



ASTON CLINTON PARISH COUNCIL

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

Tel: 01296 631269 www.astonclinton-pc.gov.uk

Minutes of the **Facilities Committee** Meeting

held at 6.30pm on **26th August 2026** at the

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

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

IN ATTENDANCE: Mrs S Payne (Clerk/RFO)

F26.20 Public Participation No members of the public were present.

F26.21 To Receive Apologies for Non-Attendance Received and accepted from Cllr T Cardy & Cllr M Mason.

F26.22 To Receive Declarations of Interests or Requests for Dispensation None declared.

F26.23 To Approve the Minutes of the Committee Meeting Held on 8th July 2026

The minutes of the meeting held on 8th July 2026 were approved as a true and accurate record and were signed by the Chair.

F26.24 To Receive a Report on Anti-Social Behaviour in the Park

The Clerk reported on two recent incidents in the park, one involving vehicles and the other involving littering. CCTV footage relating to both incidents had been provided to the appropriate authorities to support any necessary enforcement action and potential legal proceedings.

F26.25 Grounds Maintenance & Recreation

- i. The Grounds Maintenance & Recreation Working Group would be meeting in September.
- ii. AC Colts: Cllr McCall reported that, due to the continued period of extremely hot weather and the condition of the ground, which was hard and cracked, the start of the Colts season had been delayed by one week for safety reasons.
- iii. Grounds maintenance Invitations to Tender: The three updated tender documents were reviewed. The committee agreed to add public Right of Way ACL/5/3 to the Footpaths and Hedges specification. **It was resolved to approve the tender documents.**
- iv. Park path lighting replacement: It was noted that the existing external bollard lights showed signs of deterioration, with replacement parts no longer available, and that the current installation was no longer fit for purpose.
The committee discussed the specification for replacement bollard lighting. It was agreed that quotations should be sought for finned bollard lights in a steel finish with an IP65 rating and an IK10 impact rating, although IK08 rating would also be considered. The colour temperature should be between 2200K and 2700K. The lights must be root-mounted and concreted into position. **ACTION: Asst.Clerk**
- v. Beds & Bucks Football Association football pitch report: The committee considered the report. Of the four pitches surveyed, the two 11v11 pitches were rated as advanced, and the 7v7 and 5v5 pitches were rated as good. It was agreed that the report, which included advice on future maintenance practices, should be provided to the Council's current grounds maintenance contractor. **ACTION: Cllr Ronson**
- vi. Hedging in Aston Clinton Park: **It resolved to accept the quote of £220 from Gardens by Gathercole to cut back the hedge beyond the tennis courts as hard a reasonably possible to the green growth.**

- vii. Allotment fencing: It was noted that the section of allotment fencing damaged when a tree had fallen several months previously had been repaired.

F26.26 Biodiversity Enhancement

- i. Cllr Ronson reported that the Biodiversity Enhancement Working Group would arrange their first meeting in late September.

F26.27 Events

- i. Milton Keynes Play Association Summe Play Event: Cllr Judge reported that the event for children under 12 had been well attend; however, attendance at the teenage session had been lower. It was suggested that this may have been due to the early start time. The organisers had allowed younger children to use the equipment allocated to the teenage session. Despite this, the event had been well attended overall, and the earlier morning slot was preferred to an afternoon session.
- ii. Movie and Fish & Chip Supper for Over 65s: It was reported that Churchill Hall could accommodate the event on Wednesday 14 October from 5.00 pm to 8.30 pm, and that a showing of Mamma Mia! was proposed. The Clerk reported that a quotation of £139 had been received for a single copyright licence fee for an advertised event. Cllr Judge would provide catering costs for the Council's consideration when the proposed date was discussed. **ACTION: Cllr Judge/Clerk**
- iii. All About Dogs event: Cllr Ronson reported that exhibitors participating in the event on Sunday 20 September at Churchill Hall and the surrounding outdoor area had been contacted by the Community Board, which was organising the event in collaboration with the Council. A poster would be published on the Council's website and Facebook page.
- iv. School Games BMX & Skateboarding Event: **It was resolved to permit LEAP to hold a School Games BMX & Skateboarding event in the park on 12th May 2027 between 7am and 4pm.** **ACTION: Asst.Clerk**

F26.28 Red Kite Pavilion & Churchill Hall

- i. RKP Urinals: It was reported that a blockage had occurred in the urinal pipework and that a contractor had been instructed to undertake the necessary repairs.
- ii. RKP condition visit: Cllr Read confirmed that the Working Group would shortly carry out a condition and state of repair inspection of the Red Kite Pavilion. **ACTION: RKP WG**
- iii. Churchill Hall roof: It was noted that the asbestos had been successfully removed from the Churchill Hall soffits and that the reroofing project had been completed.
- iv. Churchill Hall ceiling: It was noted that the ceiling was discoloured and peeling in areas affected by previous leaks. The committee agreed that the existing ceiling should be replaced. It was further noted that the current ceiling included areas of Artex and there was a possibility that it might contain asbestos. It was agreed that quotations should be sought for an asbestos survey before quotations were obtained for the replacement ceiling. **ACTION: Clerk**

F26.29 Burial Ground

- i. Future burial provision: The Clerk reported that there had been no response to the Council's letter to a local landowner regarding the potential purchase of land for use as a natural burial ground. It was agreed that councillors would consider alternative prospective locations. **ACTION: ALL**
- ii. Unauthorised kerbstone installations: The Clerk reported that one of the unauthorised kerbstone installations had been removed. The owner of the Exclusive Right of Burial (EROB) for the remaining plot had reduced the size of the kerbing, creating a smaller memorial base at the head of the grave; however, this still did not comply with the burial ground regulations. The owner had been informed of the non-compliance and had been given until 1 September to remove all remaining kerbstones.

