



ITEM6		THE PLAYGROUND EQUIPMENT	
Author		CPC Cemetery Manager & FO & H&S Officer	
Purpose		DECISION REQUESTED REGARDING BROKEN SEESAW	
Reviewed by CAC 07 11 2023			
The condition of the seesaw is deplorable for repairing purposes. Two consultations have been done with the Caloo and Eilbe companies.			
			
02/11/23	CALOO		
QUOTE	TO PURCHASE A NEW SEESAW £8,221.30 plus VAT Capacity FOUR children. Guarantee up to 30 years.		
XX/11/23	EIBE		
QUOTE	New seesaw,		The quote is expected to be received before the FC meeting.
Comments by Cemetery Manager:			
Please let contractor contact when ready to install so I can sign off permit to work			
Comments by H&S Officer:			
Can I ask if this swing is suitable for children with disabilities?			
Comments by Finance Officer:			
The budget for 2023/24 is £25,000-£8,268=£16,731.50 remaining balance.			
Action requested from the Councillors.			
To be decided at the later month or possibly next year			
FULL COUNCIL RESOLUTION			

FC. ITEM 6

30/11/23



### Quotation-057472

Organisation:

**Chigwell Parish Council**

Project/Site Reference:

**Chigwell Parish Council - Seesaw**

**Project**

Date: September 28, 2023

## Quotation-057472

Scott Donovan  
Chigwell Parish Council  
Chigwell Parish Council  
Parish office  
Hainault Road  
Chigwell  
Essex  
IG7 6QZ

Date: September 28, 2023

Quotation Valid Until: 28/10/2023

Site name/Project reference: Chigwell Parish Council - Seesaw Project

Seesaw						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	RE <sub>203</sub>	Ea	<b>Quali Cite Owl Spring Seesaw</b>  Manufactured from a combination of stainless steel, aluminium and HPL panels. Certified by APAVE to EN1176. Capacity 4 children. Guarantee up to 30 years.  Play features include :-  Hand/Foot Rail Owl Themed	£3,017.00	£301.70	£2,715.30



Rubber Mulch Safety Surfacing						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	T2	EA	<b>Mulch Bond Surfacing</b>  Mulchbond is a recycled product and as such is susceptible to accelerated wearing and possible staining. Please refer to our terms and conditions on the reverse of this quotation for further details.  To supply and lay 15m <sup>2</sup> of EN1177 certified Mulchbond (shredded rubber mulch onto grass / earth). Includes edge cutting where necessary and a weed suppressing geotextile membrane. Colour of mulch to be agreed from: greens, browns, beige & mahogany red (colours can be blended). Colour wetpour wear pads have been allowed for in high foot traffic areas  Depths as follows: 15m <sup>2</sup> of 45mm depth giving a Free Fall Height of 1.5m when laid onto natural grass.  Please note - Mulch is often laid onto / over existing surfaces and no guarantee can be given in relation to strength or drainage performance of these surfaces. Should these be of concern, a stone sub base should be installed prior to rubber installation.  Where edgings are omitted from the project and a channel cut is required into existing ground (to allow for our product to be ramped into), we cannot accept responsibility for any degradation of the surfaces adjacent to our installed product.	£2,516.00		£2,516.00

Delivery						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	DEL001	EA	<b>Delivery.</b>  Please note for supply only projects a minimum of 2 persons will be needed or mechanical lifting equipment will be required for safe off-load (fork lift of similar)	£320.00		£320.00



Installation						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	INST001	Each	<b>Product Installation</b>  Installation of products contained within this quotation - subject to clause 5 of the Conditions of Sale attached to this document. Heras fencing has not been allowed for unless itemised in your quotation. Install excludes disposal off site of excavated material unless itemised separately elsewhere on quotation. Foundation excavations will be redistributed on site or piled within 20m of works area for client removal. Please note that if a skip or grab lorry has been included in your quotation, we will be removing excavations from site.	£1,680.00		£1,680.00

Skip						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	SKIP	Each	<b>Steel Skip</b>  Steel Skip for general waste. Please note - A skip permit may be required from your local council if skip is placed on a public road. This permit is not included in our quotation and is clients responsibility to provide.	£395.00		£395.00

Prelim						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	Prelim02	EA	<b>Site prelims - HERAS fencing</b>  Complete health and safety method and risk assessments as required and establish works area within temporary 2m high metal security fencing for the duration of works. Includes marking out of site as required.	£595.00		£595.00

Subject to Caloo Conditions of Sale

Current Manufacturing Lead Time 8-10 weeks

The weather and ground will have to be dry as the access is 65lm drive across grass to play area.

Sub Total	£8,221.30
Project Discount	£0.00
Total Net Amount	£8,221.30
Total Tax Amount	£1,644.26
Quotation Total	£9,865.56

### 1 Definition

- a. Buyer – the person, firm, Company or Public Authority placing an order which is accepted by Caloo Limited.
- b. Caloo / Monster Play @ Caloo – Caloo Limited – Part of the Abacus Lawrence Group Ltd.
- c. Conditions – the conditions of sale outlined below.
- d. Order – the order for goods or services placed by the buyer, oral and written.
- e. Goods – the products or services which shall be provided by Caloo and to which this quotation, order acknowledgement or invoice refers including products, installation, civil engineering or any other works. No works or services are included by inference.
- f. Installation – The agreed date for works to be undertaken between the buyer and Caloo.
- g. Colour of Goods – Caloo standard RAL colours unless specifically stated on the quotation, order acknowledgement or invoice.
- h. Completion – the time of delivery and completion of the delivery note by the Buyer or Buyers authorised representative; where installation or civil engineering forms part of the contract, the signing of the installation acceptance by the Buyer or Buyers authorised representative excluding any maintenance or defects period or close of business two working days following notification of completion to the buyer when Buyer or Buyers representative have not advised any reasonable reason for non completion in writing to Caloo.
- i. Price – the agreed cost of the goods as per quotation and any oral or written variations given by the Buyer or Buyers authorised representative.
- j. Quotation – Document issued by Caloo incorporating the specifics of the goods to be supplied to the buyer.
- k. Credit Account – a 30 day trade credit account opened by Caloo for the Buyer within 21 days of order following receipt of satisfactory credit score for whole value of buyers order(s) as advised by Caloo bank credit insurers.
- l. Wasted Day Charge – A charge of £1,200.00 + VAT.

### 2 Conditions

- a. Any quotation given to the buyer, in whatever format, oral, written or electronic, is given subject to these conditions.
- b. These conditions are the only conditions under which Caloo shall provide Goods to the Buyer. Any conditions the Buyer attempts to impose which contradict these conditions will not be accepted without the specific agreement as defined in 2.d. below. Acceptance of goods or services shall constitute acceptance of these conditions.
- c. These conditions embody the entire understanding of the parties and supersede any prior promises, representations, undertakings or implications.
- d. Changes to these conditions will only be allowed if specifically agreed in writing by a Director of Caloo.
- e. Following acceptance of the Caloo quotation, any variation must be confirmed in writing and may be subject to additional costs.
- f. Any drawings, sketches, illustrations, layouts, specifications or other detail provided by Caloo and all intellectual property rights therein will remain the property of Caloo at all times.

### 3 Pricing

- a. All prices quoted shall be subject to Value Added Tax and any other Government duty or tax applicable at the time of invoice.
- b. All quotations are valid for 30 days unless specifically stated in writing on the quotation.
- c. All quotations are net and do not include for Main Contractors Discounts (MCD) or retentions. Should either or both be required, prices should be grossed up accordingly.

### 4 Delivery

- a. Caloo shall not be liable for any delay in delivery howsoever caused.
- b. Caloo reserve the right to invoice the Buyer on the date specified by the Buyer for the delivery of goods if delivery is delayed by the buyer at any time following order. Storage charges may be applied if delay is longer than one month.
- c. Caloo must be notified in writing within 3 working days of the delivery of any shortages or damages to the goods. Notification after this period will be beyond reasonable time for advice and subject to additional cost as defined in 2.c. above.

### 5 Specific clause relating to installation & civil engineering quotations and invoices

- a. Caloo shall not be liable for any delay in installation howsoever caused.
- b. Should Installation works be prevented by the buyer or buyers authorised representative for any reason within 7 working days of any installation day, Caloo reserves the right to charge a wasted day charge. The buyer agrees to pay this charge within the agreed payment terms as per 9a or 9b.
- c. Should the buyer require any site specific work permits, risk or method statements or employee or sub-contractor certifications to allow works, these should be requested by the buyer a minimum of 28 days before works commence on site or at the time of order if works are to be undertaken within 28 days. Wasted day charges may be applied as detailed in 5b above if such requests are not received within specified times.
- d. Caloo allows for the provision of 1m high plastic mesh fencing to all installation works unless specifically shown otherwise within the quotation. Due to the knowledge of local conditions, it is the buyers responsibility to provide and maintain any other suitable security system necessary to reduce the opportunity for incidents of any type.
- e. All installation or civil engineering quotations are given assuming unrestricted good hard vehicular access to site, soft ground conditions on site which require no machines to dig foundations and no underground obstructions or any materials which cause a hard dig. We have assumed the formation of the ground that we will be working on and gaining access across will be capable of bearing the weight of our work vehicles, delivery vehicles and any specialist equipment including but not limited to excavators and paving machines as required.
- f. All installation or civil engineering quotations are given in good faith and without digging into the ground. Once works commence, should site conditions require additional works or materials to meet product performance requirements or safety standards, clause 5b will apply.
- g. It is the Buyers responsibility under the CDM regulations to provide a comprehensive site survey including the provision of detailed under / over ground service information (electricity cables, gas pipes etc). No liability shall be accepted by Caloo for damages to services or consequential actions if comprehensive site survey is not accurate or not provided by the buyer.
- h. If any variations to the above site conditions or works are required to meet product performance requirements or safety standards are found to be in evidence, the Buyer will immediately be notified by telephone and as soon as possible in writing and invited to site to view the variation. Caloo reserve the right to charge at cost plus 35% of any costs incurred during the delay in the Buyer attending site and agreeing required variations. Caloo reserve the right to charge at cost plus 50% of any additional costs of works or materials required, plant hire and any other associated costs required to complete installation to Caloo product performance requirements or safety standards as required.
- i. It is the Buyers responsibility to ensure that Goods ordered fit the site intended for use. Caloo shall not be held responsible where Goods have been ordered that subsequently do not fit, howsoever caused. A separate quotation and order will be required to enable modification.
- j. Reinstatement to access route or works area is not included within our installation rates unless specifically detailed within the quotation.

### 6

#### Cancellation / Return

- a. Caloo will proceed with all necessary procurement to fulfil the terms of the contract on receipt of the Order.
- b. All equipment orders including stocked items, custom built, bespoke goods or any item procured from a third party supplier cannot be cancelled or returned.
- c. Caloo reserve the right to charge a cancellation charge of up to 95% of the Price for cancellations or returns.
- d. A re-stocking charge of 35% of the Price will apply to all returned Goods.

