



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
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Tel: 01296 623056 Email: clerk@wendover-pc.gov.uk

AMENITIES COMMITTEE AGENDA

Tuesday 16th September 2025 at 7:10pm

Wendover Community Library, High Street, Wendover HP22 6DU

Committee Membership: Councillors Stephen Worth, Mark Standen, Jennifer Ballantine, Diane Washington, Leigh Porter, Heather Thornton, Tom Walsh and Clive Gallagher.

To all Committee Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND. MEMBERS WISHING TO ATTEND MUST CONTACT THE CLERK PRIOR TO THE MEETING.

AGENDA

1) APPOINT COMMITTEE MEMBERS

To appoint Cllr George Atwell and Cllr Bob Mackinlay as members of the Amenities Committee.

2) APOLOGIES FOR ABSENCE

To consider any apologies for absence received.

3) DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct.

4) MINUTES – page 3

To confirm the minutes of the meeting of 15th July 2025.

5) FINANCE

To consider the list of payments.

6) PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed.

7) UPDATE REPORT FROM THE CLERK – page 5

To receive an update on correspondence and actions from the Clerk.

8) OPEN SPACES AND HAMPDEN POND

a) Tree Safety Inspection – page 8

To consider approving bringing the tree safety inspection forward to 25/26.

b) Hampden Pond Management – page 10

i. Hampden Pond Proposed Estates Team Work

To consider approving the plan drawn up by the Estates Team to fence off the top end of Hampden Pond in accordance with the health and safety report. To consider authorising the Estates Team to order the equipment needed and carry out the work as stated in the plans.

ii. Hampden Pond 10 Year Management Plan – page 15

To consider which works and projects in the draft management plan the Amenities Committee want to progress and recommend to Full Council.

9) OTHER MATTERS

a) War Memorial Cleaning – page 19

To consider the quotes for cleaning the War Memorial.

b) Manor Waste Cleaning – page 22

To consider the quotes for cleaning the Manor Waste.

c) Insurance – page 25

To authorise the office to accept the best quote for insurance cover.

10) ITEMS FOR NEXT AGENDA

11) DATE OF NEXT MEETING

The next scheduled meeting of the Amenities Committee is 21st October 2025.

12) CLOSURE OF MEETING

Signed by *Andy Smith*
Clerk and Finance Officer

Date: 11th September 2025

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting

17th July 2025 at 7:40pm

Wendover Community Library, High Street, Wendover HP22 6DU

Present: Councillors Worth (Chair), Ballantine, Gallagher, Porter, Standen, Thornton, Walsh and Washington

Clerk & Minutes: Andy Smith

Members of Public: 0

APOLOGIES FOR ABSENCE

A25.018 None.

DECLARATIONS OF INTEREST

A25.019 None.

MINUTES

A25.020 The minutes of the meeting of 17th June 2025 were **RESOLVED** as a true record to be signed by the Chair.

PUBLIC PARTICIPATION

A25.021 None

UPDATE REPORT FROM THE CLERK

A25.022 The report was noted.

OPEN SPACES AND HAMPDEN POND

Playpark Inspection Q4

A25.023 The report was considered and it was noted that some Councillors had not seen the full report. The report was noted and action is being taken

Skatepark Path and Street Furniture Grant Request

A25.024 It was noted that some items were removed from the skatepark original plans to control costs. This request was to look to fund additional furniture which would make the skate park more appealing. It was noted that the shelter was contentious and could prove a meeting point with resulting Anti Social Behaviour.

A25.025 An amendment was proposed to include that any shelter would have to be open sided, so that there were clear sight lines and the siting of the shelter agreed with Amenities before it could go ahead. The amendment was **RESOLVED**

A25.026 The proposal as amended was discussed and it was **RESOLVED** to apply for the funding for the street furniture as proposed. It was noted that any bid would be subject to agreeing the location of all the furniture.

OTHER MATTERS

Policy Renewals

- A25.027** i) **Tree Policy** - .It was **RESOLVED** to renew this policy
- A25.028** ii) **Manor Waste Policy** - .it was **RESOLVED** to renew this policy. It was noted that the Manor Waste needs cleaning
- A25.029** i) **Open Spaces Hire** - .It was **RESOLVED** to renew this policy
- A25.030** i) **3 Year guide to charges** - .It was **RESOLVED** to renew this policy. Allotment charges were discussed and it was noted that the allotment contract would need to come back to Amenities

CCTV consultation

- A25.031** The consultation was noted and it was felt that there was a very a limited response we could make. The proposal was amended to encourage individual councillors to respond to the consultation and this was **RESOLVED**.
- A25.032** It was **RESOLVED** that individual councillors be encouraged to make their own recommendations

Streetlight in Thornton Crescent

- A25.033** The proposal was considered and it was felt that this was not something that we are prepared to do as it sets a dangerous precedent. The motion was not proposed.

Parking Consultation

- A25.034** The proposal was considered it was felt that as per the CCTV response that individual Councillors should make their own representations. It was **RESOLVED** to amend the proposal to encourage individual Councillor responses
- A25.035** The proposal as amended was **RESOLVED**

ITEMS FOR NEXT AGENDA

- A25.036** It was noted that the skatepark opening event will come to full council

DATE OF NEXT MEETING

- A25.037** The next scheduled meeting of the Amenities Committee is 16th September 2025. All items for the agenda to the office by Tue 8th September 2025

CLOSURE OF MEETING

- A25.038** As all business was transacted the meeting was closed at 8.21pm.

