



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Tel: 01296 623056 Email: clerk@wendover-pc.gov.uk

AMENITIES COMMITTEE AGENDA

Tuesday 23rd January 2024 at 7:30pm

Chilterns Neuro Centre, Oakwood Close, Wendover, Aylesbury, HP22 5LX

Committee Membership: Councillors Stephen Worth, Mark Standen, Jennifer Ballantine, Julie Williams (ex-officio), Diane Washington, Sam Walker, Julie Lloyd-Evans, Leigh Porter and Clive Gallagher (ex-officio)

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) APOLOGIES FOR ABSENCE

To consider any apologies for absence received.

2) 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.

3) MINUTES – *page 3*

To confirm the minutes of the meeting of 19th December 2023.

4) PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed.

5) UPDATE REPORT FROM THE CLERK – *page 5*

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

6) FINANCE

To consider the list of payments.

7) OPEN SPACES AND HAMPDEN POND

a) Flower Displays 2024 – *page 7*

To consider the quotes for flower displays in 2024.

8) OTHER MATTERS

a) 2024 Events – *page 9*

To consider the recommendations from the Events and Engagement working group for 2024 events and engagement.

b) Streetlight Shield – *page 12*

To consider the quote for a shield to be fitted on streetlight number 255.

c) **Completion of water harvesting project – page 15**

To note the completion of the water harvesting project and consider approving moving money from the Climate Action EMR to the Ground Works budget line to cover the contributory costs involved with this project.

9) ITEMS FOR NEXT AGENDA

10) DATE OF NEXT MEETING

The next scheduled meeting of the Amenities Committee is 19th March 2024.

11) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Finance Officer

Date: 18th January 2024

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting

19th December 2023 at 7:30pm

St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Present: Councillors Stephen Worth, Julie Williams (ex-officio), Jennifer Ballantine, Diane Washington, Sam Walker & Leigh Porter

Absent: Julie Lloyd-Evans

Apologies: Cllrs Clive Gallagher and Standen

Chair: Cllr Stephen Worth

Clerk & Minutes: Phoebe Sharps

Members of Public: 2

APOLOGIES FOR ABSENCE

A23/078 Apologies were received and **ACCEPTED** from Cllrs Gallagher and Standen

DECLARATIONS OF INTEREST

A23/079 None.

MINUTES

A23/080 The minutes of the meeting of 17th October 2023 were **RESOLVED** as a true record and were signed by the Chair.

PUBLIC PARTICIPATION

A23/081 A member of public spoke about the Walnut Tree Meadow that making the meadow a community asset would be advantageous. The member of the public believes that Wendover Parish Council owning and maintaining the meadow is the ultimate goal, as there are fears that Bucks Council could still build on it due to the pressures on the government and their housing targets.

UPDATE REPORT FROM THE CLERK

A23/082 The report was NOTED.

FINANCE

A23/083 The payments to consider totalling £51,660.09 were **RESOLVED** and signed

OPEN SPACES AND HAMPDEN POND

a) **A23/084** Walnut Tree Meadow

To consider an action plan that preserves Walnut Tree Meadow as a Community Asset.

It was **RESOLVED** to apply to register Walnut Tree Meadow as a Community Asset. It was also **RESOLVED** to propose the plan for ownership and management to be considered by the strategy working group.

b) **A23/085** Hampden Pond Works

To consider an update to the pond works and retrospectively approve the award of the works to the contractor.

It was **RESOLVED** to:

- Agree that it was correct to waive the formal tender process because of the highly specialised nature of the work required and the time that had been spent finding contractors already.
- Award the contract to Aquaserve for each of the following projects:
 - o Removal of lilies and rhizomes to stop them choking the entire pond
 - o Dealing with some dangerous trees around the bank
 - o Repair and prevention of bank erosion
- Award the contract to Aquaserve Management for the following projects:
 - o Advice for ongoing management

OTHER MATTERS

a) A23/086 Clock Tower Wall

To note the completion of the current works on the wall preservation and improvement and consider the revised project costs and schedule of works.

It was **RESOLVED** to:

- Approve the works completed as amended through the course of the project
- Approve the final project totals
- Authorise the office to seek quotes for additional work as advised to present to Amenities Committee

b) A23/087 Memorial Plaque Request

To consider the request for a memorial plaque on a Parish Council bench in the Community Orchard.

It was **RESOLVED** to accept the request for a memorial plaque on a Parish Council bench in the Community Orchard. It was also **RESOLVED** to authorise the office to order the plaque.

ITEMS FOR NEXT AGENDA

A23/088 It was noted to email any items for the next agenda to the Estates and Events Manager.

DATE OF NEXT MEETING

A23/089 The meeting on Tue 23rd January 2024 at 7.30pm was noted. It was further noted that the venue for the meeting on the 23rd is the Chilterns Neuro Centre – Sherling Room.

CLOSURE OF MEETING

A23/090 As all business was transacted the meeting was closed at 7.46pm.