F26.30 It was resolved that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

F26.31 All Weather Pitch Lease

The committee noted that the current lease expired on 24th January 2028 and considered arrangements for the future.

The meeting closed at 8.14pm

Signed.....Date

DRAFT

	Date Raised	Type of meeting	Owner	Action	Update Notes	Status
F24.20	11-Sep-24	Facilities	Clerk	School Clock: Previous repair work had been organised by the Parish Council and funded through grant from The Rothschild Foundation. The committee agreed that written confirmation from Bucks Council to grant the Parish Council access to the property for ongoing maintenance, as well as to obtain quotes for any necessary repairs was required. The Rothschild Foundation would be approached for potential funding of future repair work. Once these steps were completed, the Clerk would arrange for the clock's servicing. It was suggested that the clock had been bequeathed to the Parish Council when it was installed, confirmation of this would be sought.	Sept 24: Clerk contacted estates dept at Bucks Council for confirmation that ACPC could carry out work on the clock tower clock. Sept 24: Cllr Ronson sourced Bucks Herald Article Dec 1887 stating keys to the newly installed Clock Tower had been handed over to the Parish. Nov 24: email from Bucks Council's Schools Commissioning Manager saying that she gives permission for the service and will investigate ownership of the clock and get back to me. Nov 24: service carried out. Aug 25: no response from Schools manager regarding accessing site to carry out repairs. Clerk to ask Cllr S Bowles to find out if there is an issue. Jan 26: Clerk asked Bucks Parish council Liaison Officer to help seek permission. Feb 26: Bucks Council have given permission for works to be carried out. Clerk asked for updated quote. May 26: Contractor instructed. June: 26 contractor booked. Sept26: work completed but clock still not chiming. Informed contractor who will investigate.	in progress
F25.19ii	06-Aug-25	Facilities	Cllr Colin Read	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	Feb 26: Cllr Read reported that he'd contacted the new Gardening Contractor and had agreed the plan to await a quote	In Progress
F25.61x	25-Feb-26	Facilities	Cllr Read	Sale of Yellow Handle-It Trolley - The Committee resolved to sell or dispose of the trolley due to its electrical faults and poor usability. This is pending inspection and value estimation by Cllr Read		
F26.07iii	27-May-26	Facilities	Facilities Committee/ Assistant Clerk	Replacement Dog Bins: It was reported that one dog waste bin in Aston Clinton Park, and one dog waste bin on New Road, had become unusable from damage. It was resolved to purchase two dog waste bins from Earth Anchors Ltd.	June26: Bins purchased. July26: Bins delivered and stored in the Compound Garage for installation. To task Park Keeper or other contractor with installation.	In Progress
F26.09i	27-May-26	Facilities	Facilities Committee/ Assistant Clerk	Compound Waste Skip: A report was received that waste in the compound area had accumulated and required removal in order to free up space for continued use. It was agreed that a skip would be hired, contingent on agreement of the cost being split equally with the Aston Clinton Football Club and Aston Clinton Colts, due to the existing waste requiring removal.	June26: Colts and ACFC contacted, no response from ACFC and Colts unsure of what exact cost would be to remove their waste. Aug26: Skip hired due to build up of green waste in compound. Colts and ACFC contacted whether they would like waste removed at cost. No response from ACFC, Colts asked what exact cost would be for removal but didn't elaborate on what items they would remove - on inspection the white connective plastic parts belonging to the Colts, had already been removed meaning no waste was to be removed for them. Sep26: 8-Yard skip filled with waste and removed, but significant waste still remains in compound, including large aluminium goalposts of unknown ownership - contacting Colts and ACFC to establish ownership to request removal/storage of goalposts or the posts can be scrapped if not owned.	In Progress
F26.09ii	28-May-26	Facilities	Cllr Ronson	Compost Area: It was agreed that following the removal of waste in the Compound, a Compost Area would be designated and built from wooden pallets in the Compound Area.	Sep26: Skip hire did not fully remove waste from Compound Area, another would be sought to clear area for compost pallets.	In Progress
F26.25 iv.	26-Aug-26	Facilities	Assistant Clerk	Park path lighting replacement - The committee discussed the specification for replacement bollard lighting. It was agreed that quotations should be sought for finned bollard lights in a steel finish with an IP65 rating and an IK10 impact rating, although IK08 rating would also be considered. The colour temperature should be between 2200K and 2700K. The lights must be root-mounted and concreted into position.	Sep26: Original quoting parties requested for requote based on new specs.	In Progress
F26.25 v.	26-Aug-26	Facilities	Cllr Ronson	Beds & Bucks Football Association football pitch report: The committee considered the report. Of the four pitches surveyed, the two 11v11 pitches were rated as advanced, and the 7v7 and 5v5 pitches were rated as good. It was agreed that the report, which included advice on future maintenance practices, should be provided to the Council's current grounds maintenance contractor.	Sep26: Grds WG meet with Bucklands to discuss content of the report.	In Progress
F26.28 ii.	26-Aug-26	Facilities	RKP Working Group	RKP condition visit: Cllr Read confirmed that the Working Group would shortly carry out a condition and state of repair inspection of the Red Kite Pavilion.		
F26.28 iv.	26-Aug-26	Facilities	Clerk	Churchill Hall ceiling: It was noted that the ceiling was discoloured and peeling in areas affected by previous leaks. The committee agreed that the existing ceiling should be replaced. It was further noted that the current ceiling included areas of Artex and there was a possibility that it might contain asbestos. It was agreed that quotations should be sought for an asbestos survey before quotations were obtained for the replacement ceiling.	Aug 26 Quotes for asbestos report of Churchill Hall in advance of ceiling replacement being sought.	In Progress
F22.72	01-Feb-23	Facilities	Cllr Colin Read	Churchyard gate pillars: Cllr Read reported that since the pillars either side of the churchyard gate have moved the gates could only be opened one way which caused issues when there was a funeral. It was agreed that quotes to rebuild the gate pillars be sought	Aug 23: quotes are being sought Oct 23: It was agreed to progress the proposal with the installation of steel posts. This proposal would be presented to the Oxford Diocese Faculty who need to approve all works within the closed churchyard. prior to works being undertaken. Dec 23: DAC application submitted. Jan 24 DAC want schedule to works and drawings. March 24 - DAC approved works - contractor instructed. July 24: work commenced Oct 24: awaiting electrician to reconnect lamp with electricity supply. Aug 25. Cllr Read will chase stonemason. Feb 26: Cllr Read reported that he had contacted a new Welder for quotes	In Progress