### 7

#### Quality / Limited Liability

- a. Caloo guarantees that all Goods manufactured by Caloo will be in accordance with its latest specifications or approved drawings.
- b. On Goods not manufactured by Caloo we give no warranty apart from that given by the original manufacturer. Details of products that fall into this clause within specific quotations can be supplied on request.
- c. All Civil Engineering works are guaranteed for twelve months from date of Completion.
- d. Caloo offer a comprehensive product structural guarantee, details of which are available on request.
- e. Caloo reserves the right to vary the specification of any product without notice, provided that this does not effect conformity to the appropriate safety standard or materially impact upon the durability or finish of the product.

### 8

#### Risk and Title

- a. Risk on all goods shall pass to the Buyer on delivery of Goods to site or depot nominated orally or in writing by the Buyer on both supply only and supply and installation contracts. Caloo accept no responsibility for site or depot security other than reasonable site health and safety precautions. Additional site security or secure storage can be provided if specifically requested and will be charged to the Buyer at cost plus 35%. The Buyer will be responsible for all direct and consequential costs for maintaining and repairing / replacing vandalised items as required.
- b. Title of Goods shall only pass to the Buyer when payment is made in full of the Price thereof together with any and all other sums owing to Caloo in whatever nature are made, including retentions sums due following a defects period.
- c. The Buyer may sell and deliver the Goods to a third party in the course of the Buyer's business only on condition that until payment is made in accordance with 8.b. is made. The Buyer shall hold or assign all proceeds of such sales for Caloo and not assign without written authorisation from a Director of Caloo.
- d. Caloo reserve the right to repossess any Goods in respect of which payment is overdue immediately on giving notice in writing, fax or electronic format of its intention to do so, from wherever stored and thereafter to re-sell at the prices consistent with immediate sales; monies obtained will be credited to the Buyer to offset in whole or part the outstanding debt, less costs incurred in the repossession and re-sale. Any shortfall in the monies received shall remain the responsibility of the original Buyer.

### 9

#### Payment

- a. For buyers who hold a 30 day Credit Account with Caloo, invoices are raised on completion, (subject to clause 9c) and are due for payment within 30 days from the invoice date.
- b. Credit Accounts cannot be used for orders under £250 +VAT. Payment must be made with order.
- c. For buyers who do not hold a 30 day Credit Account, payment is required in cleared funds before manufacturing or procurement of the Goods or services commences. Manufacturing or procurement lead times commence on receipt of cleared funds and not the original order date.
- d. Where the installation of any order spans a calendar month end, it is the policy of Caloo to submit stage invoices worth 90% of completed works for payment which will become due for payment in accordance with 9.a. above.
- e. In the case of Orders where delivery is delayed by the Buyer an invoice for the value of the Goods will be issued to the Buyer on the date requested by the Buyer delivery, or if no date specified on the order, the date which corresponds to the minimum delivery lead time shown on the Caloo quotation which formed the basis of the contract accepted by the Buyer. Payment will become due in accordance with 9.a. above. Any additional storage and administrative charges will be invoiced to the Buyer at cost plus 35% and become due for payment in accordance with 9.a. above.
- f. In the case of Orders where delays are incurred by Caloo prior to or during the completion of the contract due to situations beyond the control of Caloo such as works by others which have not been completed, weather or any other reasonable cause, an invoice will be issued to the Buyer for the goods on the agreed delivery date as specified in 9.d. and any labour costs incurred based on an estimate by Caloo of the works completed to date. These costs and any additional storage, administrative and plant hire charges will also be included on this invoice at the rates shown on the quotation or at cost plus 35% and become due for payment in accordance with 9.a. above.
- g. Caloo reserves the right to charge interest on overdue accounts at a rate of 15% over base rate in force from time to time of NatWest Bank Plc accruing on a daily basis.
- h. Where discount terms have been offered and account becomes overdue all discounts or incentives will be forfeited. A further invoice will be issued to the Buyer and the account will be charged at the rate quoted before any discount is applied.
- i. Any charges levied by bankers or collection agencies for dealing with dishonoured cheques or payments or incurred during collection of overdue accounts will be invoiced to the buyer and fall due immediately for payment.
- j. For Buyers who hold a 30 day Credit Account with Caloo, late payment may result in the removal of credit terms for future orders.

### 10

#### Force Majeure

- a. Caloo shall not be liable to the Buyer for failure to deliver Goods where such failure is due or partly due to any cause outside the reasonable influence of Caloo, including but not limited to the shortage of raw materials, reduction in or unavailability of power, breakdown of machinery, shipping delays, riot or civil commotion, acts of war or acts of God.

### 11

#### Law and Jurisdiction

- a. These conditions are governed by English Law. Any dispute arising out of these Conditions of Sale shall be submitted to the exclusive jurisdiction of the English Courts.

### 12

#### General

- a. If any provision of these conditions is held by any competent authority to be invalid or unenforceable in whole or part, the validity of the other provisions of these Conditions of Sale and the remainder of the provision in question shall not be affected.
- b. No waiver by Caloo of any breach of the contract by the Buyer shall be considered as a waiver of any subsequent breach of the same or any other provision.
- c. These conditions constitute the entire agreement between the parties, superseding any previous agreement or understanding and may not be varied except in writing by the parties. All other terms and conditions express or implied by statute or otherwise, are excluded to the fullest extent permitted by law.
- d. Any notice required or permitted to be given by either party to the other under these conditions shall be in writing addressed to the other party at it's registered office or principal place of business or such other address as may be relevant at the time having been notified pursuant to this provision to the party giving notice.
- e. A person who is not party to these conditions has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of these conditions but this does not affect any remedy or right of any third party which exists or is available apart from that Act.



As part of the Abacus Lawrence Group Ltd, we provide surfaces for a wide range of customers and applications. Our quotations are prepared with the following conditions and assumptions in addition to our conditions of sale.

#### General conditions and assumptions applicable to all surface quotations

- Our quotation is based on works being carried out in one continuous visit, with access to within 30 linear metres of the site for an 18 tonne lorry. We accept no liability for any damage caused by our vehicles, including (but not limited to) surfaces, services, buildings/fencing or vehicles on site premises. Quotations are provided assuming unrestricted good hard vehicular access to site. Should any site not be ready and prepared for arrival we reserve the right to charge for the loss of a standard day at a rate of £1,200.00+VAT.
- Installations that require an increase in depth or surface area will be charged at a proportionate value. Variations provided by the buyer post installation, which reduce invoice value and have not been advised to ourselves and agreed during project works may not be considered for revision.
- Our play surfaces have been tested and meet the recommendations set out in British and European standards BS7188 and EN1177. We guarantee our surfaces meet these standards at the time of installation and cannot be held responsible for future performance to these standards due to factors beyond our control such as maintenance, misuse, damage/spills or sub structure degradation. All surfaces are installed by hand and as such consistency of finish may vary between sites. On certain projects there may be a need for joins in the surface. Our price does not allow for any testing on completion.

#### Wet Pour

*Additional conditions and assumptions when quoting for Wet Pour surfaces onto engineered sub bases / edgings.*

- Black Wet Pour is guaranteed for 3 years and Coloured Wet Pour for 5 years, this guarantee excludes any failure due to drainage and / or sub structure. Due to natural movement in rubber polymers we exclude edges and joints from our standard guarantee. We cannot guarantee the bonding of old rubber with new. Old rubber may continue to shrink and cause joint or edge splitting. Please request a copy of our guarantee certificate for full provisions/exclusions.
- Black EPDM is a recycled rubber product emanating primarily from the automotive industry and as such contains carbon and other compounds which may stain susceptible materials. As a recycled material black EPDM can suffer from accelerated wear and degradation in high use areas and as a result crumbling can occur. For these reasons, we do not recommend this product be laid in areas of high use or intended for use by toddlers and young children who may crawl/sit on the surface.
- Aromatic Polyurethane Binders are susceptible to U. V. discolouration, the degree of which can vary greatly due to the atmospheric conditions prevalent at the time of laying. This discolouration may, in certain circumstances, affect the finished colour of the surface particularly where a lighter colour has been chosen. Any discolouration that may occur is temporary and will wear off over time. This applies to all surfaces installed using polyurethane binders. Mirrors can focus the suns heat and can damage surfaces. Please ensure any mirrors do not direct the heat onto the surface. We cannot be held responsible for any damage because of mirrors.
- It is the client's responsibility to ensure that the thicknesses quoted for are sufficient for the critical fall height of the equipment that it is to serve. It is also the client's responsibility to ensure that the product requested is fit for purpose. Any repairs carried out to existing surfaces cannot be guaranteed.

*Additional conditions and assumptions when quoting for Wet Pour surfaces onto non-engineered ground.*

- All general conditions and assumptions and additional conditions and assumptions when quoting for Wet Pour surfaces onto engineered sub bases / edgings.
- Some or all of the Wet Pour quoted is to be installed onto existing ground conditions and undulations. No levelling or base preparation work has been included in our quotation. As the surface is to be laid onto / over existing surfaces, no guarantee can be given in relation to strength or drainage performance of the sub structure and the finished surface will follow existing contours. Should this be of concern, an engineered sub base should be installed prior to rubber installation. Adhesion of wetpour to existing surface including cut and chase edge, note: this guarantee excludes failure caused as a result of a structural instability in the existing surface.

*Additional conditions and assumptions when quoting for Wet Pour repairs.*

- All general conditions and assumptions and additional conditions and assumptions when quoting for Wet Pour surfaces onto engineered sub bases / edgings. No warranty is offered for wet pour repairs.
- Some or all of the Wet Pour quoted is to be installed onto existing ground conditions and undulations. No levelling or base preparation work has been included in our quotation. As the surface is to be laid onto / over existing surfaces, no guarantee can be given in relation to strength or drainage performance of the sub structure and the finished surface will follow existing contours. Should this be of concern, an engineered sub base should be installed prior to rubber installation.

#### Bonded Rubber Mulch

*Additional general conditions and assumptions when quoting for Bonded Rubber Mulch surfaces onto engineered sub bases / edgings.*

- Bonded Rubber Mulch is guaranteed for 3 years (provided wear pads are installed into areas of high use), this guarantee excludes any failure due to drainage and / or sub structure. Please request a copy of our guarantee certificate for full provisions/exclusions.
- Bonded Rubber Mulch is a recycled and colour coated SBR rubber product emanating primarily from the automotive industry and as such contains carbon and other compounds which may stain susceptible materials meaning that colour run and carbon blacking may occur. For this reason, we do not recommend this product be laid in areas intended for use by toddlers and young children who may crawl/sit on the surface. .
- Aromatic Polyurethane Binders are susceptible to U. V. discolouration, the degree of which can vary greatly due to the atmospheric conditions prevalent at the time of laying. This discolouration may, in certain circumstances, affect the finished colour of the surface particularly where a lighter colour has been chosen. Any discolouration that may occur is temporary and will wear off over time. This applies to all surfaces installed using polyurethane binders. Mirrors can focus the suns heat and can damage surfaces. Please ensure any mirrors do not direct the heat onto the surface. We cannot be held responsible for any damage because of mirrors.
- It is the client's responsibility to ensure that the thicknesses quoted for are sufficient for the critical fall height of the equipment that it is to serve. It is also the client's responsibility to ensure that the product requested is fit for purpose. Any repairs carried out to existing surfaces cannot be guaranteed.