Signed by
Chair of the Amenities Committee

Date: 23rd January 2024



ITEM 5 – CLERKS REPORT

Wendover Parish Council Dog Bin - Canal Path

Cllr Gallagher highlighted an issue in an Amenities meeting last year that a Wendover Parish Council owned dog bin had been removed from the Canal path, at the end of Bankside/The Paddocks. The office got in touch with the Canal and Rivers Trust, and they have apologised for this and have said they will reinstated the dog bin. The location of the bin has been sent to the CRT, we don't know a timescale for this yet.

Risk Assessment – Hampden Pond

As part of the scope of works for the Hampden Pond that was completed last year it included an updated risk assessment this was sent to the Council in an email on the 15th January 2024, the office will work with the pond management contractor to find and cost up solutions to the risks highlighted. The office has asked for a face-to-face meeting with the contractor to discuss in more detail.

Resident Correspondence

The office has been contacted by two residents of Princess Mary Gate who have highlighted issues with dog mess on particular verges, the office is going to make up some signs and put them on streetlights in those areas. They also enquired into the feasibility of erecting, a shelter, close to the bus stop opposite Wendover Heights veterinary centre, the office is going to look into the options and costs for this and will come back to the Amenities Committee with this information.

Wendover PROW

The office received the reports for WENDOVER PROW WEST and EAST as of the 30th December 2023, this was shared with the Amenities Committee in an email on Thursday 18th January 2024.

Clinical Waste in Wendover Parish Council Bins

It was first reported to the office in November 2023 that the Estates and Grounds Team had been finding clinical waste in a bin at Ashbrook Park. We did a social media post about this, warning of the dangers of this for residents and our staff. Since then, this has continued to be a problem at Ashbrook Park and now Haddington Playpark, we will continue to post on social media about this and will be making up some laminated A4 signs. The office contacted Bucks Council for advice and they have provided us with wording for the signs and have contacted a nearby care home about the issue.

Events and Engagement Working Group

The newly named working group met on the 10th of January and welcomed Cllr Leigh Porter as a new member. The working group discussed dates for the annual events that the Council hold, and ideas for engagement as well as engagement ideas for the Local Produce Market. Their recommendations have been brought to the attention of Amenities Committee to consider. They will be meeting again in February to further discuss new event and engagement ideas that have surfaced with the hope to bring proposals for these to the March Amenities meeting. The Estates and Events Manager and the Working Group want to work together and focus on improving the Local Produce Market, by introducing more stalls, increasing the footfall and adding more entertainment on market days. The Estates and Events Manager has been collecting all the names and details of local businesses and stall holders that she has contacted about joining the Local Produce Market since she started in October 2022 and currently calculations show it is over 70, and probably closer to 100.



Playparks Update

We are working through the jobs required by the annual playground inspection but have noted there are now additional issues we need to address. This is in line with the age of the equipment and we have already discussed a new replacement fund. We will have to escalate this plan based on current findings and this will be brought to Amenities when we have the full costings.

The additional work seems mainly at Hampden Meadow but the wear on the bushes and chains on the Ashbrook swings has meant we have had to escalate repairing those and have removed them as a precaution. Hampden Meadow works as follows.

- “flower springer” at top end of playground – base plate cracked, equipment has been scheduled to be removed and we need to replace as soon as possible.
- Main swings – the frame is loose and showing signs of rust creep out of top of frame on side furthest from Chapel Lane. Swings and chains have been removed as a precaution until repair work or further analysis.
- Slide – Check against latest standards. If it doesn’t meet them then may need to be scheduled to be removed and replaced
- See saw – rust and holes on base and a lack of a skirt are issues and the age of the equipment means it is worth replacing this rather than repairing
- Top gate – gate closing mechanism needs re-instating more urgently than the current report requires.



ITEM 7A – Flower Displays 2024

BROUGHT BY

Office

SUMMARY

To consider the quotes for flower displays in 2024.

PARISH COUNCIL BACKGROUND

Parish Council previously agreed to contract out the supply and management of the flower displays in Wendover before this being contracted out the Grounds Team used to manage them. The biggest issue with the Grounds Team maintaining the flower displays was the volume of watering that is required during the summer months when the grass cutting tasks increase.

At the March 2023 Amenities Committee meeting it was RESOLVED to accept the quote for flower displays for Summer and Winter 2023 for the built-in planters with integrated seating on the Manor Waste. This was previously maintained and planted by the Estates and Grounds Team.

At the October 2023 Amenities Committee meeting it was RESOLVED to accept the quote for the supply, install and maintenance of three trees and planters on Manor Waste.

DETAILS

When looking for quotes for the trees and planters last year the office couldn't find another company that could quote for the same service. The office has continued to struggle to find other contractors to quote for the same service in the area, therefore we don't have 3 quotes for the 2024 scheme. The office has noted that the current contractor is used by local councils, when researching other options.

The quote/ proposal for displays for Wendover for Summer and Winter 2024 is below:

Columns in High Street

Rental inclusive of maintenance of **fifteen 450mm** Hanging Baskets for the Summer 2024 period only
£95.50 nett each or £1432.50 nett for the fifteen

Rental inclusive of maintenance of **fifteen 450mm** Hanging Baskets for the Winter 2024 period only
£95.50 nett each or £1432.50 nett for the fifteen

Note one of these baskets goes above the main window in the clock tower on the High Street.