	Date Raised	Type of meeting	Owner	Action	Update Notes	Status
F23.63ii	14-Feb-24	Facilities	Clerk	Burial records & mapping: It was noted that £1,500 was in the 2024/2025 budget for the digital mapping of the burial ground. It was resolved to accept the quote of £1064 from Epitaph for the Cemetery management and Heritage mapping software.	Feb 23: Digital Mapping and Cemetery Management systems ordered. Apr 24: Software training complete and access to software given. First draft of map needs to be checked Feb 26: Reported as ongoing Sept 26: 95% of records uploaded and checked.	In Progress
F24.25 i.	11-Sep-24	Facilities	Assistant Clerk	RKP pest survey recommendations: The committee reviewed a report commissioned by Your Café in the Park on pest control. A number of the recommendations made included the fixing of three air bricks, covers of gutter pipes and resealing some points at the rear door in addition to cutting back the vegetation from the air bricks and cleaning the bin storage area. The RKP gardener had been instructed to cut back the vegetation and quotes would be sought for the other remedial work identified in the report.	Nov 24: Quotes are being sought Aug 25: Job was too small so it was proving difficult to get a contractor to quote. Oct 25: 2 separate handyman contractors said they were unable to do these works. Vegetation was cut back by gardener. Feb 26: Reported that job was not progressing, Cllr Read reported that he would ask H.Phipps for a quote for the air bricks, gutter covers and resealing.	In Progress
F25.12i	05-Jun-25	Facilities	Cllr Read/Asst Clerk	crumbling concrete around an earthing rod at the front right corner of the RKP had been logged. It was agreed that the remedial work on this trip hazard would be undertaken by either the Community Payback team or Cllr Read	Aug 25: Cllr Read aware awaiting materials Feb 26: Reported that this links to the Earthing Rod replacement by Edgar Taylor and can only happen after	In Progress
F24.38ii	23-Oct-24	Facilities	Clerk	Churchyard path: Cllr McCall reported that there were a number of holes in the pathway running from Church Lane to the church. It was agreed that when the resurfacing of Park View was being commissioned that the repairs to this path be included.	Feb 26: Dependent on the Park View agreements still not confirmed	on hold
F21.29 iii.	21-Sep-21	Facilities	Cllr James Hughes	It was agreed to change the current van space to wheelchair only access in the carpark. Cllr Hughes to contact the RKP contractors to find out if the repositioning of the existing kerbstones would be part of the current snagging list.	Feb 23: can carry out when re-tarmacked Feb 26: Reported that this still waits on resurfacing works of the car park	on hold
F21.74	03-Mar-22	Facilities	Cllr Marion Mason	The committee considered providing electric vehicle charging (EVC) points in the car park. It was agreed that the provision of EVCs be investigated further and costings sought. Cllr Mason reported that a site visit would be arranged.	Aug 22: will organise site visit. Will research Energy Saving Trust funding Nov 22: Clerk expressed interest the park car park being a location for a charge point as part of the Bucks EV charge point project. Bp Pulse are to do a feasibility study to see if it is a viable location. June 23 site unsuitable for Bucks EV point as closed at night. Aug 24 agreed to put on hold. Feb 26: Remains on hold.	On Hold
F25.09	05-Jun-25	Facilities	Cllr David McCall/Asst Clerk	Replacing AWP lock with App Based Locking System. It was agreed that contractors would be contacted	June 25 Quotes sought Feb 26: Kept on hold until a cloud based system was available as current software would require office management	On Hold
F25.10vi	05-Jun-25	Facilities	Facilities Committee	Installation of barrier on the path near London Road: It was agreed that quotes should be requested from contractors to assess the feasibility of a barrier along the access path to the Park from London Road, near Coffee at 108.	Aug 25; it was agreed that before erecting barrier that the situation be monitored. Feb 26: Reported that this was dependent on the Scout Hut being built as it may affect the area.	on hold
F25.51 vi	14-Jan-26	Facilities	Clerk/ Cllr Mason	River restoration information board - Cllr Ronson reported that the river restoration board was in poor condition. Following discussion it was agreed that, prior to any decision being made, costings would be sought from Wendover Sheds for the restoration of the frame. Cllr Mason and the Clerk would consider options for recreating the original display.	Jan 26: Wendover shed's emailed Feb 26: It was reported that the Original Artwork of the Board was not available	on hold