Signed by

Chair to the Amenities Committee

Date:



ITEM 7 – CLERKS REPORT

Wendover PROW

The office received the reports for WENDOVER PROW WEST and EAST, this was shared with the Council in an email.

Event and Engagement Reviews

Skatepark Opening Jam –

The Skatepark Opening Jam took place on Sunday 17th August in Ashbrook Recreation Ground, the event was well attending with a range of ages. The official opening of the Skatepark/ribbon cutting was done by Greg Smith MP. Canvas held some great competitions for all age groups, with prizes for everyone who took part, these prizes were well received, EFKB donated/paid for more prizes, which benefitted the event. We also had a food van at the event, as well as a local café attending with drinks, snacks and vouchers to use in the shop.

The office thinks holding an annual jam at the skatepark would be a great addition to the events calendar, in collaboration with local groups and potentially charities. This can be discussed with the Events Working Group.



Make Wendover Smile Competitions –

This year we ran some competitions alongside the Make Wendover Smile campaign, the competitions, had the final entry numbers –

Window Competition – 8 entries

Front Garden – 6 entries

Front Door – 1 entry

See the winners below:

Best Shop Window Winner – Florence Nightingale



Best Front Garden – Alan Bristow
Best Front Door – Salveo Care

Childrens Art Competitions – We partnered with Wendover Community Library to run free art sessions to help Make Wendover Smile, want to thank the library staff and volunteers for helping make these sessions happen and thanks to everyone who got creative at these sessions.

Entries below: (the library loved the collaboration and had a lot of participation and want to work with WPC on future engagement ideas)

4-6 Years – 22

7-11 Years – 17

See winners below:

4-6 Years – Alba O'Neill

7-11 Years – Emma Peters

Picnic in the Park –

On Saturday 30th August we held our annual Picnic in the Park event in Hampden Meadow, despite the forecast the weather held out for a long time on the day.

The things that went well at the event are as follows:

Entertainment – The singer we hired was great, with a good mix of music and a good sound system. We also had the Ellesborough Silver Band play, this was a great addition to the event, their set was sadly cut short by an hour due to rain, but the feedback on them was good. We also had free Punch and Judy shows throughout the day which were well attended. We held the dog show again, which had good entry numbers, but this is something that can be built on for next year.

Vendors and stall holders – A good mix of food and drink vendors, community groups and local businesses.

Location – We changed the location of the event from Witchell Meadow to Hampden Meadow, this was due to the restrictions on the event layout we have at Witchell Meadow due to the cricket club. The location change was well received and meant for this year and future years we can have more entertainment at the event.

Things to potentially change/add to for future years:

Advertisement – You can always advertise more! Now this is an annual event the Council can look into producing some banners for this event.

Change of date – Could this be earlier in the summer? There are a few opinions on this, this will be discussed by the Events Working Group, who will look into other events in the local areas.

Layout – This is trial and error and will change based on what we have at the event.

Hosting – With us wanting to improve the dog show could we someone into host/MC the event, Bucks Radio do this at the Christmas Light Switch On and it's a great addition to that event. It can also help to announce the stalls, and entertainment schedule.



The Events Working Group will review these events at the next meeting and will consider this feedback and other feedback to help decisions for next year.



ITEM 8a – Tree Safety Inspection

BROUGHT BY

Amenities Committee

SUMMARY

To consider approving bringing the tree safety inspection forward to 25/26. To consider authorising the office to book the inspection for 25/26.

PARISH COUNCIL BACKGROUND

The Council get a tree safety inspection done every 3 years, the last inspection done in 2023 was sent to the Council in an email. Following these reports, the Council get quotes to carry out work required based on the severity and risk.

DETAILS

The Estates Team have highlighted several limbs dropping off trees in Council owned open spaces, particularly around Hampden Pond. The very dry weather we had this summer may have contributed to this, however as a few of the trees dropping limbs have been Ash trees, and there is ash dieback in the area we think it's best to bring the tree safety inspection forward to the 25/26 financial year instead of 26/27.

There is also a higher risk of tree problems in the winter months, with high winds, and adverse weather.

The Council have been using the same Arborist to produce the tree safety reports since 2010, the Council hasn't spoken about going out to test the market for the tree safety inspections. And it could be a benefit to have someone who knows the area and has been working with the Council for so long to continue doing the tree safety inspections.

The inspector has the following accreditations - BSc; FArborA; CBiol; MSB; FICFor; CEnv

Quote – (All trees in Council owned Open Spaces, see plans and report from 2023 for reference)

Reinspection and preparation of an updated report (includes travel and normal expenses).

£1,860.00 + VAT

(For reference the Council paid the same Arborist £1,680 + VAT in 2023, that's an increase of £180 since 2023).

The Arborist has said that with their current commitments they could do the inspection on the second or third week in October.

FINANCIAL CONSIDERATIONS

- 4417 Tree Works, with other tree works that the Council approved in June 2025 Amenities Committee meeting and any future tree works for the 25/26 financial year this might mean this budget line goes over.



LEGAL AND OTHER IMPLICATIONS

- Wendover Parish Council has the responsibility to ensure the safety of the residents visiting our open spaces.

PROPOSAL

To resolve to:

- Approve bringing the tree safety inspection forward to 25/26.
- Authorise the office to book the inspection for 25/26.