*Additional conditions and assumptions when quoting for Bonded Rubber Mulch surfaces onto non-engineered ground.*

- All general conditions and assumptions and additional conditions and assumptions when quoting for Bonded Rubber Mulch surfaces onto engineered sub bases / edgings.
- Some or all of the Bonded Rubber Mulch quoted is to be installed onto existing ground conditions and undulations. No levelling or base preparation work has been included in our quotation. As the surface is to be laid onto / over existing surfaces, no guarantee can be given in relation to strength or drainage performance of the sub structure and the finished surface will follow existing contours. Should this be of concern, an engineered sub base should be installed prior to rubber installation. Adhesion of Bonded Mulch to existing surface including cut and chase edge, note: this guarantee excludes failure caused as a result of a structural instability in the existing surface.

*Additional conditions and assumptions when quoting for Bonded Rubber Mulch repairs.*

- All general conditions and assumptions and additional conditions and assumptions when quoting for Bonded Rubber Mulch surfaces onto engineered sub bases / edgings.
- Some or all of the Bonded Rubber Mulch quoted is to be installed onto existing ground conditions and undulations. No levelling or base preparation work has been included in our quotation. As the surface is to be laid onto / over existing surfaces, no guarantee can be given in relation to strength or drainage performance of the sub structure

and the finished surface will follow existing contours. Should this be of concern, an engineered sub base should be installed prior to rubber installation.

#### SUDS-Bond

*Additional general conditions and assumptions when quoting for SUDS-Bond onto engineered sub bases / edgings.*

- Abacus Playgrounds Ltd guarantees its SUDS-bond® permeable surfaces for a period of 5 years from date of installation to be free from defects due to faulty materials and workmanship in the manufacture and installation of the surface, please request a copy of our guarantee certificate for full provisions/exclusions.
- SUDS-bond incorporates SBR rubber granules which can colour run and carbon blacking may occur.
- SUDS-bond™ is suitable for pedestrian, bicycle and equestrian traffic. The full strength of the surface will not be realized for 3 days after installation therefore it is advisable to restrict use during this time. It is the client's responsibility to ensure that the product requested is fit for purpose.
- The new surface will follow the levels and contours of the new substrate. We cannot accept liability for any movement in the substrate. Substrate movement may cause cracking of the new surface. Installation onto standing puddles of water will indemnify any guarantee.
- Aromatic Polyurethane Binders are susceptible to U. V. discolouration, the degree of which can vary greatly due to the atmospheric conditions prevalent at the time of laying. This discolouration may, in certain circumstances, affect the finished colour of the surface particularly where a lighter colour has been chosen. Any discolouration that may occur is temporary and will wear off over time. This applies to all surfaces installed using polyurethane binders. Mirrors can focus the suns heat and can damage surfaces. Please ensure any mirrors do not direct the heat onto the surface. We cannot be held responsible for any damage because of mirrors.
- SUDS-bond meets the accessibility requirement for wheelchair users, prams and buggies.
- Any repairs carried out to existing surfaces cannot be guaranteed.

*Additional general conditions and assumptions when quoting for SUDS-Bond onto non-engineered ground.*

- All general conditions and assumptions and additional conditions and assumptions when quoting for SUDS-Bond onto engineered sub bases / edgings.
- Some or all of the SUDS-Bond quoted is to be installed onto existing ground conditions and undulations. No levelling or base preparation work has been included in our quotation. As the surface is to be laid onto / over existing surfaces, no guarantee can be given in relation to strength or drainage performance of the sub structure and the finished surface will follow existing contours. Should this be of concern, an engineered sub base should be installed prior to rubber installation.

#### Resin Bound Gravel

*Additional general conditions and assumptions when quoting for Resin Bound Gravel onto engineered sub bases / edgings.*

- Abacus Playgrounds Ltd guarantees its resin-bound permeable surfaces for a period of 15 years from date of installation to be free from defects due to faulty materials and workmanship in the manufacture and installation of the surface. Please request a copy of our guarantee certificate for full provisions/exclusions.
- Aromatic Polyurethane Binders are susceptible to U. V. discolouration, the degree of which can vary greatly due to the atmospheric conditions prevalent at the time of laying. This discolouration may, in certain circumstances, affect the finished colour of the surface particularly where a lighter colour has been chosen. Any discolouration that may occur is temporary and will wear off over time. This applies to all surfaces installed using polyurethane binders. Mirrors can focus the suns heat and can damage surfaces. Please ensure any mirrors do not direct the heat onto the surface. We cannot be held responsible for any damage because of mirrors.
- All quotations are based on standard gravel binders that may yellow over time. Non-yellowing binder is available on request at an additional cost.
- It is the client's responsibility to ensure that the product requested is fit for purpose. Any repairs carried out to existing surfaces cannot be guaranteed.

#### Polymeric Sports Surfaces

*Additional general conditions and assumptions when quoting for polymeric sports surfaces.*

- Abacus Playgrounds Ltd guarantees the synthetic surface namely 'Polymeric Type 4', against defects in materials and workmanship on the shockpad for a period of 5 years and the spray coat for a period of 3 years from the date of surface completion. Abacus Playgrounds guarantees the synthetic surface namely 'Polymeric type 3', against defects in materials and workmanship on the shock pad for a period of 5 years and the spray coat for a period of 12 months from the date of surface completion. Please request a copy of our guarantee certificate for full provisions/exclusions.
- Prices are based on works being carried out in one continuous visit, with access to within 30 linear metres of the site for a heavy goods vehicle. We require dumper and forklift access no smaller than 1700mm width from the above mixing truck position to the work area and is good and on reasonably level ground.
- Site security may be required for the curing period and this is to be provided by client. Site security during and post installation has not been allowed for within our rates unless specifically detailed within quotation wording.
- Polymeric sports surfaces are usually only able to be laid between April and October in the UK due to the system being cured through moisture and temperature. Should installations be instructed to be completed when conditions are not suitable at the discretion of our Contracts Manager, no warranty will be offered.
- Should an instruction be received to undertake works in either September or October, weather conditions may be unsuitable at the time specified. If we are unable to lay the surface at this time, we reserve the right to charge for the polymeric paint as this has a short shelf life and will not be suitable for use when weather conditions improve the following April.
- We have exclusive access to the pitch area throughout the period required to install the surface.
- Tarmacadam base is to conform to our standard specification and level tolerances.

#### Play Grass Surfaces

*Additional general conditions and assumptions when quoting for play grass surfaces.*

- This is a polypropylene fibre grass with a lighter coloured thatch and heavy duty porous backing sheet. It is a sand dressed surface suitable for low to medium traffic areas, low impact play areas (nurseries, playgrounds etc.) - 5 year guarantee when maintained in accordance with our maintenance schedule. Please request a copy of our guarantee certificate for full provisions/exclusions.
- Please note this price is subject to being provided with a dimension drawing showing any equipment or obstacles to be laid around. No wastage/cut loss has been allowed for. Please contact us for information on sub base preparation.
- Please Note – Seams where the grass is joined together, or where we have had to cut around obstacles within the area such as play equipment may be visible. Mirrors can focus the suns heat and can damage surfaces. Please ensure any mirrors do not direct the heat onto the surface. We cannot be held responsible for any damage because of mirrors
- It is the client's responsibility to ensure that the thicknesses quoted for are sufficient for the critical fall height of the equipment that it is to serve. It is also the client's responsibility to ensure that the product requested is fit for purpose. Any repairs carried out to existing surfaces cannot be guaranteed.



ITEM 7		VICTORY HALL		
Author		CPC Cemetery Manager & FO & H&S Officer		
Purpose		KITCHEN REPLACEMENT FOR VICTORY HALL&FLOORING		
Reviewed by CAC 07 11 2023				
The KITCHEN				
Q1 27.09.23	WICKES	Product and Installation		£9,479.67
Q2 25.09.23	HOWDENS	Product	£3,450.54	
05.11.23	BISHOP	Install kitchen	£4,680.00	In total, £8,130.54
The Flooring				
Q1 TOP FLOOR SANDING		To carry out flooring renovation		£2,970
Q2 EAM R Maintenance Expert		To sand main hall flooring & to re-coat with hard-wearing floor varnish		£4,435.20(incl. VAT)
Comments by Cemetery Manager:				
Regarding kitchen I need a more detailed quote from Paul Bishop but he is on holiday at moment. With regards to flooring EAM R would do a complete sanding of floor which was not mentioned in Top Floor quote				
Comments by H&S Officer:				
Bishops would need to complete health and safety questionnaire and anyone working with him would need their own public liability insurance as a sub contractor				
Comments by Finance Officer:				
Budget 2023/24: The budget is over and requires VIREMENTS by Full Council resolution.				
It Total the cost for Kitchen and Flooring £10k-13k				
Action requested from the Councillors.				
FULL COUNCIL FOR RESOLUTION for next actions				

ITEM 8		THE INTERNAL AUDITOR		
Author		Finance Officer		
Purpose		To select the internal auditor to carry out the audit for 2023/24		
Q1 02/11/2023	Mulberry &Co	The audit process report is attached	The estimated cost for a full year's internal auditing would be approximately 4- 8 hours for a council of Chigwell Parish Council size. An hourly rate is £65 VAT, together with travel costs at £0.45p per mile.	The estimated cost for 10hrs £650.00 The Budget is £1,245
Q2	B Business Associates Ltd	Not available for this FY year		
Q3	Val Evans	Not available for this FY		
Q4	Trevor Brown	Not available for this FY		
Q5	Paul Russell	Not available for this FY		
<u>Action requested from the Councillors.</u>				
To CONSIDER, AGREE an appropriate course of action AND RECOMMEND TO FULL COUNCIL RESOLUTION.				



## MULBERRY & CO

Chartered Certified Accountants  
& Chartered Tax Advisors

9 Pound Lane  
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Surrey, GU7 1BX

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w [www.mulberryandco.co.uk](http://www.mulberryandco.co.uk)

Our Ref: MARK/WOR001

Mrs G White  
Worplesdon Parish Council  
Unit 2 Saxton, Parklands  
Railton Road  
Guildford  
Surrey  
GU2 9JX

10 May 2023

Dear Gaynor

**Re: Worplesdon Parish Council**  
**Internal Audit Year Ended 31 March 2023 – Year-End Audit report**

### Executive summary

Following completion of our year-end internal audit on 10 May 2023 we enclose our report for your kind attention and presentation to the council. This report should be considered alongside the interim audit report issued following our interim audit on 16 November 2022. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Worplesdon Parish Council are well established and followed.

### Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."



Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

#### **Independence and competence**

Your audit was conducted by Andy Beams of Mulberry & Co, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

#### **Engagement Letter**

An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.

#### **Planning and inherent risk assessment**

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments on actions taken since interim visit
None		

## B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

### **Internal audit requirement**

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

### **Audit findings**

*Check that the council's Financial Regulations are being routinely followed.*

Sample testing of invoices and payments was completed at the interim audit, and I am satisfied that the council continues to follow its adopted Financial Regulations.

*Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector.*

The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply. The council is reminded that after each scheduled election, the council must declare its eligibility and re-adopt the GPC, recording this within the minutes of the meeting.

*Confirm that checks of the accounts are made by a councillor.*

The system noted above, and the interim internal audit checks, detail internal review takes place, and I am under no doubt that council properly approves expenditure.