Agenda item F26.37ii

To Consider a Request for a Gate Leading Directly onto the Park from Overways

REPORT AUTHOR: MRS S PAYNE, CLERK

BACKGROUND

The owners of Overways have requested permission to install a gate in their rear boundary fence, providing direct access from their property onto the park. Below is a map showing the existing gates onto the park and a photo of the proposed gate location.



Proposed Design and Materials:

- Pressure-treated close-boarded wooden gate. The gate opening will be 1000mm wide to enable wheelchair access. The gate height will be between 1800-1900mm.
- The gate will open inwards into the property garden.
- Gateposts will be concreted into the ground on either side of the gate.
- A paved or concrete threshold will be installed beneath the gate for accessibility purposes and will be located entirely within the property boundary.
- The gate will be fitted with a suitable lock for security.

Should the request be approved the Council's standard Licence Agreement (attached) will be issued to the owners of Overways.

FINANCIAL & GOVERNANCE CONSIDERATIONS

None identified.

LEGAL & OTHER IMPLICATIONS

To prevent any adjoining landowner from acquiring a prescriptive right of access over Council land, it is important that formal agreements are in place where access is permitted.

ACTION

1. To consider the request and determine whether permission should be granted.

LICENCE AGREEMENT

Between: **Aston Clinton Parish Council** (“the Council”)

and **[Name(s)] of [Address]** (“the Licensee”)

Date: **[insert date]**

1. Background

The Licensee is the freehold/leasehold owner and occupier of **[address]** (“the Property”) which adjoins land owned by the Council known as Aston Clinton Park, London Road, Aston Clinton, HP22 5HL (“the Park”).

A gate has been installed in the boundary fence between the Property and the Park.

2. Licence Grant

- 2.1. The Council grants to the Licensee and members of their household personal permission to use the gate for pedestrian access only between the Property and the Park at the point shown on the plan attached to this Agreement.
 - 2.2. This permission is granted at the Council’s absolute discretion and may be withdrawn at any time by written notice from the Council.
 - 2.3. Upon such withdrawal, the Licensee shall immediately cease using the gate and shall, if required by the Council, securely close or remove the gate at their own expense.
-

3. Nature of the Agreement

- 3.1. This Licence does not create any legal interest, tenancy, right of way, or easement over the Council’s land.
 - 3.2. The permission is personal to the Licensee, their resident family members and guests and may not be transferred, assigned, or shared with any other party.
 - 3.3. The Licensee acknowledges that continued use of the gate shall not confer any prescriptive or other legal right of access.
-

4. Conditions of Use

- 4.1. Access is for pedestrian use only.
 - 4.2. The Licensee shall ensure that the gate is kept locked when not in use and that no nuisance, damage, or littering occurs on the Council’s land.
 - 4.3. The Licensee shall maintain the gate and any associated fencing in good order at their own cost.
-

5. Liability and Security

- 8.1. The gate and any associated fencing shall remain the responsibility of the Licensee, who shall ensure it is kept locked when not in use and in good condition at all times.
- 8.2. The Council accepts no responsibility for any loss, damage, or unauthorised access to the Property arising from the presence or use of the gate.
- 8.3. The Licensee shall indemnify and keep indemnified the Council against any claims, costs, or liabilities arising from the use, misuse, or condition of the gate or from any person gaining access through it.
-

6. Licence Fee

A licence fee of £1 per year shall be payable to the Council (a “peppercorn rent”), if demanded.

7. Termination

The Council may terminate this Licence at any time by giving written notice to the Licensee. On termination, all rights under this Licence shall immediately cease.

8. Governing Law

This Licence shall be governed by and construed in accordance with the laws of England and Wales.

Signed:

For and on behalf of **Aston Clinton Parish Council**

Name: _____

Position: Parish Clerk

Date: _____

Name: _____

Position: Parish Councillor

Date: _____

Signed by the Licensee:

Name: _____

Address: _____

Date: _____

Agenda item F26.37v

Allotment Tenancies Update & Review of Fees

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

SUMMARY

Council currently have 43 full sized plots, 3 half-sized plots and 2 quarter plots. Allotment tenancies run from 1st January to 31st December each year.

