **facing towards the stream/footbridge**.

We appreciate that this may not be possible but assume that we will be consulted before final positioning is agreed.

Thanks.

Kelvin Bagley and daughters, Kathryn Turner and Lauren Dancer.



Larbreck™ Hardwood Seat



£1289.16
excluding VAT



Price includes delivery
*Please refer to terms and conditions



Product Warranty



Additional Options

Plating: Concrete surface and paving slab fixing kit +£288.98 Ground fixing kit with tamper-resistant cover caps +£283.69

Memorial Plaque: Polycarbonate Plaque (150 x 40mm) +£48.86 Polycarbonate Plaque (150 x 50mm) +£48.86 Polycarbonate Plaque (200 x 50mm) +£48.86

Stainless Steel Memorial Plaque (150 x 50mm) +£101.39 Stainless Steel Memorial Plaque (200 x 50mm) +£116.41

Larbreck Seat is hard wearing with a high quality appearance.

The Larbreck Seat integrates well with natural surroundings. It features fully sculpted back rails giving a high degree of comfort, and incorporates curved scroll-effect armrests.

Constructed in FSC® certified Hardwood, its strong structure is hard-wearing and long-lasting. The seat is supplied fully assembled for immediate use.

Optional Memorial Plaque:

A laser etched, stainless steel memorial plaque with your choice of dedication can be supplied with this seat. It is ideal for outdoor environments and will keep its appearance for many years with minimal maintenance.

Laser etching offers greater flexibility for your message and can even include simple graphics.

When you place an order, we will produce a computer visual that will be sent to you to ensure the wording is exactly how you want it. Once we receive your approval, your plaque will be made as quickly as possible. The ordering process usually takes 4-6 weeks from beginning to end.

Timber and the Environment:

Timber is one of the world's few renewable natural resources and the long term interests of our forests are best served by actively supporting a well-managed timber industry which will always protect the forest from the threat of total clearance for agriculture.

What is FSC?

The Forest Stewardship Council® (FSC®), founded in 1993, is an international, non-governmental organisation dedicated to promoting responsible management of the world's forests. It operates a system of forest certification and product labelling to identify wood from well-managed forests.

Forests are inspected by independent organisations and certified against strict standards. To be given FSC certification, a forest must be managed in an environmentally appropriate, socially beneficial and economically viable manner.

Only forests that meet these strict standards are then given FSC certification and the timber allowed to carry the FSC label.

For Gleason traditional seating we use only those suppliers who can prove sensitivity to environmental considerations and who purchase responsibly sourced material. All of our traditional seating products originate from FSC - certified plantations.

Design Features

- Integrates well with natural surroundings.
- Craftsmen-made traditional design.
- Perfect for tough environments.
- Hardwood from FSC®-Certified plantations.
- Hardwearing and long lasting.
- Complements other Gleason street furniture.
- Supplied fully assembled for immediate use.
- A stainless steel commemorative plaque can be supplied with the seat - please contact us for more information. Please note we are unable to use copyrighted/trademarked artwork on memorial plaques.

Materials

Seat: FSC®-certified hardwood.

Dimensions

Length: 1500mm.

Depth: 640mm.

Seat Height: 455mm.

Overall Height: 980mm.

Weight: 35kg.

Please note that all dimensions for hardwood seats may vary.



The mark of responsible forestry

Look for FSC certified products

Aston Clinton Parish Council

Memorial Bench Policy

Adopted: February 2024 Next Review: February 2026

1. Introduction

- 1.1 The Parish Council receives occasional requests from members of the public who wish to place a memorial bench within a public open space.
- 1.2 There is no legislative requirement for the provision of public or memorial benches although it is accepted that they provide a useful and valued public amenity.
- 1.3 This policy recognises the need for a consistent approach to the provision of memorial benches in public open spaces and has been produced with the following guiding principles:
 - To be respectful and sympathetic to those seeking to install a memorial bench.
 - To establish responsibility for the maintenance, repair and replacement of memorial benches.
 - To ensure that memorial benches are not out of place in the area in which they are placed.
- 1.4 The provision and management of all seats and benches on all public open spaces owned by the Parish Council is the responsibility of the Facilities Committee.
- 1.5 The Facilities Committee will consider requests for memorial benches on an individual basis and retains the right to refuse or limit the number of benches.
- 1.6 Permission for a memorial bench will be granted for a maximum period of 15 years from the date of installation, after which the bench will be removed.