## C. RISK MANAGEMENT AND INSURANCE

### **Internal audit requirement**

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

### **Audit findings**

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

*"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."*

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

## D. BUDGET, PRECEPT AND RESERVES

### **Internal audit requirement**

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

### **Audit findings**

At the end of the financial year, the council held £113,914 in earmarked reserves (EMR), spread across a range of clearly identifiable projects. I checked the purpose of these EMRs with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The council also held £132,463 in the general reserve at the end of the financial year.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states 'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure' (para 5.33).

The general reserve balance is within the recommended range.



## G. PAYROLL

### **Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

### **Audit findings**

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and confirmed that this includes only salary payments, HMRC payments and pension contributions.

## H. ASSETS AND INVESTMENTS

### **Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

### **Audit findings**

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has no borrowing nor long-term investments.

## I. BANK AND CASH

### **Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

### **Audit findings**

I reviewed the March 2023 bank reconciliation and was able to confirm the balances to the bank statements and found no errors.

The council has opened a range of accounts with different banks to maximise the protection limit offered by the Financial Services Compensation Scheme (FSCS).

## J. YEAR END ACCOUNTS

### **Internal audit requirement**

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

### **Audit findings**

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

**Section 1 – Annual Governance Statement**

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	<b>Annual Governance Statement</b>	<i>'Yes', means that this authority</i>	<b>Suggested response based on evidence</b>
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2021/22 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – the council has no trusts



**Section 2 – Accounting Statements**

AGAR box number		2021/22	2022/23	Internal Auditor notes
1	Balances brought forward	251,453	228,194	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	256,856	276,900	Figure confirmed to central records
3	Total other receipts	28,725	20,824	Agrees to underlying records
4	Staff costs	106,674	130,000	Agrees to underlying records
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	202,166	149,540	Agrees to underlying records
7	Balances carried forward	228,194	246,378	Cast correctly and agrees to balance sheet
8	Total value of cash and short-term investments	246,482	252,576	Agrees to bank reconciliation
9	Total fixed assets plus long-term investments and assets	617,493	619,717	Matches asset register
10	Total borrowings	0	0	Council has no borrowing
11a	Disclosure note re Trust Funds (including charitable)	N/A	NO	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)		N/A	N/A – the council is not a sole trustee

**Audit findings**

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained using the accounting records. I tested the debtors, creditors and accruals with the Clerk and am satisfied that these are all legitimately posted to the accounts.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2021/22.

The variance analysis has been completed to explain the variances exceeding 15% where required, and in my opinion, contains sufficient narrative and quantitative information for the External Auditor.

**K. LIMITED ASSURANCE REVIEW****Internal audit requirement**

*If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")*

**Audit findings**

The council did not certify itself exempt in 2021/22 due to exceeding the income and expenditure limits and this test does not apply.



**L: PUBLICATION OF INFORMATION****Internal audit requirement**

*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation*

**Audit findings**

This internal control objective has changed since last year. Where previously it related to the relevant Transparency Codes, a council with annual turnover exceeding £25,000 was recommended to follow the Local Government Transparency Code 2015, but it was not a statutory requirement.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

**13(1)** An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

**13(2)** Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGAR are available for review on the council website for the last five years.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS****Internal audit requirement**

*The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

Inspection – key dates	2021/22 Actual	2022/23 Proposed
Date AGAR signed by council	19 May 2022	18 May 2023
Date inspection notice issued	10 June 2022	2 June 2023
Inspection period begins	13 June 2022	5 June 2023
Inspection period ends	22 July 2022	14 July 2023
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2021/22, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2022/23 meet the statutory requirements.

**Achievement of control assertions at year-end audit date**

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for 2021/22 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



**Andy Beams**  
For Mulberry & Co

**Year-End Audit - Points Carried Forward**

Audit Point	Audit Findings	Council comments
None		

**Report: EV Vehicle****Background:**

The Polaris EV was purchased to replace the Diesel Kubota RTV. This was to help with our carbon footprint, however after using the EV for 2 years it has proven to be not fit for purpose for the following reasons:

- EV is an off-road utility vehicle designed to be used on farms to carry feed or hay to animals it is not designed to be driven on public roads, it does not have a horn, reversing lights or indicators or a female trailer connector for brake lights or hazard lights on trailer.
- towing capacity is 680 kilos, and our trailer is 750 kilos that means the EV cannot be used with our trailer.
- box capacity 226 kilos so is not suitable for removing soil at cemetery as it will only be able to remove 2 buckets of soil at a time, so that's 25 trips to remove soil. There is no guard to protect battery from soil, not designed to do this type of work. A dumper is needed.
- It is only run by a 3-pin plug which is plugged into an extension unit which is not a sealed unit, it's an out-of-date system that must be charged overnight. The use of this type of charging with the reliance of an extension lead is not considered safe to be left overnight unattended. The charge only lasts 2 hours which then takes up to 24 hours to charge.

**Quotes:**

Company	Model	Costs
Taylors Tools	Polaris EV	<ul style="list-style-type: none"> <li>• To replace EV Gel free batteries £2,200 + vat</li> <li>• Reprogram battery, new battery bolts £240 + vat</li> <li>• Labour £270 + vat</li> </ul>



		<ul style="list-style-type: none"> <li>• Total Costs £2939 +vat</li> </ul> <p>But</p> <p>If battery acid has damaged floor tray /chassis additional costs upon inspection £5000</p> <ul style="list-style-type: none"> <li>• Collection £60 + vat</li> </ul>

**Progress:**

I have contacted Taylors Tools/ Hosplant do not wish to purchase this vehicle for us. As we are not allowed as a Council to use Social Media market place or auction websites we are unable to sell. However, after contacting scrappage dealers they want US to pay them!

The only interest that has been shown in this vehicle is by Councilor Akhtar, on behalf of a third party.

**Agreed Action:**

Decision to be made by Full Council

Report for full council 27/11/2023

## Report: Mower

### Background

To support the Essex Wildlife Trust, in line with our bio diversity program, the main issue identified was we do not have a mower that collects grass. To purchase a new mower mid mounted deck and a high tip collector would enable us to collect the grass. This will feed into the 4-step program of producing our own mulch, bark and topsoil which CAC agreed when presented by Sam Warren. The mulch will be for our use and to give back to the community free of charge, thus supporting our recycling and waste management. CAC actively approved this in May.

Our existing mower was leased from May 2021 – 2024 (appendix 1) the buy out clause for the Textnon Jacossen HR 300 will be £5000 + vat, the new mower will be Iseki SXG 327

### Quotes

Company	Model	Total Costs
Ernest Doe	Iseki SXG 327	£21,500 to buy
Ernest Doe	Iseki SXG 327	£3,500 per year under lease contract

### Progress

The company rang and said the new mower is in stock and asked how we wanted to proceed.

### Action

Decision is to be made by Full Council

Copy for File  
emailed over 28/4

HITACHI  
Inspire the New

SCHEDULE TO MASTER REPURCHASE AGREEMENT

APPENDIX 1

Hitachi Capital (UK) PLC  
Hitachi Capital House  
Thorpe Road  
Staines-upon-Thames  
TW18 3HP (VAT number 823 8248 22)

Date:

Dear Sirs

Re: Master Repurchase Agreement dated Oct 14 between Hitachi Capital (UK) PLC (Hitachi) and  
ERNEST DOE & SONS LTD (the Agreement)

Capitalised words used in this Letter shall have the same meaning given to them in the Agreement.

This letter forms the Schedule in respect of the Goods listed below which Hitachi purchased from us and hired to  
CHIGWELL PARISH COUNCIL (the Customer) under their  
agreement number ARUK241960. This Schedule incorporates the terms of the Agreement.

Goods:

No.	Goods Description	Serial/ Chassis Number	Reg. No.
1	TEXTON JACOBSEN HR300	JD500443	

Upon receipt of a Request (issued in accordance with clause 2) from Hitachi to purchase the Goods listed above we will pay Hitachi (within 7 days from the date of receipt of the Request) the Price set out opposite to the relevant purchase date below (as notified by Hitachi).

No.	Goods Description	Purchase Date	Price (VAT inclusive)
1	TEXTON JACOBSEN HR300	MAY 2025	£6000 INC VAT

EXECUTED as a Deed by the PURCHASER

Director's Signature

*G Parker*

Director's Full Name

GRAHAM C.K. PARKER

Witness Signature

Witness Name ANDY TURBIN

Witness Address ERNEST DOE & SONS  
ULTING MALDON ESSEX

CM9 6QH

FC9b



APPENDIX 2



Ernest Doe & Sons Ltd  
Ulting, Maldon, Essex CM9 6QH

Tel: 01245 380311

[www.ernestdoe.com](http://www.ernestdoe.com)

## QUOTATION

MOWER!

Chigwell Parish Council  
Hainault Road  
Chigwell  
IG7 6QZ

25<sup>th</sup> may 2023

Dear Scott

Further to our discussion I am pleased to offer you the following quotation,

1x Iseki SXG327 Road legal, 54" mid mounted deck, high tip collector  
Long draw hitch

£21500.00

All prices are subject to VAT @ 20%

If you require any further information, please do not hesitate to contact me.

Yours sincerely

Ben Deakin

Ben Deakin

Groundcare Area Sales Manager

01245 383578

Chairman: C E Doe Managing Director: A E Doe Sales Director: G C K Parker

Registered No: 431173 in England Registered Office: Ulting, Maldon, Essex CM9 6QH Tel: 01245 380311

Contracts for all goods and services supplied by the Company are subject to the Terms and Conditions of the Company, a copy of which is available online at [ernestdoe.com/terms](http://ernestdoe.com/terms).

We are committed to safeguarding all personal data handled by us. Please refer to [ernestdoe.com/privacy](http://ernestdoe.com/privacy) for a full copy of our privacy policy.

FC 96



NEW Iseki SXG327 - RVW  
Pugh

[rvwpugh.co.uk](#) | 736 x 600 png

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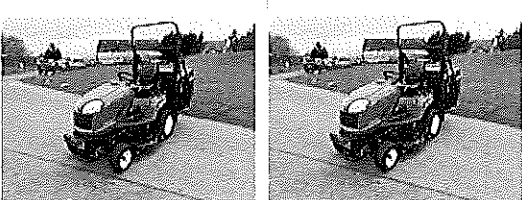


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FC9b

**Report: Buy or Hire a Vehicle****Background**

We are currently hiring a van from Tipper Hire (see appendix 1). We have looked into Diesel, Hybrid and Electric for both Hire/Lease and Buying. Tipper Hire do not offer any Hybrid or Electric options having suspended their electric option until the 4<sup>th</sup> quarter of 2024 so we would need to carry on hiring diesel vehicle. Tip Master (PCS) are out of stock of their Ford E-Transit until further notice, and they do not do a hybrid.