Vacant Allotments

There is currently one full-sized plot, and one newly formed quarter plot vacant. Both have been offered to the individuals on the waiting list.

Allotment Fees

The committee are asked to agree the annual allotment fees for 2028 so that tenants can be provided with the required year's notice of any changes. Historical fees are as follows:

Year	Full Plot Rent	Full Plot Deposit	Half Plot Rent	Half Plot Deposit
2023	£20.00	£22.00	£10.00	£22.00
2024	£22.00	£22.00	£11.00	£22.00
2025	£22.00	£50.00	£11.00	£25.00
2026	£25.00	£50.00	£12.50	£25.00
2027	£26.00	£50.00	£13	£25.00

Proposed Amendment to the 2028 Tenancy Agreement

The committee are asked to agree to add the paragraphs below to Section 6 "Termination of Tenancy" of the Allotment Tenancy Agreement:

Upon termination of the tenancy, or where the Tenant has otherwise vacated the allotment plot, the Tenant shall remove all personal belongings, equipment, structures and materials from the plot within 28 days.

Any items remaining on the plot after this period may be treated as goods left behind by the former Tenant. The Council may give notice to the former Tenant, using the contact details held on record, requiring collection of the goods within a specified period.

If the goods are not collected within three months of the date of such notice, the Council may treat the goods as abandoned and may remove, store, sell, recycle or otherwise dispose of them in accordance with the Torts (Interference with Goods) Act 1977.

The Council shall not be responsible for any loss of or damage to goods remaining on the plot after the expiry of the notice period. Any reasonable costs incurred by the Council in removing, storing, recycling or disposing of such goods may be recovered from the former Tenant and may be deducted from any tenancy deposit held by the Council.

2026 Allotment Competition

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

The winning plots were **Plot 32 for Best Newcomer** and **Plot 19 for Best Kept Allotment**.

Photographs were taken of both winning plots and the allotment page has since been refreshed with the photographs and an update celebrating their achievements.

The committee are asked to agree that the prize for 2027 *Best Kept Allotment* and *Best Newcomer* should continue to be one year's allotment tenancy free of charge.

Grow to Give

The Grow to Give box has continued to operate successfully, with volunteers taking donated produce to the Aylesbury Vineyard Foodbank every Monday. Growing conditions have been particularly challenging for allotment tenants this year, so all donations were greatly appreciated.

Community Allotment and Grow to Give

A Community Allotment (Plot 26) was offered to Grow to Give, who have now signed a tenancy agreement. The Council is believed to be the first parish council in the county to offer an allotment plot specifically to Grow to Give. The plot will be used to grow surplus produce for distribution within the community and will provide opportunities for wider community involvement, including support from a local school to help clear and prepare the plot.

ACTION

- a. To note the update
- b. To agree the Allotment Tenancy fees for 2028
- c. To agree to the addition of the removal of property paragraph to the Allotment Tenancy Agreement
- d. To agree that the prize for *Best Kept Allotment* and *Best Newcomer* should continue to be one year's allotment tenancy free of charge.



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: **ENTER ('the Tenant')**

Address: **ENTER**

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 enter and Footpath Number enter and shared footpath number enter 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.

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: **£26.00**

2.5 The Tenant shall pay a deposit. 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 from 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 was: **£50.00**
- 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, authorised 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 their 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 an allotment 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.
- 6.2.1** Upon termination of the tenancy, or where the Tenant has otherwise vacated the allotment plot, the Tenant shall remove all personal belongings, equipment, structures and materials from the plot within 28 days.
- 6.2.2** Any items remaining on the plot after this period may be treated as goods left behind by the former Tenant. The Council may give notice to the former Tenant, using the contact details held on record, requiring collection of the goods within a specified period.
- 6.2.3** If the goods are not collected within three months of the date of such notice, the Council may treat the goods as abandoned and may remove, store, sell, recycle or otherwise dispose of them in accordance with the Torts (Interference with Goods) Act 1977.
- 6.2.4** The Council shall not be responsible for any loss of or damage to goods remaining on the plot after the expiry of the notice period. Any reasonable costs incurred by the Council in removing, storing, recycling or disposing of such goods may be recovered from the former Tenant and may be deducted from any tenancy deposit held by the Council.

- 6.3.1** The Tenancy shall terminate in any of the following manners:
- 6.3.2** On the 31st December every year; or
- 6.3.3** By the Tenant giving twenty-eight days' written notice. Any such notice given by the Tenant must be served on the Parish Clerk; or
- 6.3.4** 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
- 6.3.5** If the Tenant is in arrears and the rent has not been paid within 40 days of issue of an invoice; or
- 6.3.6** If the Tenant is not duly observing the conditions of this tenancy; or.
- 6.3.7** 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
- 6.3.8** 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.
- 6.3.9** If a Tenant has caused a serious breach as outlined in the Allotment Enforcement and Appeals Procedure.
- 6.3.10** If a Tenant has moved address and is no longer a resident of Aston Clinton or Buckland or live within 3 miles of the Aston Clinton boundary 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 must not exceed 10% of the Allotment.
- 2.10** Water butts are permitted but must not exceed 4ft in height when mounted.
- 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 fertilisers.