2. Procedure

- 2.1. All applications for memorial benches must be made on the official application form and signed by the donor. Applicants must provide information about the manufacturer, preferred style/type of bench, product code and cost.
- 2.2. The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench, plaque and the installation.
- 2.3. The Parish Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for memorials to pets will not be considered.
- 2.4. The Parish Council will consider each application on its merits.
- 2.5. Memorials will be limited to benches. No additional mementos (eg vases, statues, flowers, wreaths, balloons or other ornamentation etc) will be permitted on or around the memorial. These will be removed without reference to the original applicant(s).
- 2.6. The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area.
- 2.7. Where there is no space for an additional memorial bench, requests for placement of a memorial plaque on an existing bench will be considered where the bench is in good condition. As the bench has already been provided through public funds, a charge which includes a modest contribution towards the original purchase of the bench, plus the plaque and installation cost will be required. The same conditions on life expectancy and maintenance will apply to any existing benches as apply to new benches.

- 2.8. Whilst the Parish Council will not automatically expect a uniform style of bench in any one location, the Parish Council may choose to require it.
- 2.9. The Parish Council will decide on whether the bench will be fitted to a concrete base or a slabbed area under and directly in front of the bench to allow for ease of use by the public.
- 2.10. The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council for approval at the same time as memorial bench application. Memorial plaques will be no larger than 175mm wide by 75mm high and shall be fitted in the centre of the upper most lath of the back of the bench.
- 2.11. The installation of a memorial bench shall be carried out only in accordance with the details provided on the application form and by a contractor approved by the Parish Council. This is to ensure compliance with both Health & Safety and insurance requirements.
- 2.12. The Parish Council accepts no responsibility if a memorial bench is damaged, vandalised or stolen. Any damage will be notified to the named applicant(s). If the damage has not been repaired within 4 weeks of this notification, the Parish Council may arrange for the removal of the memorial bench.
- 2.13. The Parish Council will not be responsible for any maintenance of any memorial bench. However, if any maintenance is, in the opinion of the Clerk to the Parish Council, required, the applicant(s) will be informed and given a period of 4 weeks in which to complete the necessary works. The applicant is responsible for the bench for the period of its natural life (approximately 15 years).
- 2.14. Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.
- 2.15. The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.
- 2.16. The Parish Council reserves the right to remove or re-site memorial benches at any time.
- 2.17. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 2.18. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial being removed without further notice.

Agenda Item F25.31ii & iii: Churchill Hall Condensation Issues & Heating Upgrade

REPORT AUTHOR: SAMANTHA PAYNE, CLERK/RFO

BACKGROUND

The Facilities Committee previously agreed to replace the existing extractor fans in the WCs with models better equipped to manage the levels of condensation being experienced. Two options were quoted by the electrical contractor: The first continuous fans with boost function triggered by movement (£587), the other heat recovery units £1,263. The contractor could not confirm whether either option would resolve the issue and advised that a ventilation engineer be consulted.

It has been difficult to find contractors willing to visit and provide quotes – five companies have been contacted. One ventilation engineer visited earlier in the year but did not provide findings or recommendations.

A second contractor visited recently and proposed that the existing heater in the lobby be put on a 24-hour timer, ensuring the lobby temperature does not drop below 18°C, while moisture levels are monitored.

The same contractor has also quoted to install two wall-mounted indoor air conditioning/air source heat pump units on the back wall by the fire exit, connected to an external unit mounted at high level (with the option of a protective cage). **The cost is £5,650 plus VAT.** Full details of the units are provided on the next page. Confirmation is being sought on whether planning permission would be required.

FINANCIAL & GOVERNANCE CONSIDERATIONS

Expenditure would be from the Buildings Maintenance cost centre.

LEGAL & OTHER IMPLICATIONS

None.

ACTION

To consider the quote for the proposed upgrade to the Churchill Hall heating installation and agree a course of action.



SINGLE-SPLIT WALL MOUNTED TYPE



SRK-ZR-W



SRK63ZR-W, SRK71ZR-W, SRK80ZR-W, SRK100ZR-W



SRK-ZR-W series can be selected for use both R32 and R410A outdoor unit.



SRK71ZR-W can be selected for use as indoor units in the combination with SCM Multi system outdoor unit.