ITEM 8b – Hampden Pond Management

i. Hampden Pond Proposed Estates Team Work

BROUGHT BY

Amenities Committee

SUMMARY

To consider approving the plan drawn up by the Estates Team to fence off the top end of Hampden Pond in accordance with the health and safety report. To consider authorising the Estates Team to order the equipment needed and carry out the work as stated in the plans.

PARISH COUNCIL BACKGROUND

In September 2023 the Council undertook some restoration work at Hampden Pond, this project was funded by HS2's Community and Environment Fund, you can see more about what work took place and the results of the work on the link below:

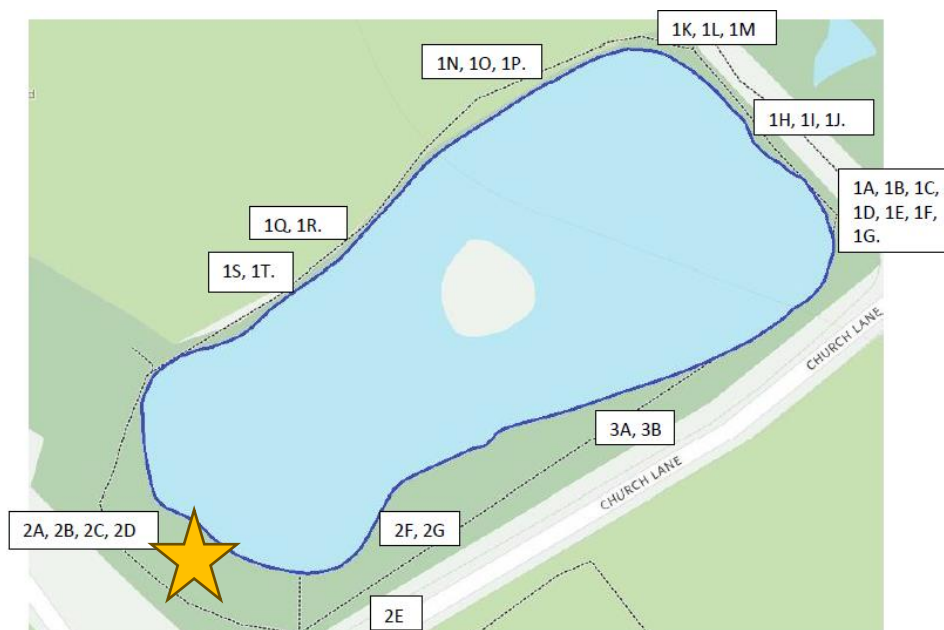
[HAMPDEN POND | Wendover Parish Council](#)

A 10 Year Management Plan and updated risk assessment for Hampden Pond was funded as part of this work, the risk assessment and draft management plan was sent to Council via email on 06/08/2025.

DETAILS

Highlighted in the risk reduction section of the risk assessment is the below:

In section 3 (typo in report this is in section 2), access to the steep bank and the culvert should be prohibited. Man-made barriers or thick vegetation are required to prevent access to the bank and culvert throughout this section. This has been highlighted as priority 2 – Significant hazard, action strongly recommended. More details on this can be seen in the risk assessment. The section this refers to is highlighted with yellow star below.





The contractor that has drafted the management plan has provided the below solution to this risk, this is currently costed at £25,000 in the management plan:

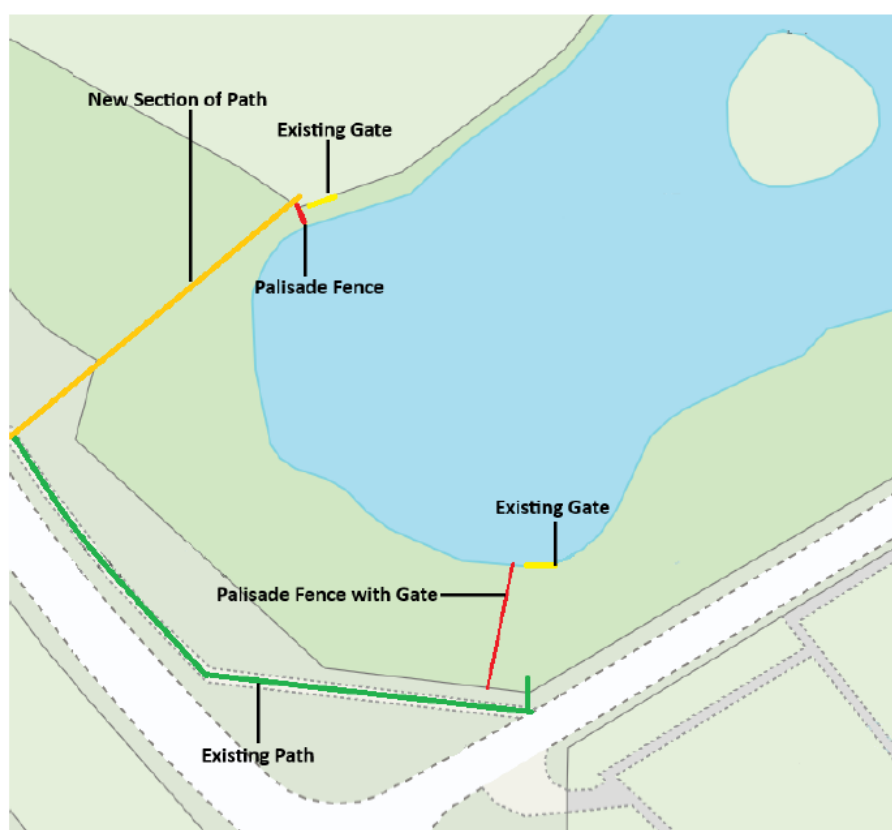


Image 65: The safest route around the west of the pond is shown above

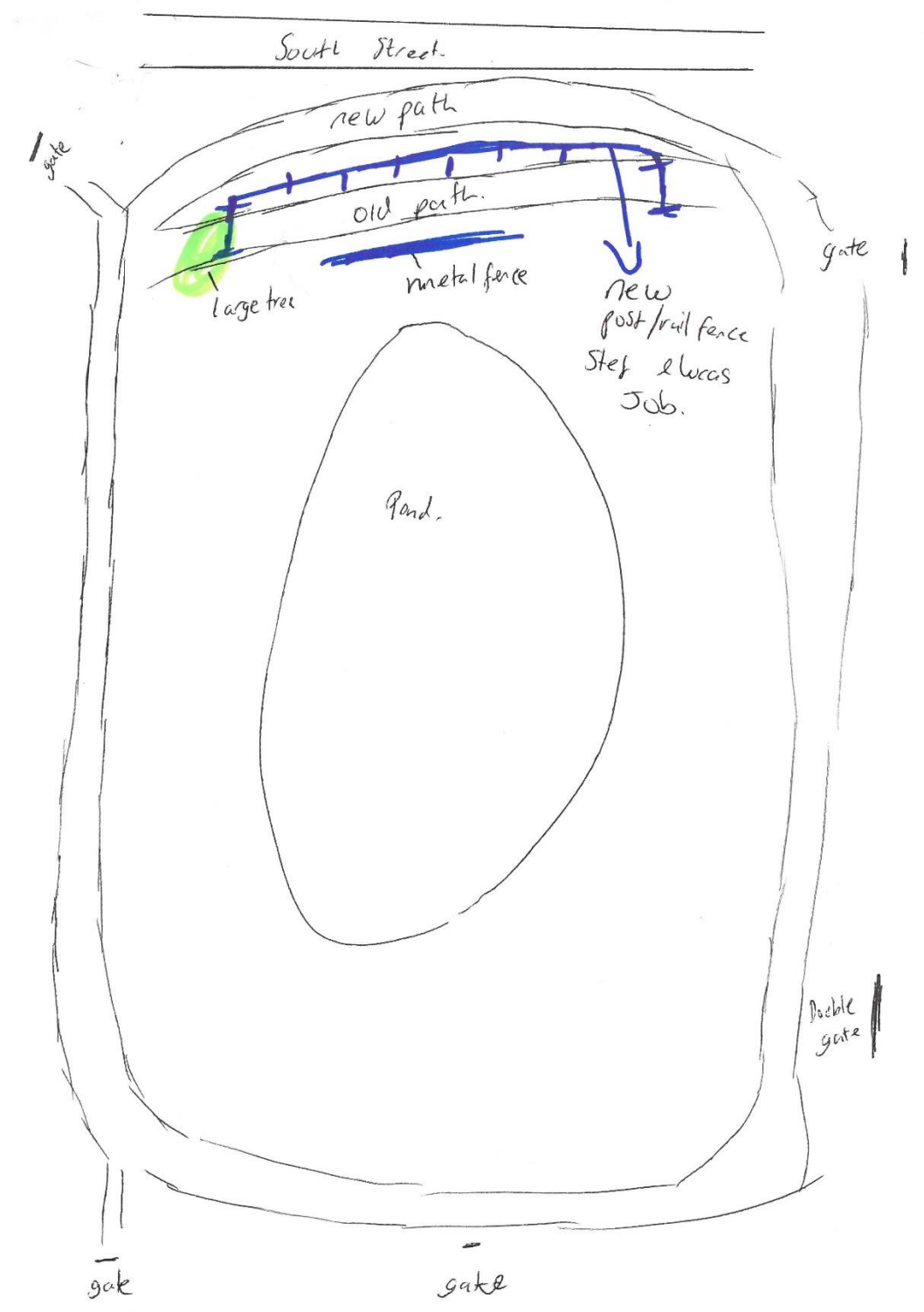
You can read about this more in the draft management plan pages 120 – 123.

The initial reaction to this plan by Council and the Estates Team is that they don't want to progress this plan of diverting people out of the pond and onto South Street, and that there is another alternative to keep people within the grounds of Hampden Pond.



Proposed Plan – WPC Estates Team

The Estates Team has drawn up the below plan to fence the section off, there is already a “new path” that was created a few years back as an alternative path for visitors. The proposed plan uses timber post and rail fencing to stop access to the low path in that section, the Estates Team will install the fence themselves, they have provisionally highlighted October/November to do these works. There is also the idea to plant some hedging plants on the inside of the fence after the fence is installed.







Budget/Quotes for materials needed:

13	22442	1800 X 100 X 100 POST GREEN	11.00	143.00
36	243650100	3m x 100 x 47 C16/24 TREATED**CUT 3m	8.50	306.00
2	314411001	BOX100 X 100mm TIMBERFIX HEX HEAD SCREWS	20.00	40.00
10	82003	REMIX POST MIX 20KG BAG	5.00	50.00
1	004	DELIVERY WENDOVER	25.00	25.00

£564.00 + VAT

The Estates Team would also suggest an extra expenditure of £300 to cover any other costs, for extra tools or materials.