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 community box next to the shed the Council have provided water containers. There is also a wheelbarrow kept next to the shed 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 a large 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 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 Tenant should ensure that their Allotment number is 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.
- 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.

From: [Street Scene](#)
To: [Aston Clinton PC Clerk](#)
Subject: Trolley Storage at Aston Clinton Park
Date: 30 September 2026 15:40:22

Good afternoon,

As part of servicing the dog bins at Aston Clinton Park, we have located a trolley that our operatives could use to transport bags from the bins to the car park to load on to their vans.

Is there somewhere at Aston Clinton Park that we could store this (photo attached), as we believe this would make servicing these bins much safer and quicker for our operatives. Thanks in advance.

Kind regards,
Jay Winter

Business Support Officer
Street Cleansing and Horticulture
Buckinghamshire Council
(01296) 585127
streetscene.av@buckinghamshire.gov.uk



Agenda Item F26.40ii: Churchill Hall Asbestos Survey Quotes

REPORT AUTHOR: MRS S PAYNE, CLERK/RFO

BACKGROUND

At the Facilities Committee meeting held on 26th August 2026, it was agreed that an asbestos survey of Churchill Hall should be commissioned prior to any ceiling works being carried out.

The quotes received for consideration are as follows:

Quote 1: Asbestos Survey - **£600**

Quote 2: Asbestos Survey - **£565**

Quote 3: Asbestos Survey - **£475**

Further details of each quote can be found on the following page.

FINANCIAL & GOVERNANCE CONSIDERATIONS

The survey will be funded from the 'Buildings Maintenance/H&S budget code.

Under the *Control of Asbestos Regulations 2012*, the Council, as owner and landlord of Churchill Hall, has a legal duty to manage any asbestos present within the building. This includes taking reasonable steps to identify asbestos-containing materials, assessing the risks they pose, maintaining an up-to-date asbestos register and management plan, and ensuring that contractors and others who may disturb asbestos are provided with the relevant information before any works commence.

ACTION

1. Consider the quotes and appoint a contractor

Quote 1

Aston Clinton PC Clerk

From: [REDACTED]
Sent: 02 September 2026 16:01
To: Aston Clinton PC Clerk
Subject: Re: Request for Quotation – Refurbishment Asbestos Survey, Churchill Hall, Aston Clinton HP22

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Sam,

Many thanks for this. We would be delighted to help.

The cost for the targeted refurbishment survey would be **£350.00 + vat**
If we can complete the management survey of the rest of the building on the same day, then the additional cost for this would be **£250.00 + vat**

These costs include all sample analysis required and the production of an electronic report.

Our next available date is Friday 11th.
Please get back to me if you have any questions whatsoever.

[REDACTED]

On Wed, 2 Sept 2026 at 12:41, Aston Clinton PC Clerk <clerk@astonclinton-pc.gov.uk> wrote:

Aston Clinton Parish Council is planning refurbishment works to the ceiling of Churchill Hall, Aston Clinton HP22 5HL.

The proposed works include removal of the existing ceiling, installation of new plasterboard, replastering and redecoration. Part of the ceiling has been damaged following a water leak and we are concerned that the existing textured coating (Artex), along with any associated materials that may be disturbed during the works, could contain asbestos.

I have attached photographs of the ceiling for reference.

We would be grateful if you could provide a quotation for a **Refurbishment Asbestos Survey** covering the ceiling areas affected by the proposed work.

Please also provide a **separate optional quotation for a full building asbestos survey** for future asset management purposes, to enable the Council to understand whether any other asbestos-containing materials may be present.

Could you also advise:

- Your earliest availability to undertake the survey.

02nd September 2026

Aston Clinton Parish Council
Churchill Hall
Aston Clinton
HP22 5HL

Dear Samantha,

Ref: Asbestos Refurbishment Survey of Churchill Hall – Specified areas

Quote 2

Thank you for contacting us regarding the above property location.

We are pleased to provide you with our quotation to undertake an Asbestos Refurbishment Survey of Churchill Hall. The scope of the survey is as detailed in your instructions.

Client Scope:

- Asbestos refurbishment survey of church hall ceiling – Specified areas, survey aligned to proposed works
- *The proposed works include removal of the existing ceiling, installation of new plasterboard, replastering and redecoration. Part of the ceiling has been damaged following a water leak and we are concerned that the existing textured coating (Artex), along with any associated materials that may be disturbed during the works, could contain asbestos.*
- Access via standard step ladders to a height of 3.5m
- Asbestos management survey to all other areas of Hall, including external elevations

Quotation

The total price to undertake this service will be £565.00 plus VAT including;

- Attendance to site by our surveyor(s) and survey of premises – Two P402 qualified Surveyors – Weekday half shift
- Collection of samples and subsequent analysis in an external UKAS accredited laboratory – allowance of up to 8 samples
- Compilation of report and recommendations
- PDF format report

Additional samples, if required, would be charged at £14.00 + VAT per sample upon client authorisation only.

We will allow for the collection and analysis of samples and will report in accordance with HSG 264 – “Asbestos: The survey guide”.