**Quotes**

Company	Models/Options	Total Costs
Tipper Hire (appendix 1)	Lease/ Hire : Diesel Ford Transit single cab with cage (as we have now)	£185 + vat per week
Tip Master (PCS) (appendix 2)	Buy: Ford E-Transit (not currently in stock)	£65,097.60 + vat  £55 registration fee
PCS (appendix 3)	Buy: Diesel Ford Transit L3	£50539.87 +vat  £375 registration fee

**Recommendation:**

I would suggest that we carry on hiring from tip hire the current vehicle we have on a long-term contract which would include:

- Access to mobile mechanics
- Workshop facilities and brake testing
- Online log in to access compliance docs
- Vehicle maintenance includes fair wear and tear.
- Scheduled inspection for operator's license compliance (see appendix 1a)
- Mot and Road Tax



Since hiring this vehicle we have significantly increase our work out put, no longer being constrained by the inadequacies of the EV. We have been able to do 6 fly tips which we would have had to pay for, tree works, removing rubbish from Community Club and Victory Hall on a regular basis, carry water tanks to water plants. Going forward and with an eye on our biodiverse plan to be fully self-sustaining when it comes to mulch, topsoil and bark significantly reducing our carbon footprint. We are doing much more of our own maintenance work, picking up our own materials which we could not do before. When we begin our testing of memorials on site at the cemetery we will need to carry stakes and bonding equipment. Now we have an extra member of staff, our litter pick Mick, to widen his scope of work. He can remove litter but also small branches that he cuts back on his rounds and pick up and remove any large waste objects.

**Action**

**Decision is to be made by Full Council**

ITEM 10 B		HEALTH AND SAFETY MATTERS			
Author		CPC Cemetery Manager & FO & H&S Officer			
Purpose		To carry out the works under Fire Risk and Health Assessment compliance To APPROVE THE ELECTRICAL INSPECTION SERVICES PROVIDER			
FIRE RISK REPORT FOR CEMETERY SITE, please see comments H&S Officer:					
6.8a extension lead removed by Chubb assessor and is not to be used again.					
6.11 Paper diary relocated away from source of heat					
14.2 During this fire assessment the Chubb Rep tested the emergency lighting, and it was found that 1 wasn't working which has today been replaced by Michael St Ledger. I have entered details onto our fire log book. It was decided at our Health & Safety meeting on the 8 <sup>th</sup> September that Scott will be the person to carry out monthly test of emergency light for Parish office, Cemetery Office Victory Hall and Community center.					
The other issues regarding CCTV (6.8b) and the heater (6.14) will require contractors to solve the issues. It should be pointed out the heater in question is not used as there is no power socket to plug it into so should be removed or replaced.					
Reviewed by CAC 07 11 2023					
Q1: SLG SYSTEMS Ltd	Electric Emergency, Fire Alarm Lighting Testing, Fire Alarm System	Q2: CLK Property Services Limited	Q3: DENNIS JOHNS  EICR and Emergency lighting tests £2,339.72	Q4 EMR-R Maintenance Expert	
Chigwell Cemetery	Various works, including replacing, fixing work £4,274	Various works, including replacing, fixing work £5,543		Various works, including replacing, fixing work £6,684	
	Installation of Fire Alarm System and maintenance service £2,075	Installation of Fire Alarm System and maintenance service £2,755		Installation of Fire Alarm System and maintenance service £3,120	
Chigwell Main Office	Annual service, various works £984.00	Annual service, various works  £1,175.00		Annual service, various works  £1,560	

Victory Hall & Community Club	Fixed wiring testing £1,367 Annual service £640.00	Fixed wiring testing £2,534 Annual service £700.00		Fixed wiring testing £1,385 Annual service £755.00	
<i>In Total</i>	<i>£9,340</i>	<i>£12,707</i>	<i>£2,339.72</i>	<i>£13,504</i>	
<b>Comments by Cemetery Manager:</b>					
My recommendation would be to go with EMR-R as they are a property management company and already work closely with other local government, Brentwood, Islington and Brent Council. They can also provide CCTV which the others could not					
<b>Comments by H&amp;S Officer:</b>					
I would agree with Scotts recommendation					
<b>Comments by Finance Officer:</b>					
The VIREMENTS WILL BE REQUESTED					
<b>Action requested from the Councillors.</b>					
FULL COUNCIL RESOLUTION					



<b>ITEM 10 C</b>	HEALTH AND SAFETY MATTERS	
Author	CPC Cemetery Manager & FO & H&S Officer	
Purpose	<i>To carry out the works under Health Assessment compliance</i> <i>To APPROVE THE CCTV PROVIDER</i>	
<b>Q1: EAM R MAINTENANCE EXPERT LIMITED</b>		<b>Q2: AVS</b>
Chigwell Cemetery Victory Hall Community Hall Chigwell Office	Various works, including installation, £14,493.60	<p>AVS new proposal to Chigwell Parish Council is to offer you One Complete Package which covers you for everything listed below.</p> <ol style="list-style-type: none"> <li>1. Full comprehensive service maintenance contract which covers you for absolutely everything CCTV related, included service visits to every site, 24 hour unlimited call outs, all labour, all parts including replacement cameras and digital network recorders. There are no hidden costs, just one payment per year to keep your systems in tip top condition with no faults.</li> <li>2. Install &amp; maintain the cloud on to all systems so that authorised personnel can view the camera systems online 24 hours a day from anywhere in the world. Each authorised individual would have their own login details and can view each system on their computers, tablets &amp; smart phones.</li> <li>3. All software updates, to keep your digital systems up to date and on the cloud as detailed above.</li> <li>4. All CCTV &amp; Download Requests would be controlled and operated by us. Any requests from the Police or Insurance Authorities would be controlled by carried out by us which takes all the stress and responsibilities away from Chigwell Council.</li> </ol> <p><b>COSTINGS:</b></p> <p>The cost for the above complete package would amount to £5750.00 + VAT Per Annum.</p> <p>As a gesture of good will, if the council was happy to proceed and sign for a 3 year period, we would include in the costings all of the works listed below which you requested.</p> <ol style="list-style-type: none"> <li>1. Supply &amp; Install 3 additional camera's on to the Community &amp; Victory Halls.</li> </ol>

		<p>2. Move the monitor and control at the cemetery into Scott &amp; Toni's office.</p> <p>3. Upgrade the system in the Council Offices so that all cameras can be viewed on the device.</p> <p>4. Carry out a complete comprehensive survey on the Brook Parade System and provide a report on what can be done to get the system up and running to the correct standard.</p>
<b>Comments by Cemetery Manager:</b>		
<p>The price for AVS is just maintenance I think this is expensive and would be tied in for 3 years The quote from EAM R is for a complete overall however if we wanted them to do a like for like it would actually cost us £2,350 per annum with no tie in</p>		
<b>Comments by H&amp;S Officer:</b>		
<p>No comment- its more about budget than health &amp; safety but I would say that AVS fitted the CCTV in cemetery that was condemned by fire officer assessment</p>		
<b>Comments by Finance Officer:</b>		
<p>The budget £7,000-£1726(22/23) =£5,274</p>		
<b>Action requested from the Councillors.</b>		
FULL COUNCIL RESOLUTION		

Title	ASSETS&RISK MATTERS			
Author	CPC Cemetery Manager & FO & H&S Officer			
Purpose	To CARRY OUT AUDIT for ACCESSIBLE ENVIRONMENT FOR CPC			
Q1.	CAE £6,559 plus VAT			
Q2.	IDACS £5,060 plus VAT			
Q3.	UNEK 4X£750 £3000 plus VAT			
<b>Comments by Cemetery Manager:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
<b>Comments by H&amp;S Officer:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
<b>Comments by Finance Officer:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
<b>Action requested from the Councillors.</b>  To CONSIDER QUOTES and RECOMMEND TO FULL COUNCIL RESOLUTION.				



# ITEM 13

Title	Night time street lighting
Author	
Purpose	To consider switching back on street lights in Chigwell throughout the night

## Overview/Background

Chigwell are one of the few areas who used to have all night street lighting. However, this was stopped in 2023 due to the high cost of electricity.

However, EFDC have advised that the cost of all night street lighting has come down in price as seen below

It was agreed to review the costs after six months to determine if costs had fallen.

## Costs

*Outline all costs.*

*This should include costs + VAT and totals. Any quotes should be added as appendix to this document*

Epping Part Night Lighting Agreement: 2022/23			
Quarter:	Rate	kWh	Cost
1. April 22 to June 22	17.54p	17310.55	£3,036.27
2. July 22 to September 22	17.54p	18235.29	£3,198.47
3. October 22 to December 23	62.00p	18232.73	£11,304.29
4. January 23 to March 23	46.00p	17490.56	£8045.66
5. April to Nov 23	No Participation		
6. Proposed costs to keep lights	Approx 31p	17490.56	£5,455.44 (plus £825 for engineer to make changes)

## Issues to be considered

*Having lights on all night is not in line with the Parish's sustainability agenda, however Essex County Council have replaced 87% of all lights across Essex with LED's. Epping Forest was completed in phase 3 which was completed in 2023*

<https://www.essexhighways.org/replacement-by-leds-programme>

*Many residents want the street lights on as they feel it's a deterrent to crime and provides for a safer neighbourhood*

Chigwell Crime Stats	Crime Rate Per 1,000 Residents					
Crime	2019	2020	2021	2022	2023	Trend between 2022 and 2023
Anti-Social Behaviour	14	20	17	10	10.03	Getting Worse
Bicycle Theft	0.21	0.36	0.21	0.07	0.07	Same
Burglary	8	6	2.5	3.1	3.08	Safer
Criminal Damage and Arson	7	5	4.8	6	6.23	Getting worse
Drugs	2.2	3.5	3.4	3.1	3.08	Safer
Other Crime	1.6	1.5	1.5	1.5	1.5	Safer
Other Theft	10	7	5	7	7.23	Getting Worse
Possession of Weapons	0.14	0.29	0.5	0.29	0.29	Same
Public Order	4.2	6	7	8	8.02	Getting worse
Robbery (inc. mugging)	0.93	1.2	0.29	0.93	0.93	Getting worse
Shoplifting	1.2	0.14	0.14	0.43	0.43	Same
Theft From the Person (inc. pickpocketing)	0.5	0.21	0.36	0.29	0.29	Same
Vehicle Crime	21	17	15	14	14.25	Getting Worse
Violence and Sexual Offences	32	30	34	32	32.09	Getting worse

#### Action requested from the Councillors

*Council to determine if street lights should go back at night.*

Title	VICTORY HALL			
Author	CPC Cemetery Manager & FO & H&S Officer			
Purpose	<i>To carry out pipework under CCTV SURVEY</i>			
21/09/23	DYNO-ROD	CCTV Survey report	The cost of the works: Net amount £8,154 Amount incl. VAT £9,784.80	
<b>Comments by Cemetery Manager:</b> <div style="border: 1px solid black; padding: 2px;"> <i>I agree this needs looking at</i> </div>				
<b>Comments by H&amp;S Officer:</b> <div style="border: 1px solid black; padding: 2px;"> <i>I agree this needs looking at but I would like the questionnaire and RAMS please along with public liability</i> </div>				
<b>Comments by Finance Officer:</b> <div style="border: 1px solid black; padding: 2px;"> <i>Budget 2023/24: The budget is over and requires VIREMENTS by Full Council resolution.</i> </div>				
<b><u>Action requested from the Councillors.</u></b>  <i>To REVIEW QUOTE and RECOMMEND TO FULL COUNCIL FOR RESOLUTION</i>				



FC 21.  
(30.11.23)

## **Chigwell Parish Council**

### **Climate Action Working Group Terms of Reference**

---

#### **1. Introduction**

The Climate Action Working Group is constituted as a advisory group of Chigwell Parish Council.