Net total for materials, and the extra expenditure - **£864.00**

FINANCIAL CONSIDERATIONS

- 4405 Maintenance – Open Spaces (fencing) £4,510 remaining.

LEGAL AND OTHER IMPLICATIONS

- Wendover Parish Council has the responsibility to ensure the safety of the residents visiting our open spaces.

PROPOSAL

To resolve to:

- Approve the plan drawn up by the Estates Team to fence off the top end of Hampden Pond in accordance with the health and safety report.
- Authorise the Estates Team to order the equipment needed and carry out the work as stated in the plans.



ITEM 8b – Hampden Pond Management

ii. Hampden Pond 10 Year Management Plan

BROUGHT BY

Amenities Committee

SUMMARY

To consider which works and projects in the draft management plan the Amenities Committee want to progress and recommend to Full Council.

PARISH COUNCIL BACKGROUND

In September 2023 the Council undertook some restoration work at Hampden Pond, this project was funded by HS2's Community and Environment Fund, you can see more about what work took place and the results of the work on the link below:

[HAMPDEN POND | Wendover Parish Council](#)

A 10 Year Management Plan and updated risk assessment for Hampden Pond was funded as part of this work, the risk assessment and draft management plan was sent to Council via email on 06/08/2025.

DETAILS

* It is NOTED that there are also two other potential projects for the pond, the proposed Borehole, which is being quoted for separately, and the St Mary's Church Heat Pump Proposal. These projects need to be considered when making the future works schedule.

The executive summary in the management can be see below and from page 77.

The proposals and recommendations can be found from page 80.

- Ensure that the pond and immediate environment is safe for people to use
- Maintain consistent waters levels in the pond
- Restore the Pond to a good condition
- Prioritise biodiversity and look for opportunities to encourage a diverse mix of natural life to the area
- Reduce the encroachment of lilies in the pond
- To improve accessibility and make the pond area more inclusive
- To implement a robust, achievable management plan to assist with the points above

Important Information

Please note that where prices are given that these are based on current prices and are subject to change. These prices are given for budgetary guidance only and unless specified, do not constitute a formal quotation. Should Aquaserve Maintenance Limited enter a formal quotation and/or a tender process, the prices that we submit may be different from those given in the sections below.

There are fluctuations in the cost of fuel, transport, import and exchange rates that are likely to influence the prices provided below and as such, these prices should be considered as budget guidance only. Please also



be aware that many imported items are on long lead times and may not be available immediately. All prices given, are excluding VAT.

Please see the below proposed works based on the current challenges found at Hampden Pond, with page references and budget guidelines:

Water Management (water levels)

Borehole (page 83 -84) – separate project.

Water Quality (page 85-87)

Microbiological Testing Options:

Option 1: Wendover Parish Council staff collect and send samples to a designated laboratory. The cost for each set of samples (two bottles) is £147.50, excluding VAT. Wendover Parish Council staff are responsible for ensuring samples are correctly collected and delivered promptly.

Option 2: Samples are collected by contractor's staff. The cost for sample collection and testing is £525.79 per set, excluding VAT.

Algal Testing Options:

Sample Delivery: Algal testing costs £195.00 per sample (excluding VAT) if the sample is delivered to the lab.

Sample Collection by Contractor: The cost for contractor's staff to collect and test algae samples is £573.29 per sample (excluding VAT). However, if this is done alongside water or microbiological testing, no additional charge will be incurred for sample collection.

After a brief discussion with the Chair of the Council, Chair of Amenities and the Estates Team, they would suggest to the committee to carry out these tests annually, the Estates Team are happy to collect the samples themselves with instructions from the contractor.

Erosion - Bank Works (page 87-

***Includes Island Consideration** (page 90-92) - It is proposed that the island be removed entirely. The material from the island could be used to extend the adjacent bank into a peninsula. This new feature would create a more accessible and visually attractive area for visitors. It could be developed as a focal point within the pond, with open spaces, picnic benches, or perhaps an observation area, allowing people to engage more directly with the pond.

As a basis for comparison, estimated cost for the island works are:

To remediate the banks of the island with Nicospan, the estimated cost is £24,230.00

To remove the island and increase size of the peninsular, the estimated cost is £14,600.00

Both prices assume that necessary tree works are completed in advance

Bank Remediation Plan (page 92-99)

Cost Estimates and Phased Work Options

The cost of remediating the pond's banks varies depending on whether the work is phased or completed concurrently. The most cost-effective approach involves completing multiple sections at the same time. Below are three options for moving forward:

Option 1: The estimated cost for remediating Areas 1, 2, and 4 concurrently, using silt as backfill, is £64,000. This option does not account for inflation. By comparison, the phased approach would cost £86,525, making the concurrent option more cost-effective.



Option 2: If Areas 1, 2, 3, and 4, including the island with Nicospan, are completed concurrently, the estimated cost is £94,250. In contrast, the phased approach for these areas would cost £133,955, highlighting the significant savings of completing the work at once.

Option 3: If Areas 1, 2, 3, and 4, with the island removed instead of using Nicospan, are completed concurrently, the estimated cost is £87,800. By comparison, the phased approach would total £124,325, once again showing the benefits of a concurrent approach.

All bank works that are costed include the introduction of native marginal plants as part of the installation.

Tree Management (page 102-106)

It has been discussed that any tree works around the pond should be undertaken by the Estates Team (where possible) and a local tree surgeon, based on the tree safety inspection as well as advice from the Estates Team.