Compact and Reduction of weight FDC100VNP-W

	Previous	New
Dimension (mm)	H845×W970	H750×W880
Weight(kg)	70	57



Wireless remote control



SRC63ZR-W



SRC71ZR-W, SRC80ZR-W



FDC100VNP-W

FUNCTIONS

Energy saving



Air flow



Clean operation & Filter



Comfort



Timer



Convenience



Others



SPECIFICATIONS

Indoor unit				SRK63ZR-W	SRK71ZR-W	SRK80ZR-W	SRK100ZR-W
Outdoor unit				SRC63ZR-W	SRC71ZR-W	SRC80ZR-W	FDC100VNP-W
Power source				1 Phase, 220 - 240V, 50Hz			
Nominal cooling capacity (Min~Max)			kW	6.3 (1.2~7.4)	7.1 (2.3~7.8)	8.0 (2.3~9.7)	9.6 (2.1~9.6)
Nominal heating capacity (Min~Max)			kW	7.1 (0.8~9.3)	8.0 (2.0~10.8)	9.0 (2.1~11.2)	10.0 (1.7~10.4)
Power consumption		Cooling/Heating	kW	1.63 / 1.64	1.93 / 1.95	2.09 / 2.27	3.10 / 2.80
EER/COP		Cooling/Heating		3.87 / 4.33	3.68 / 4.10	3.83 / 3.96	3.10 / 3.57
Max. running current			A	14.5	17	17	19
Sound power level	Indoor	Cooling/Heating	dB(A)	56 / 58	57 / 60	60 / 62	59 / 62
	Outdoor	Cooling/Heating		64 / 65	63 / 63	67 / 67	68 / 67
Sound pressure level	Indoor	Cooling (Hi/Me/Lo/Ulo)		44 / 39 / 35 / 25	44 / 41 / 37 / 25	47 / 44 / 39 / 26	48 / 45 / 40 / 27
	Indoor	Heating (Hi/Me/Lo/Ulo)		44 / 38 / 34 / 28	46 / 39 / 35 / 28	47 / 41 / 36 / 29	48 / 43 / 38 / 30
Air flow	Outdoor	Cooling/Heating		54 / 54	53 / 51	56 / 55	56 / 54
	Indoor	Cooling (Hi/Me/Lo/Ulo)		20.5 / 18.1 / 15.7 / 10.4	20.5 / 18.6 / 16.2 / 10.4	23.5 / 20.2 / 17.5 / 10.4	24.5 / 21.3 / 17.6 / 10.4
		Heating (Hi/Me/Lo/Ulo)	22.5 / 19.0 / 16.5 / 13.1	25.0 / 19.8 / 17.3 / 13.3	26.5 / 21.3 / 18.4 / 13.5	27.5 / 23.2 / 19.1 / 13.6	
	Outdoor	Cooling/Heating	41.5 / 41.5	55 / 43.5	63 / 49.5	63 / 55	
Exterior dimensions	Indoor	HeightxWidthxDepth	mm	339 x 1197 x 262			
	Outdoor			640 x 800(+71) x 290	750 x 880(+88) x 340		
Net weight	Indoor / Outdoor		kg	15.5 / 45.0	15.5 / 56.0	16.5 / 57.0	
Refrigerant		Type/GWP		R32 / 675			
		Charge	kg/TCO ₂ Eq	1.25 / 0.844	1.5 / 1.013	1.6 / 1.080	1.7 / 1.148
Refrigerant piping size		Liquid/Gas	ø mm	6.35(1/4") / 12.7(1/2")	6.35(1/4") / 15.88(5/8")		
Refrigerant line (one way) length			m	Max.30			
Vertical height differences		Outdoor is higher/lower	m	Max.20 / Max.20			
Outdoor operating temperature range	Cooling		°C	-15~46			
	Heating			-15~24			
Clean filter				Allergen Clear Filter x 1, Photocatalytic Washable Deodorizing Filter x 1			

* The data are measured under the following conditions (ISO-T1, H1). Cooling: Indoor temp. of 27°CDB, 19°CWB, and outdoor temp. of 35°CDB. Heating: Indoor temp. of 20°CDB, and outdoor temp. of 7°CDB, 6°CWB.

* Sound level indicates the value in an anechoic chamber. During operation these values are somewhat higher due to ambient conditions.

* 'tonne(s) of CO₂ equivalent' means a quantity of greenhouse gases - expressed as the product of the weight of the greenhouse gases in metric tonnes and of their global warming potential.

Terms and Conditions of Quotation

This offer is made by SFE Services Ltd and is subject to the enclosed quotation.

V.A.T

All prices quoted are subject to VAT & CIS

Prices

The prices quoted assume normal weekday working hours (08.00-18.00 - Mon-Fri) unless specifically stated otherwise. Parts are subject to price increases but where necessary will be discussed with the client prior to proceeding.

If the clients wish to alter any part of the installation including unit specifications, unit locations or pipe runs once these have already been agreed as per the quotation, additional costs will be incurred.

If our onsite installation teams are in any way delayed as a result of no access to site, no access to working areas or the required dimensions for units / ancillary installations have not been provided as stated i.e. ceiling voids, wall space etc additional labour charges will be applied for any extra days / hours the teams have been on site due to the delay.

Should notice be given that the works are cancelled or postponed, less than 24 hours prior to commencement, a labour charged will still be incurred due to late notice.

In the event unit costs or ancillaries prices increase from the point of quotation to install, these costs will be passed on to the client, although the client will be advised prior to commencement of works.