---

#### **2. Membership**

The advisory group will comprise of a minimum two Councillors from Parish, District or County plus members of the public with a maximum membership of 10. Members will be appointed by the advisory group as voting members.

Non-council members will be appointed in conjunction with an appeal for members via the Council's social media, other local social media and other public means as available/appropriate. Non-council members should be residents of Chigwell who have demonstrated relevant experience and knowledge with regard to the objectives of the advisory group. Non-council members who are resident outside Chigwell may attend and participate but will not have voting rights

If a councillor resigns from the advisory group/Council during the year a new councillor will be appointed at the next advisory group meeting.

The quorum of the advisory group shall be three Members to include no fewer than two Councillors.

---

#### **3. Chairperson**

The Chairperson and Vice Chairperson will be appointed by the advisory group at their first meeting after the Annual Meeting.

If the Chairperson or Vice Chairperson resigns from the advisory group/Council during the year a new Chairperson or Vice Chairperson will be appointed by the advisory group.

---

#### **4. Voting**

Only appointed members may vote and participate at a meeting in line with standing order. Non-member Councillors may attend and participate but not vote.

Members of the public may attend and speak at a meeting during public participation.

In the case of an equal vote the Chairperson of that meeting shall have a second or casting vote.

---

## 5. Declaration of Interests

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Chigwell Parish Council.

---

## 6. Meetings

The Advisory group will meet at least four times a year, with a minimum of 5 working days' notice given. As a non-statutory Council body, meetings of the advisory group can continue to take place remotely or may take place at a location specified on the published agenda in line with the Council's Standing Orders.

---

## 7. Admission of the Public and Press

The initial position should always be in favour of disclosure of as much information as possible about the decisions the council, its committees and advisory groups take, and only in limited circumstances should information be withheld, where there is a justification, in law, for doing so. The Public and Press will be admitted to all meetings of the advisory group in line with the Council's Standing Orders.

---

## 8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Advisory group. If the Advisory group does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting.

The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 10 working days. These will be replaced with the approved minutes.

---

## 9. Meeting Duration

The duration of the Climate Action Advisory group's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business will be taken at the beginning of the next Advisory group Meeting.

---

## 10. Funding

The Advisory group shall have no remit to commit/spend. Any proposal to spend will be reported to the next appropriate Full Council meeting for their approval.

---

## 11. Terms of Reference

The Advisory group will review these Terms of Reference each year at the first meeting of the Advisory group following the Annual (or First) Council Meeting and



when necessary recommend any changes to the Council at the next appropriate Full Council meeting.

---

## 12. Responsibilities

The purpose of the Advisory group is to help Chigwell combat the twin emergencies of climate change and biodiversity loss, and specifically to help Chigwell reach its stated carbon emissions target of Net Zero by 2030.

Considered by the Council at its Annual meeting on 20th May 2021.

Final version approved by the Council at its Council meeting on 23 May 2023.

Review Date: May 2024





Website Design | Surveys | Graphic Design | Data Backup | Training & Support

## Vision Extra

### An 'Extra Hand' to help you through...

#### Platinum Package

All the content of your website maintained at all times. This package offers a complete support service through which we will; add, change, amend all your website content including agendas, minutes, newsletters, pictures or any other content - just send us the information in digital format and it will be added to your website within three working days.

**Annual cost: £925 (Approx. £77 per month)**

#### Silver Package

All your Minutes and Agendas added as required plus 5 additional updates to be made bi monthly on an agreed date.

**Annual Cost: £490 (Approx. £41 per month)**

#### Gold Package

All the Minutes and Agendas added to your website at any time plus any other additional updates to be made once a month on an agreed date.

**Annual cost: £765 (Approx. £64 per month)**

#### Bronze Package

All your Minutes and Agendas added once a month + 2 additional updates added on a quarterly basis on an agreed date.

**Annual Cost: £300 (Approx. £25 per month)**

#### Discounts

Discounts to offer our support to Local Councils with smaller incomes:

**15% discount on all packages  
to Councils with income of  
less than £100,000**

**10% discount on all packages  
to Councils with income of  
less than £150,000**

**5% discount on all packages  
to Councils with income of  
less than £250,000**

All prices exclude VAT. Additional discount for Councils who sign up for 3 or 5 year contracts.

#### Get in touch with us

If you would be interested in taking up any of the packages detailed above please contact:



2 Arkles Lane, Anfield, Liverpool, L4 2SP  
info@VisionICT.com  
01392 669497

<b>ITEM 14C</b>	VICTORY HALL													
Author	CPC Cemetery Manager & FO & H&S Officer													
Purpose	<i>To carry out pipework under CCTV SURVEY</i>													
<table border="1"> <tr> <td>21/09/23</td> <td>DYNO-ROD</td> <td>CCTV Survey report</td> <td>The cost of the works: Net amount £8,154 Amount incl. VAT £9,784.80</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					21/09/23	DYNO-ROD	CCTV Survey report	The cost of the works: Net amount £8,154 Amount incl. VAT £9,784.80						
21/09/23	DYNO-ROD	CCTV Survey report	The cost of the works: Net amount £8,154 Amount incl. VAT £9,784.80											
<b>Comments by Cemetery Manager:</b>														
I agree this needs looking at														
<b>Comments by H&amp;S Officer:</b>														
I agree this needs looking at but I would like the questionnaire and RAMS please along with public liability														
<b>Comments by Finance Officer:</b>														
Budget 2023/24: The budget is over and requires VIREMENTS by Full Council resolution.														
<b>Action requested from the Councillors.</b>														
To REVIEW QUOTE and FULL COUNCIL FOR RESOLUTION														

FC 14.C. (30.11.23)



**DYNO-ROD**  
Unit E, Cartel Business Estate, Harlow  
Tel. 01279866486

### Project Information

Project Name CHIGWELL PARISH COUNCIL	Project Number	Project Date 21/09/2023
---	----------------	----------------------------

### Project Notes

After reviewing the footage taken by my CCTV engineer Cevyn on the 20/9/23, We can now advise you that we found several cracks, displacements and holes along the foul drainage line. We also found that there was a section of pipework that looked to be collapsed but it may be a redundant section of pipework.

We recommend that resin patches and resin liner be used to over the cracks and displacements to stop these from potentially collapsing. we also recommend that an investigation spot dig be carried out on the section that looks to be collapsed.

Recommendations are :

Manhole 1 to Restbend - 1x resin patch

Manhole 1 to 2nd Restbend - 1x resin patch

Manhole 2 to Manhole 3 - 1x resin patch

Manhole 3 to Restbend - 5m resin liner

Manhole 3 to Manhole 6 - 4m resin liner

Manhole 6 to Restbend - 1x resin patch

Manhole 6 to Gully - 1x resin patch

Manhole 3 to Manhole 4 - 9m resin liner

Manhole 8 to Buried chamber - 1x resin patch

Manhole 8 to buried manhole - 4x resin patches

Interceptor Manhole 4 - Mass root ingress to be removed with 300 machine and confined space equipment and quote for further work after this has been done

Manhole 8 to collapsed pipework - may be redundant pipework - spot dig to investigate further and quote for further works

Manhole 6 gully - broken - dig up needed to replace with new

The cost of the works above are as follows:

10 x resin patches - £3200 + £640 (VAT) = £3840 INC VAT

18m of resin liner - £2330 + £466 (VAT) = £2796

300 machine and confined space equipment (2men) - £936 + £187.20 (VAT) = £1123.20



**Project Information**

Project Name	Project Number	Project Date
CHIGWELL PARISH COUNCIL		21/09/2023

**INV VAT**

Investigation Dig - £1,020 + £204 (VAT) = £1,224 INC VAT

Gully Replacment - £668 + £133.60 (VAT) = £801.60



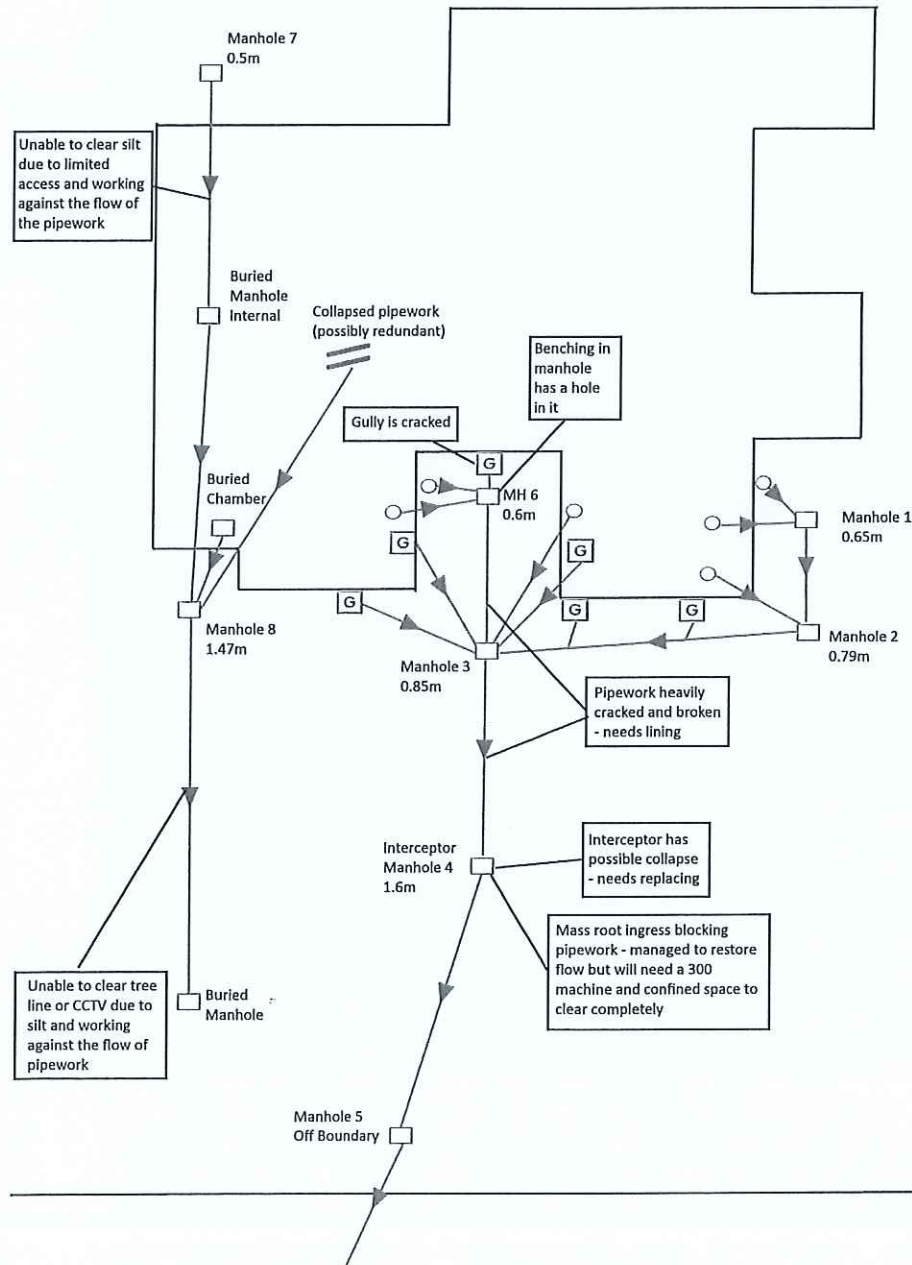
## Project Information

Project Name  
CHIGWELL PARISH COUNCIL

Project Number

Project Date  
21/09/2023

## Project Drawing, Page 'CHIGWELL PARISH COUNCIL'





17 November 2023

Our reference: SU2103840

Chigwell Parish Council  
Chigwell Parish Council  
Hainault Road  
Chigwell  
IG7 6QZ

Dear Sirs/Madams,

**Your Insurance Claim at Chigwell Cemetary Offices, Froghall Lane off Manor Road, Chigwell, Essex, IG7 5PS**

I am pleased to advise that we have now completed our investigations into your claim and are in a position to proceed with repairing your property. We now take this opportunity of summarising the steps that have been taken to allow this decision to be made:-

#### **Mitigation**

The cause of damage was established as being due to clay shrinkage caused by root activity. We do not have evidence to remove the trees and there is not enough movement for a root barrier, so we are moving to robust repairs.