Lily Management (page 110-112)

To provide a realistic chance of controlling the lilies over time, it is suggested that two days per year be allocated for systematic treatment throughout the pond. The estimated cost for this would be approximately £1,315.00 per day. However, it is recommended that the effectiveness of this treatment be reviewed after the second and third years before committing to further treatment. 112 | Page

If there are plans to proceed with bank works that utilise the pond silt as backfill, there is little point in undertaking extensive lily management in the short term. Excavating the silt as part of the bank works would remove the vast majority of the lily rhizomes, effectively locking them away behind the Nicospan barrier. Any remnants that survive could then be spot treated during routine maintenance, at no additional cost, as it would naturally fall under the scope of the bank restoration project.

Wildlife (page 112-119)

Human Interactions with the Pond (page 119-123)

The proposal by the contractor referenced in ITEM 8b – Hampden Pond Management i. Hampden Pond Proposed Estates Team Work. Their proposed solution is currently costed at £25,000.

A summary of the 10-Year Management and Restoration Plan for Hampden Pond can be found from page 126-129.

The Amenities Committee need to consider which works and projects in the current draft management plan they want to progress and recommend to Full Council. Based on decisions made at this meeting the office will go back to the contractor and confirm these decisions and bring a final draft management plan to Full Council.

FINANCIAL CONSIDERATIONS

This is a 10 Year Management Plan which gives the Council time to budget and raise funds, but further discussion on how to fund the projects the Council want to progress will be needed, as it will be a considerable financial undertaking.

The Council will also need to work with the contractor around the funds for the projects that are in the final management plan, including when deciding on a works schedule.



LEGAL AND OTHER IMPLICATIONS

- Wendover Parish Council has the responsibility to ensure the safety of the residents visiting our open spaces.

The Committee should also consider the Council's visions and missions when making the recommendations, these can be found here –

[VISION AND MISSION STATEMENT | Wendover Parish Council](#)

PROPOSAL

To resolve to:

- Recommend progressing x project/projects for the Hampden Pond 10 Year Management Plan to full Council.



ITEM 9a – War Memorial Cleaning

BROUGHT BY

Amenities Committee

SUMMARY

To consider the quotes for cleaning the War Memorial.

PARISH COUNCIL BACKGROUND

At the March 2025 Amenities meeting it was resolved to authorise the office to apply for grant funding to clean the war memorial, as we only have £500 budgeted in the 4675 Property Mgt - War Memorial budget line. However due to the office workload the deadline to apply for the funding by the 30th of June was missed, apologies for this.

The next deadline is 31st October 2025 - decision by early January 2026

The Council want the War Memorial to be cleaned by Remembrance Day, therefore we are bringing this back to the Council to consider without grant funding.

From the current records found, the office believes the War Memorial was last cleaned in 2017.

DETAILS

The office has received three quotes, they vary on price and how they are proposing the clean the war memorial. To confirm the office asked for a quote for the war memorial to be cleaned and sprayed with a shelter coat (to help preserve the sand stone), this was based on the work that was last done in 2017.

Company 1 – (The below quote doesn't include a shelter coat, the office contacted the company to ask why, and hasn't heard anything back).

Following the guidance provided by the War Memorials Trust (WMT) and in line with best conservation practices, we are pleased to offer the following service proposal:

Scope of Works:

- Moss and Lichen Removal:

Gentle removal of moss and lichen, ensuring no abrasion or damage to the stone surface.

- Sensitive Cleaning:

Cleaning of the base section only (where the inscriptions are located), using natural bristle brushes.

- Our safe to use biocide cleaner will be used as per our recommended guidelines.

- Post-Clean Inspection:

Upon completion of the cleaning, a full visual inspection and photographic documentation will be carried out to assess the condition of the inscriptions.



Notes

- No scaffolding required. Method of clean will be no / little contact with biological cleaner. 5 meter lance to get to the top.
- 2 Visits have been factored in. 1

Total Net Amount - £675.00

Company 2 – (This company last cleaned the war memorial in 2017)

1 Clean war memorial and surrounding area, Steam £1,850.00

Additional Options

- per m2 Lime Pointing £70.00
- per letter Letter re-enamelled - incised £0.90
- if required Supply/install Sheltercoat £700.00
- if required cherry picker access platform £300.00
- 1 written report and photos free

The office would recommend cleaning the memorial and applying a shelter coat, see the total for this option below:

Total Net Amount - £2,550.00

Company 3 – (This is two companies working together, their quotes highlighted below as A and B)

Quote A –

This quote covers the following work:

- Have scaffolding erected for the safe access to the memorial, with Haras fencing to protect the work area from the public.
- Supply a 1100l bowser of water for the steam cleaner.
- Repoint any joints that have missing mortar.

Total for the above £4800.00

Quote B –

Brief:

All work will be carried out as recommended in Historic England “Conserving War Memorials” document. Once LBC has been granted:

- To install scaffolding and Heras Fencing (awaiting quote from [REDACTED])
- To supply a water bowser (Quote A to supply and quote) or use mains water
- To apply a safe moss killer where appropriate such as Ferrous Sulphate solution and to leave it to work for 4 days before rinsing off, or physical removal using wooden spatula.
- To apply D2 biocide/fungicide and allow to air dry
- To use the DOFF machine at high temperature (130-150°C) and low pressure (40Bar) to steam clean the delicate stone surfaces of atmospheric pollution. Taking care of the delicate lettering – [REDACTED] to touch up if required.
- There is much friable limestone particularly on the column – it is advisable to remove the friable material, otherwise a suitable protective coat of lime (shelter coat) will not adhere to the body of stone sufficiently well to be of any protection.
- It was noted upon inspection that this memorial has had a previous shelter coat applied to protect the Chilmark limestone column. It is currently unknown what the shelter coat consisted of but it is my recommendation that a hot mixed lime shelter coat be applied in a number of coats to allow the stone to breathe, and act as a protective yet sacrificial



coating.