Refurbishment Surveys and Damage to the Building Fabric

Refurbishment Surveys are fully intrusive and destructive, and it is preferred that they be carried out in unoccupied premises. There will be damage to the fabric of areas which have undergone a survey of this type. The survey will not affect the structural integrity of the property.

Please note that [REDACTED] surveyors are **not responsible for making good** any damage caused whilst conducting these intrusive surveys or for the removal of any general building waste generated during the survey.

Preparation

Prior to our attendance it would be helpful if you could make us aware of any parking arrangements, special hazards, induction processes or working arrangements which might restrict our ability to access all areas.

You must ensure that no species protected under the Wildlife and Countryside Act 1982 will be disturbed during these works such as bats, newts and mammal species.

Quotation criteria

Our quotation is based on the property being a church hall. The assessment will cover specified areas.

Appreciating that plans are not available, we will provide basic plans drawn by our surveyors.

Our survey criteria is based on two surveyors attending and undertaking a refurbishment survey with samples being taken as appropriate. This survey will include access to ducts or roof voids, and areas presumed to contain asbestos will include electrical circuitry/consumer boxes and lifts which are presumed live at the time of our attendance. We will require you to arrange for a suitably qualified engineer to be present at the time of the survey to ensure these areas are safe to enter during the survey.

The quotation does not allow for access below floor slab or subterranean areas. In addition no access will be made into areas classed as confined spaces.

Survey and Reporting

A systematic survey of the building(s) will be carried out to establish the extent and nature of any asbestos containing materials. Where reasonably practical, both the internal and external building will be surveyed, adhering to the methodology described in HSG 264 – “Asbestos: The survey guide”.

The method of sampling, in accordance with our in-house instruction manual, is based on the method given in HSE HSG 248 and HSG 264. Professional judgement and the available guidance will be applied to ensure that appropriate numbers of samples are collected. All sample points will be appropriately sealed and labelled following discussion with you or the client (as appropriate). All tools and equipment required will be supplied by [REDACTED].

In accordance with HSG 264 the survey will be undertaken by qualified asbestos surveyors experienced in carrying out surveys of this type. Surveys will be conducted under [REDACTED].

On completion of the survey, the samples collected will be returned to a [REDACTED] UKAS accredited laboratory for analysis in accordance with HSG 248. A report, incorporating the asbestos register, will be issued detailing the location, type and extent of identified and presumed asbestos materials, together with recommendations as appropriate.

Plans indicating the location of any asbestos will also be included in the report(s) for each building. For identification purposes, a colour-coding system will be used on the plans and photographs to assist in the identification of the sampling location(s).

Access

Our quotation is based on surveying all of the areas identified. It would be helpful if you could ensure that our survey team had access to all areas of the property, to prevent the report containing areas defined as 'no access'.

In the event that certain areas are not accessible to our survey team during the defined survey period, we can make arrangements to return to site at a mutually agreeable date. Please note that we will agree a rate for returning to those areas prior to re-attending.

[REDACTED] Ltd will be happy to use your specialist access equipment, if available with the necessary testing certification.

Note that no access will be made into a void or cavity which is sealed or covered with material known or strongly presumed to contain asbestos. Such areas will be recorded and we will recommend appropriate action in the event of this situation occurring.

Quotation

This quotation is valid for thirty days from the above date. [REDACTED] Ltd Terms & Conditions apply and are appended below. [REDACTED] Ltd reserves the right to modify the programme or methodologies at the discretion of the consultant.

I trust this quotation is acceptable to you. Please do not hesitate to contact me should you wish to discuss any aspects of this quotation in further detail.

Yours sincerely

[REDACTED]

PROPOSAL SUMMARY

Quote 3

Survey Type	Property	Duration	Report Delivery	Cost
Management Survey	Churchill Hall Aston Clinton	1 Day	Withing 5 working days	£475.00 + vat
Total (Excluding vat)				£475.00 + vat

ADDITIONAL NOTES

- Full and safe access to all areas of the property is required at the time of the survey.
- Any restricted, locked, or unsafe areas will be recorded as not accessed and may be presumed to contain asbestos.
- Access to plant rooms, risers, and service areas must be made available where included within the agreed scope.
- Lift shafts will only be inspected where safe access is arranged by the client, including provision of a qualified lift engineer if required.
- Electrical, gas, or mechanical isolations must be completed by the client prior to survey where necessary.
- The survey is non-intrusive and does not include destructive inspection unless otherwise agreed.
- Areas requiring specialist access equipment (e.g. MEWPs, scaffolding) are excluded unless specifically included within this quotation.
- Any additional areas or changes to the agreed scope may result in a revised quotation.
- The number of samples required may vary depending on site conditions and materials encountered.
- Report delivery timeframes are subject to laboratory analysis and site conditions.

ASSUMPTIONS

This quotation is based on the following assumptions:

- Full and safe access will be available to all areas within the agreed scope at the time of survey.

Reference: 1074.01 (1)

Dear Samantha,

Site Address: Churchill Hall Aston Clinton, HP22 5HL

Thank you for the opportunity to provide this quotation.

At [REDACTED] we deliver clear, compliant, and practical asbestos surveying services. Our approach is designed not only to meet the requirements of the Control of Asbestos Regulations 2012, but also to provide you with a straightforward understanding of asbestos risks within your property.