#### **Monitoring**

A period of monitoring after the mitigation work was completed has revealed that no significant ongoing subsidence movement has taken place. I am therefore satisfied that stability has been demonstrated and that repairs to the building can now be undertaken.

#### **Policy Excess**

I would remind you at this stage that a policy excess of £1000 applies.

#### **Repairs**

There are three options available to you to repair your property:

1. I am able to offer a full cash settlement once we have got a contractor out to do a schedule of works. I will be happy to confirm this amount to you following the approval of the schedule.
2. We can offer a partial cash settlement for any decorative work, allowing you to undertake the work directly or by appointing your own painter/decorator. We can then introduce you to our managed repair network, Contractor Connections, to undertake the crack repairs.
3. We can introduce you to our managed repair network, Contractor Connections, who will put you in touch with a suitable contractor to carry out the required work. The contractor will collect the policy excess and mandate prior to repairs commencing. We would note that there has been a significant increase in property claims requiring repair due to a combination of the hot and dry summer of 2022 causing an increase in subsidence and the cold weather

Chartered Loss Adjusters

FC 23  
(30.11.23)

experienced during December 2022 causing burst water pipe claims. Unfortunately, this increase in claims has resulted in delays to our supply chain and there may be a delay in scheduling and completing repairs to your property. Please bear this in mind when making your decision.

If you would like to proceed with option 1 please sign and return the attached Form of Acceptance and we will confirm approval of the settlement with insurers and if approved request payment directly to your nominated bank account.

If you would like to proceed with option 2 or 3 then please contact me to discuss further.

For options 2 or 3 a Certificate of Structural Adequacy will be issued on completion of the repairs. If a full cash settlement is accepted under Option 1 the certificate will be amended to confirm that the property is stable and free from subsidence, but that superstructure repairs have been cash settled.

I trust that the above is of assistance and clarifies the present position with respect to your claim and how it will progress from now on. However, please do not hesitate to contact your Subsidence Adviser if any additional information is required.


I look forward to hearing from you regarding your preferred repair option, but if we do not hear from you within the next few days will contact you by telephone to discuss the options available and how you would like to proceed.

If you have any queries, please contact Oliver Platt on 0115 678 2933 or email at [subsidence@crawlco.co.uk](mailto:subsidence@crawlco.co.uk)

Yours faithfully,

**Oliver Platt**  
**Subsidence Division**  
**Direct Dial: 0115 678 2933**  
**[subsidence@crawlco.co.uk](mailto:subsidence@crawlco.co.uk)**



Title <i>ITEM 10</i>	Telecoms Mast
Author	
Purpose	To consider the costs of the lease agreement for the telecoms mast
<p><b><u>Overview/Background</u></b></p> <p><i>Telecoms and data connectivity in Chigwell is patchy</i></p> <p>KTL are a company working with Telecoms providers to install telecoms masts and have approached the Parish to install a mast at the back of the Parish car park on behalf of EE. A site visit by KTL to inspect the area has already been undertaken.</p> <p>This was brought to Full Council at the last meeting and approved, but the costs were not fully agreed with KTL. This has now been brought back to Full Council to agree the leasing agreement.</p> <p><b><u>Lease and one-time payments to be given to Chigwell Parish Council</u></b></p> <ol style="list-style-type: none"> <li>1. Site Payment – £2,000 per annum for 20 years</li> <li>2. Build Disturbance Payment of £7,500 (one-off payment)</li> <li>3. Early Completion Incentive Payment (ECIP) of £7,500 (one-off payment).</li> <li>4. Agent and Solicitor Fees raised to £2,000 + VAT each.</li> </ol> <p>  <small>EE Site B1042 -  Hols[27].docx</small></p> <p><b><u>Items to be considered</u></b></p> <ul style="list-style-type: none"> <li>• Local community are in agreement that this mast will be value add to Chigwell giving 4G and later 5G connectivity</li> <li>• The site is not green belt but will have machinery /generators with it creating some noise</li> <li>• Planning approval by KTL will need to be sought</li> <li>• We will need to agree the draft lease terms quickly</li> </ul> <p><b><u>Recommendation</u></b></p> <p>The Chair has negotiated these costs upwards and believes this to be a reasonable commercial deal. The land has been priced in accordance with govt regulations on land prices for telecoms</p> <p><b><u>Action requested from the Councillors</u></b></p> <p>To consider and approve the lease agreement outlined in this paper</p>	

FC ITEM 17

# COLLEGE OF MEDICINE

AND INTEGRATED HEALTH

## CHIGWELL COMMUNITY GARDEN ALLOTMENT PROJECT

### Business Plan

Contact : Dr Naveed Akhtar

Date : November 2023





# Chigwell Community Garden Project

## Business Plan

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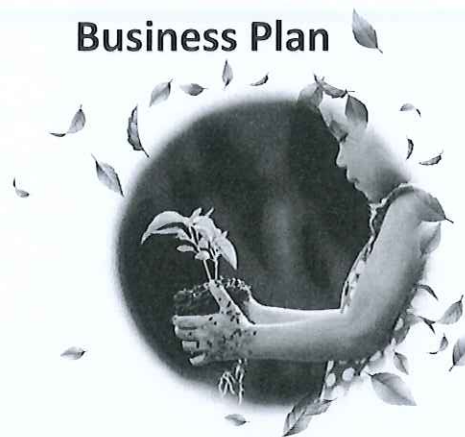




### Business Plan Summary

#### The Business

Name:	Chigwell Community Garden (Allotment) Project
Structure:	The College of Medicine
Location:	Chigwell Parish Office land (proposed)
Tenure:	License of agreement – 15 years
Products/services:	Community allotment gardens, for health, education, training and social wellbeing of the community.
Website:	<a href="https://collegeofmedicine.org.uk">https://collegeofmedicine.org.uk</a>



#### Aim

Establish, develop and maintain a community garden enabling children from local schools in Chigwell to grow plants and crops in an informal, positive social environment and in the process to add to their emotional and physical wellbeing, self-esteem and skills set.

Provide children (and parents) an opportunity to learn cooking skills with the crops they have grown (and eventually the wider community).

Provide a herb & sensory garden and therapeutic space for people with disabilities and mental health issues such as those who experience social isolation or vulnerability in the community.

Improve distribution of fresh produce to the most in need including homeless shelters and food banks.

#### Objectives

- To **engage with local schools**, local residents and groups so that they are represented and involved in the garden project.
- To provide a relaxing fun and **social environment** for children from local schools to grow seeds, fruit, vegetables and flowers and then to cook using their crops to learning good nutritional habits and culinary skills.
- To provide a **supportive atmosphere** where everyone feels valued.
- To contribute to the physical and **mental well-being** of local people.
- To increase **skills and confidence** of local people through volunteering and training; helping individuals that wish to enter the workforce to be more employable, confident and equipped.
- To **work co-operatively** with other agencies and local healthcare providers, making the garden available to give the most positive outcomes to all who use it.

#### Outcomes

Tackling childhood obesity and childhood diabetes in the children of Chigwell

*Working with local schools and providing an area for education of children to grow their own fruit and vegetables and then cook the food they have grown. Parents will be invited at a later stage to join in with the cooking classes. Only organic methods to grow fruit and vegetables will be used to contribute to a sustainable local environment.*

Strengthen the sense of community within Chigwell.

*A community garden will be a place of enjoyment and reflection. There will be a space allocated to create a sensory garden, herb and wildflower gardens and an open area to facilitate outdoor group activities such as yoga, meditation and exercise classes etc. We will create a safe place where friendships and links can be developed. A place where children can also be trained and acquire skills while growing in confidence and self-esteem and also experience a sense of achievement.*



# Chigwell Community Garden Project

## Business Plan

Produce local food in Chigwell

*Promote ecological practices, embracing organic and environmental principles. Encourage a healthier lifestyle by growing fruit and vegetables and developing an ecosystem around this.*

Address global environmental issues by applying local sustainable living practices

*By applying local sustainable living practices and providing a site for environmental education, demonstrating sustainable gardening, recycling and living and developing a more attractive environment. We will also be working with the local council to help support their bio-diversity and sustainability pledges.*

### Extent of Interest

There is a strong interest with the local schools that are keen and happy to support the project. We have also carried out a survey within the local GP surgery (Chigwell Medical Centre) with patients, the community district nursing lead and the social prescriber, who are also supportive.

### Finances

Capital and revenue funding for the project will be sought through various local and national grants as well as financial support from local businesses.

Fund raising events will be held and gifts in kind will also be sought. The aim will be to 'reduce, re-use and recycle'.

Any income for the Community Garden will be managed through "the charity" but will be ringed fenced for the project.

### Assumptions

This Business Plan has been developed with the intention of serving the community of Chigwell, under the assumption that the area of land (area behind Chigwell Parish Council offices, Chigwell) can be rented (peppercorn agreement) from Chigwell Parish Council for use as a community garden (Appendix A).





# Chigwell Community Garden Project

## Business Plan

### Grow

#### Structure

The project will be delivered by The College of Medicine which was founded in 2010 to reform healthcare so that it works for everyone in a way that's inclusive, progressive and compassionate. We want to redefine medicine beyond pills and procedures, to reconnect practitioners with patients, people with their environment and use both conventional and non-conventional approaches to health. The College, whose patron is the former Prince of Wales, is a 'coming together' of some of the brightest minds in the UK including NHS pioneers, scientists, CAM professionals, students and members of the public.

#### Management

Dr Naveed Akhtar will be the main contact and the lead for this project.

#### Referring agencies

Local schools involved include:

- Limes Farm Junior School
- Chigwell Primary Academy
- West Hatch School
- Chigwell School

Agencies already involved within the local Primary Care Network group of GP practices will also be expected to be the referral agents to signpost their clients to the community garden eg: MIND, ADAS, Job Seekers, Mosaic, for residents of Chigwell.

#### Stakeholders

Stakeholders are: Direct neighbours, wider local community, volunteers, referring agencies, Chigwell Parish Council, Epping Forest District Council, Essex County Council.