- Experimentation of shelter coat recipes will need to take place once DOFF cleaning has been undertaken including discreet test patches for approval by Conservation Officer.

Estimate of costs: £3,900 + VAT

Total Net Amount (Quote A and B) - £8,700.00

FINANCIAL CONSIDERATIONS

- 4675 Property Mgt - War Memorial has £500 for the 25/26 financial year, it will come out of this line and the Council will find cost savings in other budget lines.

LEGAL AND OTHER IMPLICATIONS

- The Wendover War Memorial on the Manor Waste is a listed memorial.

PROPOSAL

To resolve to:

- Accept the quote from company x, and award the work to company x.



ITEM 9b – Manor Waste Cleaning

BROUGHT BY

Amenities Committee

SUMMARY

To consider the quotes for cleaning the Manor Waste.

PARISH COUNCIL BACKGROUND

The Manor Waste has not been professionally cleaned/jet washed since the refurbishment in 2016.

The Council own a 400L bowser, and a small nonindustrial jet washing system, but the Estates Team has highlighted that this job would take a considerable amount of time if they completed the work. Therefore, a company that specialise in jet washing would be better equipped to complete this work.

DETAILS

The quotes are to jet wash the entire Manor Waste (Sweeneys side and Manor Waste side).

Company 1 –

Pressure Washing Works – Manor Waste, High Street

Pressure washing to be carried out on the pavement area at Manor Waste, located on the High Street outside Sweeney's and the Pharmacy, as marked on the drawing attached to this email.

Water supply to be provided by the client.

Sanding to be completed upon finishing the cleaning works by client.

To complete the works, we estimate needing water access for approximately 4 days, based on using one operator and one standpipe.

If you require the works to be completed more quickly, we would recommend using two standpipes to allow additional labour on site.

Information on standpipe applications and prices can be found below:

[Thames Water](#) | [Aquam Water Services](#)

Total Net Amount - £2,400.00

Company 2 –

Pedestrian walk way cleaning - £3,532.00

Surface Cleaning Works – Method Statement & Notes

As part of the works, we will carry out a full surface clean using our commercial-grade pressure washer system. This will effectively remove surface dirt, grime, and any weeds present.

To ensure a controlled and efficient clean, we will use whirlaway attachments to keep water spray to a minimum. No chemical treatments will be used during the cleaning process, as the area is a



public space and we prioritise environmental safety.

Health and safety is of utmost importance to us. All necessary precautions will be taken to protect both our operatives and members of the public throughout the duration of the works.

Post-Cleaning Note:

The existing sand between the paving slabs will be dislodged during the pressure washing. As such, the area will require re-sanding upon completion. We can provide this service at an extra cost, or you may wish to have your team complete it—whichever you prefer.

The price is calculated on a square meter basis.

Water cost + hydrant use - £525.00

Estimated water usage 20-30,000 litres, Based off of our machines water intake.

Total Net Amount - £4,057.00

Company 3 –

1	Commercial Paving Cleaning Pressure Washing Commercial Space With TFR And Water	476.00 Sqr/Mtr	3.00	1,428.00
2	Commercial Paving Cleaning Pressure Washing Commercial Space With TFR And Water	246.00 Sqr/Mtr	3.00	738.00
3	Thames Water Standpipe Usage Standpipe Rental and estimated water usage	1.00 Each	104.00	104.00

Total Net Amount - £2,270.00

The office would prefer to go with one of the companies that are quoting to organise the water supply themselves.

FINANCIAL CONSIDERATIONS

This was not highlighted as project for the 25/26 financial year, so hasn't been budgeted for, however Council have expressed that want to get this work done.

We originally envisaged that this would be a project that we could do with our internal team, but the more we investigated the project with the Estates Team, we realised we don't have the correct equipment to complete this work to a high standard.

- 4665 Property Mgt - Manor Waste has £1,000 for the 25/26 financial year, it will come out of this line and the Council will find cost savings in other budget lines.

LEGAL AND OTHER IMPLICATIONS

- The office would need to liaise with the chosen company and the businesses on the Manor Waste or who use the Manor Waste, regarding times and dates for this work.
- The office would let residents and local businesses know of the work to reduce any inconvenience.
- With the installation of the new information sign the office would suggest scheduling the Manor Waste cleaning after the
- Potential spray to buildings or people in proximity to the Manor Waste.



PROPOSAL

To resolve to:

- Approve the quote from company x, and award the work to company x.



ITEM 9c – Insurance

BROUGHT BY

Office

SUMMARY

To authorise the office to accept the best quote for insurance cover.

PARISH COUNCIL BACKGROUND

Previously the Parish Council entered a three-year deal for the insurance. This is no longer in effect.