This document outlines the scope of works, methodology, deliverables, programme, and associated costs for undertaking an Asbestos Management Survey at the above location.

PURPOSE OF THE SURVEY

The Asbestos Management Survey is required to comply with Regulation 4 of the Control of Asbestos Regulations 2012 ("Duty to Manage").

The objectives of the survey are to:

- Identify, as far as reasonably practicable, asbestos-containing materials (ACMs) within accessible areas
- Assess the condition of identified materials and the risk of fibre release
- Provide clear recommendations for ongoing management
- Support the protection of occupants, contractors, and visitors
- Provide documented evidence of compliance

This survey is non-intrusive and suitable for buildings that remain occupied during normal use.

SURVEY METHODOLOGY

The survey will be undertaken in accordance with the Control of Asbestos Regulations 2012 and HSG264: Asbestos – The Survey Guide.

The methodology will include:

- Systematic inspection of all accessible areas within the agreed scope
- Identification of suspected asbestos-containing materials (ACMs)
- Intrusive inspection where required and agreed (noting that this type of survey is generally non-intrusive)
- Collection of representative bulk samples for laboratory analysis
- Assessment of identified materials in accordance with recognised risk assessment criteria

All works will be carried out by suitably qualified and experienced surveyors.

Reference: 1074.01 (1)

- 
- No significant obstructions, hazards, or restrictions will prevent access.
 - All necessary isolations (electrical, gas, mechanical) will be completed by the client prior to attendance where necessary.
 - The building will be occupied and in normal operational condition unless otherwise stated.
 - No specialist access equipment (e.g. scaffolding, MEWPs) is required unless specified within this quotation.
 - All information provided by the client is accurate and complete.

Should any of the above assumptions prove incorrect,  reserves the right to review and revise this quotation.

SCOPE OF WORKS

The survey will involve a visual inspection of accessible areas to identify the presence and condition of asbestos-containing materials that may be disturbed during normal occupation, maintenance, or installation works.

The survey will:

- Inspect accessible internal and external areas within the agreed scope
- Identify suspected ACMs and undertake sampling where required
- Record location, extent, and condition of materials
- Provide recommendations for management or remedial action
- Collection of bulk samples of suspected ACMs
- Analysis of samples by a UKAS-accredited laboratory
- Assessment of ACM condition and risk (material and priority risk assessment)

Specific areas included within this survey:

To undertake an asbestos management survey to all internal and external areas of the premises

Any changes to the agreed scope may require a revised quotation.

SURVEY EXCLUSIONS

This survey will be undertaken in accordance with HSG264. However:

- Not all ACMs may be identified due to access restrictions or building construction
- Inaccessible areas will be recorded and presumed to contain asbestos
- Sampling may cause minor damage, which will be sealed appropriately
- Responsibility for reinstatement remains with the client unless agreed otherwise

COST & PROGRAMME

Cost

The cost provided within this quotation includes all labour, travel, administration and reporting associated with completion of the asbestos re-inspection survey and issue of the final report.

£475.00 + VAT

(Four hundred and seventy – five pounds

Any additional works requested outside the agreed scope may be subject to additional charges.

Programme

Subject to receipt of instruction and suitable site access, the survey can be scheduled at a mutually convenient date the following programme will apply:

- Duration on site: 1 day
- Report delivery: Within 5 working days (subject to sample analysis)
- Surveys will be undertaken during normal working hours unless otherwise agreed
- Site inductions, permits, and access arrangements must be completed prior to commencement

DELIVERABLES

Upon completion, you will receive:

- Full asbestos survey report (PDF)
 - Executive summary
 - Annotated plans showing ACM locations
 - Material & priority risk assessments
 - Laboratory certificates
 - Photographic evidence
 - Recommendations for management or remediation
- Annotated floor plans
- Laboratory certificates (UKAS-accredited)
- Photographic records (where applicable)

Optional:

- QR code asbestos register access (additional cost)

REINSPECTION OF IDENTIFIED ASBESTOS MATERIALS

Following completion of the survey, periodic reinspection of identified asbestos-containing materials (ACMs) is recommended to ensure their condition remains stable and that risks are effectively managed.

offers ongoing reinspection services, typically on an annual basis, providing updated risk assessments and supporting continued compliance with regulatory requirements.

Should it be required, we can supply costs following completion of the management survey in relation to ongoing management of asbestos containing materials.

Agenda item F26.40iv

To Consider a Request to Replace the Existing Your Café in the Park Signage at the Park Entrance

REPORT AUTHOR: SAMANTHA PAYNE, CLERK/RFO

SUMMARY

Your Café in the Park wish to replace the existing signage at the park entrance.

BACKGROUND

The design of the replacement signage is below. The signs will be the same size as the existing and will also be placed in the same locations



- | | |
|-----------------------|----------------|
| • Hot & Cold Food | • Licenced Bar |
| • Under 5's Soft Play | • Dog Friendly |
| • Outdoor Play Area | • Free Parking |



FINANCIAL & GOVERNANCE CONSIDERATIONS

A copy of contractor's public liability insurance will need to be provided in advance of any works being carried out.

LEGAL & OTHER IMPLICATIONS

None.

ACTION

- a. To consider the request.