SFE Services reserve the right to increase the quoted price by 10% after agreement, in the event of price increases made by manufacturers / suppliers which are out of our control, although we endeavour to avoid such scenarios.

Validity

Unless superseded or withdrawn this quotation remains open for acceptance for a period of 30 days from the date shown above. Acceptance of this quotation must be received in writing / email. Works must be completed within 90 days of acceptance.

Terms of Payment

If the client wishes to proceed, a 45% deposit of the total quoted price including VAT is required in advance, a pro-forma invoice will be issued, prior to any commencement of works, payment is due on receipt. Please note no equipment or ancillaries will be ordered and works will not start onsite by SFE Services until this is received. Should the project be cancelled for any reason by SFE Services the deposit will be refunded within 7 days. In the event the client wishes to cancel the project, a minimum of 7 days' notice must be given in writing to SFE Services prior to the agreed start date, the deposit payment will then be returned within 7 days. Should the client give notice in less than 7 days the deposit is non-refundable.

SFE Services reserves the right to invoice at any stage during a project if the project is ongoing (more than 3 weeks) or delayed in anyway i.e., the full installation cannot be completed straight away. Payment terms are also 30 days from date of invoice in this event. SFE Services employs a "no return to site" instruction when there is any overdue balance on a client account – this is non-negotiable, and engineers will only return to site on receipt of payment.

Should the client have a query with any aspect of an invoice submitted, this must be made aware to SFE Services within 14 days of receipt of invoice, failure to do so will result in the full invoice amount being due as stated.

Customers are liable for the full costs of any equipment or parts ordered once instruction has been given to proceed, regardless if they then wish to cancel.

Following the completion of the project, the customer will have strictly 30 days from date of invoice on completion of the project / equipment installed on site.

Payment is to be received via Bank Transfer only.

Please be advised if payments are not received in full within the stated terms (from the date of invoice) the one-year labour warranty will be null in void and SFE Services will charge interest immediately on the invoice as the below:

"Overdue invoices will incur a daily statutory interest charged at 8% of the invoice plus the Bank of England base rate. An additional invoice for late payment fees will be issued at month end, every month payment is late"

Please note the following clarifications and comments when considering our offer:

1. We have worked to the information, drawings & specifications provided by the client, and only priced against these.
2. Prices are subject to change based on further site surveys, unit location changes, design changes, although these will be discussed with the client prior to proceeding.
3. Any install requiring “grilles” will be supplied as chosen by the client and size required. Should the client wish to change or alter any sizes once the original grilles have already been manufactured, these will be at additional cost.
4. On completion of an installation, some further works such as plastering, decorating etc may be required – SFE Services does not provide this service and is the responsibility of the client to arrange.
5. Our prices are based on having free access to all relevant areas during the installation in normal working hours. If the client wishes for these works to be completed out of the hours provided in this quotation, then this quotation will need to be revised accordingly.
6. Prices include new units, ancillaries, labour & commissioning or as per quote specifics
7. All our prices are exclusive of VAT
8. Due to the current fluctuating price of raw materials, we can only hold our offer open and fixed for a period of 30 days, and we have assumed completion of the works within 90 days of this offer.

EXCLUSIONS

1. Design liability
2. Works on any existing incoming services to the project
3. Electrical works
4. Temporary works
5. Exposed pipework boxing – to be completed by others
6. BMS equipment & controls works – to be sourced & completed by others
7. Site illumination
8. Hoisting and/or craneage – client to arrange
9. Main Scaffolding
10. Out of hours working accept were agreed prior
11. Protecting of client’s fixtures and fittings (other than the provision of dust sheets)
12. Installation of access hatches
13. Fire stopping including but not limited to fire barriers, fire collars, fire exhaust grilles, fire rated air valves, putty pads – to be completed by others / approved contractor.
14. Ground works
15. Smoke ventilation systems
16. All grilles are to be ceiling mounted – no allowance has been made for door louvres or wall grilles
17. Undertaking any assessments of air tightness or taking additional measures to reduce air leakage
18. Supply of tower scaffold or podium towers – to be provided by the client
19. Supply of MWEF or boom lifts – to be provided by the client
20. Removal of waste from site – skips to be provided by client
21. Installation of leak detection systems
22. Undertaking builders works such as through “hard walls” e.g. GRC concrete or concrete blockwork. We have allowed for builders work through “soft walls” e.g. Plasterboard, up to a maximum of 50mm.
23. No tile or hole cutting if over 150mm
24. Additional Builders Works – roofing, plastering, decorating, boxing, landscaping, masonry.
25. Additional works in association with any other MEP works, BREEAM, CFSS, Lifetime homes, Part M, WELL, BCO, SBD or other standards that are provided within the tender enquiry
26. Partial handover of the building or sectional completion

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