DETAILS

Introduction

- Previously the Council have been tied into a deal but now we are open to all providers the office have been seeking quotes since July
- The renewal date is 1st October
- Currently we only have two quotes – one with the existing provider. The second quote has taken a long time to reach as there have been additional questions by the underwriters. For example I have had to send maps of spaces we manage, pictures of signage and safety equipment (e.g. by the pond), pictures of the roof of the Hampden shelter to show it is not a flat roof etc.
- The quote from the current provider is in line with previous quotes and is an increase of £110 on last years quote. However the other quote is significantly cheaper.
- The current quote is beyond the powers of the amenities committee and it is noted that this issue will come to Council in October for retrospective consideration
- Both providers provide insurance for other local Parish Councils and were recommended when I first asked other local Clerks at the start of this process.
- This delayed reply is why the proposal did not go to Council in September and is coming to amenities.

As the renewal is on the 1st October the Amenities needs to offer support and then the issue will come to Council to note and approve. Both insurance quotes have been emailed to Councillors in advance of the meeting.

1. Premium Costs

Provider	Premium	IPT	Total
Company 1	£3,230.35	£387.64	£3,617.99
Company 2	£4,820.60	£578.48	£5,399.08

2. Property Damage Cover

Location	Company 1	Company 2
Secure Storage Unit	£184,090	£161,079



Location	Company 1	Company 2
Shelter	£53,797	£47,073
Clock Tower	£610,119	£533,855
Street Furniture	£164,130	£140,878
Playground Equipment	£186,882	£160,407
War Memorials	£90,000	£36,900
Sports Equipment	£36,000	£0
Mowers & Machinery	£30,000	£12,372

Company 1 offers higher sums insured across most categories.

Excesses

Type	Company 1	Company 2
General	£250	£250
Subsidence	£1,000	£1,000
Flood (Clock Tower)	Not specified	£10,000 (Company 2)

Company 2 has a significantly higher flood excess for the Clock Tower.

Business Interruption

Item	Company 1	Company 2
Revenue	£20,000	£20,000
Additional Increased Cost of Working	£20,000	£20,000
Indemnity Period	12 months	12 months

Liability Cover

Type	Company 1	Company 2
Employers' Liability	£10,000,000	£10,000,000
Public & Products Liability	£10,000,000	£10,000,000
Hirers' Liability	Not insured	£5,000,000

Company 2 includes Hirers' Liability,



Fidelity Guarantee

Provider	Limit	Excess
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Company 1	£500,000	£250
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Company 2	£500,000	Not specified clearly
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Legal Expenses

Provider	Limit	Excess
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Company 1	£250,000	Not specified
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Company 2	£100,000	£200 (aspect enquiries only)
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Personal Accident

Provider	Weekly Benefit	Capital Benefit
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Company 1	£20/week	£10,000
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Company 2	£500/week	£100,000
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Company 2 offers significantly better personal accident benefits.

Cyber Cover

Both policies **exclude cyber claims** in various sections, but Company 2 includes **detailed exclusions and endorsements** across multiple areas.

Additional Benefits

- **Company 2** includes:
 - Crisis Containment (£25,000)
 - Legal helpline
 - Risk Academy access
 - Extensive endorsements and special conditions

Summary

Category	Better Option
Cost	Company 1
Property Cover	Company 1
Liability Extensions	Company 2
Personal Accident	Company 2
Legal Expenses	Company 1
Extra Services	Company 2

Recommended Provider: Company 1

1. Cost Efficiency



- **£3,617.99 total premium** vs. Company 2's £5,399.08.
- Savings of **~£1,781**, which is significant for a public body managing taxpayer funds.

2. Higher Property Cover

- Company 1 provides **higher sums insured** for key assets:
 - Clock Tower: £610,119 vs. Company 2's £533,855
 - War Memorials: £90,000 vs. £36,900
 - Playground Equipment, Street Furniture, Sports Equipment, and Machinery are all better covered.

3. Lower Excesses

- Company 2 imposes a **£10,000 flood excess** on the Clock Tower, which is a major risk.
- Company 1 maintains a **standard £250 excess** across most claims.

4. Legal Expenses

- Clear offers **£250,000 cover** vs. Company 2's £100,000.
- This is crucial for councils facing planning disputes, employment issues, or public liability claims.

5. Fidelity Guarantee

- Both offer £500,000, but Clear's terms are simpler and less restrictive.

Where Company 2 Excels

- **Personal Accident Cover:** £500/week vs. Clear's £20/week.
- **Crisis Containment & Risk Academy:** Valuable for reputation management and training.
- **Hirers' Liability:** Included at £5M (not covered by Clear).
- **Broader Extensions:** Company 2 includes more niche covers (e.g., denial of access, bomb threat, travel disruption).

Risk Profile Consideration

Wendover Parish Council:

- Owns multiple public buildings and assets.
- Operates within a defined budget.
- Faces typical local government risks: property damage, public liability, legal disputes, and employee issues.

Given this, **Company 1 provides robust core protection at a significantly lower cost**, with higher limits where it matters most (property, legal, fidelity). The additional features from Company 2, while valuable, may not justify the extra cost unless specific risks (e.g., frequent public events, high reputational exposure) are a concern.

We have asked company 1 to provide an updated quote that includes hirer liability.

FINANCIAL CONSIDERATIONS

- This has been budgeted for in budget code 4575.

LEGAL AND OTHER IMPLICATIONS

- Parish Councils are required to have insurance to cover recognised risks.

PROPOSAL



To authorise the office to take out the insurance offer by Company 1