#### Insurance

**Public liability insurance:** Will be arranged by the charity.

**Assets:** Once any significant assets are obtained (eg shed) consideration will be given to insuring assets against such events as *fire, burglary, or damage*.

#### Risk Management

Risks to the organisation are listed in the table below. An assessment of individual risks and a detailed Risk Management Plan will be developed by the Chigwell Community Garden Committee for identifying and minimising site specific risks.

Risk	Entity	Strategy
Financial Risk	Community garden Committee	To be kept to minimum. Rely on Grant funding.
Health and Safety (First Aid)	Community garden Committee	Training, implementation and review.

#### Zoning Considerations

The area behind Chigwell Parish Council offices, Chigwell, was historically agricultural land. 5 years ago, Chigwell Parish Council took back the land with the intention of developing the area, but this application was rejected. The land has remained untouched and unkempt for the past 5 years.

The Chigwell Parish Council would like the development of the allotment gardens as a community project for local residents in the area to be part of a physical and social wellbeing project to benefit the community.

The terms of the lease agreement have been drawn up by Cllr Elliott Costa (solicitor) and agreed upon by the full council's committee.



## Operations

### Garden Design

Once the site has been secured, a facilitated planning session with specialist consultants will be organised to arrange soil tests and discuss the site layout, growing plan, and design. It is anticipated that this plan will allow for staged development so that projects can be prioritised and undertaken when adequate funding is available.

### Access

Chigwell Parish Council will agree to hand over the property with border fences in place (Appendix B).

The community garden site will be open to all but only members will be able to participate in garden activities. The property will also be made accessible to include all members of the community. Opening hours will be determined as part of the planning sessions and through liaison with the parties involved.

### Facilities

The available facilities on site will be limited in the beginning. Installation of an eco-toilet and hand basin by means of workshops will enjoy priority.

Other infrastructure needs will be determined at the planning session and ongoing. Minimum facilities that are likely to be included for development are a shed, eco toilet, hand basin and poly tunnel.

### Power

Whilst power consumption will not be significant, installation of renewable energy options will be investigated.

### Training Workshops

The actual development and maintenance of the project will go hand in hand with accredited training workshops delivered by establishments the likes of the specialist consultants as funding becomes available.

The community garden project will be used as the vehicle to equip the community through a series of workshops whilst developing and maintaining the garden. The aim is to enhance the wellbeing of the community empowering individuals with basic horticultural skills like garden maintenance and growing own food, whilst building confidence and improve self-esteem.

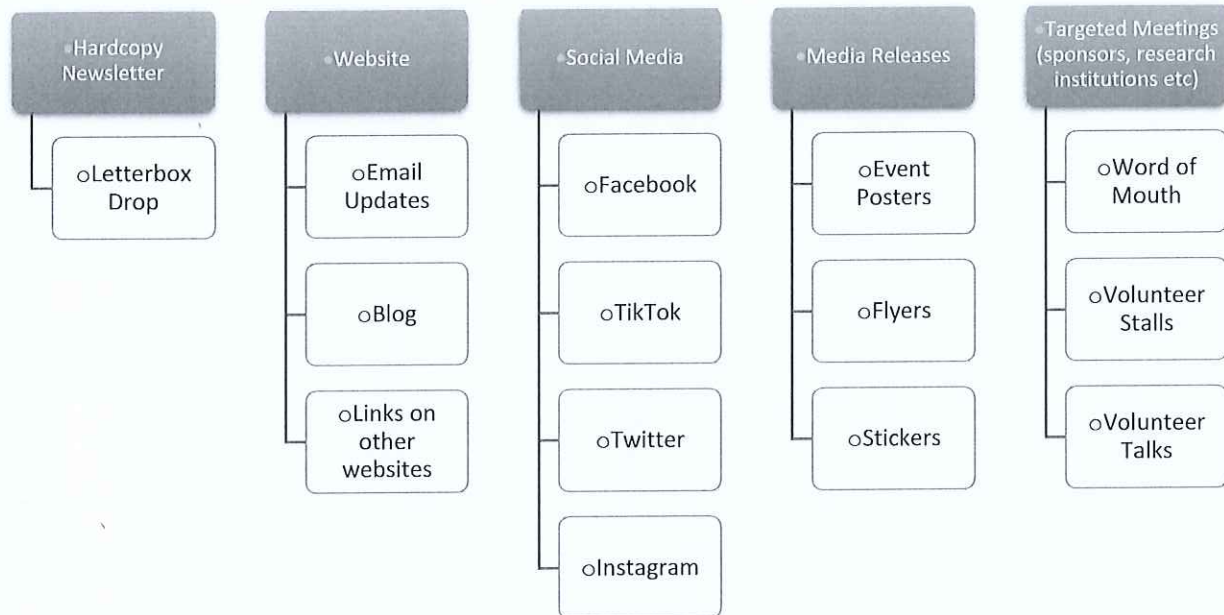
### Arrangements and Events

Arrangements/Events	Description
Membership	Individuals, families and groups on volunteer basis will have the opportunity to participate in communal garden activities
Training Courses	Regular workshops on horticultural topics such as 'growing greens in small places', 'making compost', 'raised beds' and 'growing soil' will be conducted.
Volunteering	People will be encouraged to act as volunteers for a couple of hours per month to make the project sustainable.
Produce	Produce will be used by the school children and any surplus will be donated to local food banks and homeless shelters.
Community Events	Events such as market days and Open Days, Celebration days

# Chigwell Community Garden Project

## Business Plan

### Promotion



### Research and Analysis

There is a childhood obesity crisis in the UK and rising cases of childhood diabetes. This problem is multifactorial. However, one contributing factor of this is poor education of children's eating habits.

Research shows the therapeutic value of nature driven activities on emotional and physical wellbeing of people.

"The use of therapeutic gardening practices also called eco therapy, are becoming very popular in the UK. This type of therapy can provide social inclusion, education, rehabilitation, therapy and skills training for a range of disadvantaged or marginalised people."

Research using horticulture or eco therapy for healing has a long history. As early as 1699 Leonard Maeger, writing in the *English Gardener* advised his countrymen "to spend their spare time in the garden, either digging, setting out, or weeding; there is no better way to preserve your health."

Eco therapy refers to healing and growth, nurtured by healthy interaction with the earth. Also referred to as "green therapy" and "earth-centred therapy."

According to an article published in the Public Health Journal 2013 the following important conclusion was derived: "A recent study showed that connecting with nature is a proven remedy for stress and depression. People who gardened for at least 30 minutes a week had lower body mass indexes (BMI's) as well as higher levels for self-esteem and lower levels of stress and tension".

*"With an increasing number of people residing in urban areas, a decline in the number of homes with gardens, and the increased risk for mental ill health associated with urban living," researchers write, "allotment gardening might play an important role in promoting mental well-being in people residing in urban areas."*

Examples of organisations that successfully implemented community garden projects for advantage to the local community are: Lamborne End, Organiclea and Forest Farm Peace Garden in Hainault, but to name a few.



# Chigwell Community Garden Project

## Business Plan

### Evaluation Plan

An Evaluation Plan to measure performance against objectives will be developed and reviewed on yearly basis.

### Review

This Business Plan will be reviewed and updated on an annual basis.

Steps	Date of expected
Approval of Business Plan	August 2023
Research Grant Opportunities and Apply	August 2023 - ongoing
Secure tenancy	September 2023
Inform and invite neighbours to be involved (maildrop)	October 2023
Establish Website and Start Facebook page	November 2023
Ensure water availability	November 2023
Appoint Project Manager	November 2023
Get Risk assessment and other policies in place	November 2023
Comply to health and safety regulations (obtain first aid kit)	November 2023
Appoint manager/gardener for ongoing maintenance, development	November 2023
Appoint volunteer manager (volunteers, rosters)	November 2023
Clearing of land	November 2023
Develop Plan	December 2023
Prepare Garden Design Plan	December 2023
Acquire necessary start up kit/tools	December 2023
Ensure safe storage of equipment	December 2023
Signage	December 2023
Involve referring agencies	December 2023
Prepare for official opening of project	January 2024
Marketing, Media liaison	January 2024
Monthly blog on progress and achievements	January 2024 – ongoing
Establish Eco Toilet	February 2024
Official opening	April / May 2024
Roll out Training workshop dates	May 2024
Planting schedule for season	May 2024
Set up poly tunnel	May 2024
Build and prepare raised beds	May 2024
Sow first seeds and plant seedlings	May 2024
Commence Running Monthly Educational Workshops	July 2024
Review weekly/monthly	Ongoing

## Action Plan for initial six-month period



# Chigwell Community Garden Project

## Business Plan

### Finances

#### Funding Strategy

##### Model

The financial model for community allotment gardens differs from a traditional business model, and even a not-for-profit service provider model, as once the initial basic costs are covered, the garden development simply progresses as adequate funding becomes available. If funds are not available, then development progresses at a slower rate but the garden does not 'fail' as a business might or even a community services provider might - that has clients depending on its services.

##### Sources

Grant applications, fund raising and donations will be ways of funding the project. 'In kind' donation of volunteer time and donated goods and services are expected to have several benefits. Firstly, it will reduce the need to raise funds. Secondly, it will increase the community engagement and pride in the project. Thirdly, it potentially supports local businesses in raising their profile in the area.

Revenue will be sought from sponsors and through advertising (website). Grants will also be applied for at a local and national level for specific projects.

#### Provisional Establishment Costs

Item	Brief Description	Cost
Initial site development and design plans		1500
Entry level AQA horticulture training		2220
Compost Bays		900
Start-up Plants & Seeds		600
Poly tunnel (3x6) Initially shelter for		200
Tools/equipment		400
Signage		600
Raised Garden Bed Materials		2500
Soil & Mulch		1000
Tunnel irrigation		300
Storage/Shed/Refreshment area		1000
Skip for clearing x 4		1200
Digger		600
Benches / Tables		500
Eco-toilet		2000
<b>Sub Total</b>		<b>£14500 + vat</b>
<b>TOTAL</b>		<b>£17400</b>

# Chigwell Community Garden Project

## Business Plan

### Ongoing Annual Costs (to be calculated)

Item	Estimated Cost
Insurance	
Water	
Electricity	
Telephone / Broadband	
Webpage Hosting	
Stationery & Administrative Costs	
Incidentals	
Maintenance	
Volunteer expenses	
Project Manager (£15-£20ph) x12 hours pw (approx.)	
Gardener (£8ph) x 12 hours pw	
Staff refreshments @ £10 pw	
Transportation costs (deliveries etc)	





# Chigwell Community Garden Project Business Plan

## Appendix A – Proposed Garden Location Satellite View





# Chigwell Community Garden Project Business Plan

## Appendix B – Proposed Garden Boundaries



# Chigwell Community Garden Project

## Business Plan

### Appendix C – Equipment List

Item	Estimated Amount
Raised Beds	
Soil and Mulch for raised beds and trays	
Compost bin	
Top soil 2 ton	
Bark	
Mulch	
Seedling trays	
Shovels	
Garden Fork	
Rake	
Hoe	
Hand weeder	
Hand tools	
Watering hose and fittings	

Document title: Lease of land.