Windowboxes Securely Strapped to Welcome Signs (Elleborough Road Planter Removed due to HS2 Works for Summer and Winter 2023)

Plant and maintain for Summer 2024 period only **three existing** 1200mm long x 250mm wide x 250mm high black fibreglass windowboxes securely fixed below the signs

£163.00 nett each or £489.00 nett for the three

Plant and maintain for Winter 2024 period only **three existing** 1200mm long x 250mm wide x 250mm high black fibreglass windowboxes securely fixed below the signs



£163.00 nett each or £489.00 nett for the three

Total Charge Summer 2024 - £1921.50 nett

Total Charge Winter 2024 - £1921.50 nett

Built in Planters with Integrated Seating - Outside Lloyds Pharmacy, High Street

Planting and fully maintaining for the Summer 2024 period only

£97.00 nett each or £388.00 nett for the four

Planting and fully maintaining for the Winter 2024 period only

£97.00 nett each or £388.00 nett for the four



Total Charge Summer 2023 - £388.00 nett

Total Charge Winter 2023 - £388.00 nett

The total cost for the columns, window boxes and integrated seating for Summer and Winter 2024 is - **£4,619.00 nett**

The total for the whole flower scheme for 2024 including the one-off installation charge and summer and winter maintenance charge for the 3 tree planters is - **£8,504.00 nett**

FINANCIAL CONSIDERATIONS

- 4112 Floral Displays, there is £8,885 for 24/25.

LEGAL AND OTHER IMPLICATIONS

- N/A

PROPOSAL

To resolve to:

- Accept the quote for flower displays for Summer and Winter 2024.
- Accept the quote for the Built in Planters with Integrated Seating 2024.



ITEM 8A – 2024 Events

BROUGHT BY

Estates and Events Manager & Events and Engagement Working Group

SUMMARY

To consider the recommendations from the Events and Engagement working group for 2024 events and engagement.

PARISH COUNCIL BACKGROUND

Council put on multiple events and community engagement activities throughout the year, see the list below:

- Easter Competition
- Annual Parish Meeting
- Annual Village Quiz
- Summer Event/Party in the Park
- Halloween Competition
- Christmas Celebration/ Light Switch On
- Carols Around the Tree
- Band at December LPM

As well as this there is the possibility every year to enter the Best Kept Village Competition.

DETAILS

Easter Competition

The working group discussed not using the rabbits this year and doing a new quiz trail on the High Street/in local businesses.

And to change the prize, to spend £50 on prizes (sweets) so everyone who participates gets a prize.

There will be a printout version of the form available from the Clock Tower and participating shops, but also a digital version available on Welcome to Wendover, with the potential for QR codes on the printouts in the shop windows.

Expenditure up to £50, budgeted in the Events Expenditure, 4110 Entertainment & Events.

Annual Parish Meeting, date has been set as 18th April 2024. At the meeting we normally have:

- A guest speaker
- An update on activities within the last year
- Community Awards presented
- Grant recipients invited to attend to confirm how the grant funds have helped
- The Christmas Event beneficiaries confirm how they have used the donation

The venue for the APM on the 18th April has been confirmed at Wendover Youth Centre.

Expenditure up to £500, budgeted in the Events Expenditure, 4100 Annual Parish Meeting.



Annual Village Quiz

It's 25 years since our current quizmaster took over. The working group propose to continue in the same format this year to reach the 25 year milestone recommend changing the format from 2025 onwards into a more family fun quiz format.

Expenditure up to £400, budgeted in the Events Expenditure, 4130 Annual Village Quiz.

Summer Event/Party in the Park

The working group recommends holding the summer event on Saturday 20th July, the venue for this event still needs to be confirmed.

Expenditure up to £2000, budgeted in the Events Expenditure, 4110 Entertainment & Events.

Halloween Competition

Wendover Parish Council did not hold a Halloween competition in 2023 and received no comments from residents. The working group proposes that the Council does not hold a Halloween competition in 2024 as there is no demand due to the popularity of the High Street Trail held by a local business annually.

Christmas Celebration/ Light Switch On

From the feedback and how the event ran in 2023 the working group recommend Saturday 30th November which is Small Business Saturday again, we will wait to see if the feedback from the Business meeting is any different and will reconsider if needed.

Expenditure up to £2,500, budgeted in the Events Expenditure, 4132 Christmas Celebration Event.

Carols Around the Tree

The working group recommends Friday 13th December, discussions were had about the song sheets, the Estates and Events Manager will work with the band to update them add new songs and have a digital version available on the website.

Expenditure up to £300, budgeted in the Events Expenditure, 4110 Entertainment & Events.

Band at December Local Produce Market

The December 2024 LPM date is Saturday 21st December 2024. The working group discussed the option of the band playing for a longer period, as they have historically played for 1 hour.

Expenditure up to £250, budgeted in the Events Expenditure, 4110 Entertainment & Events.

Local Produce Market Entertainment and Promotion

The working group recommends continuing from last year and having entertainment at the Local Produce Market every month (where possible). As traders commented that last year when we had entertainment especially Morris Dancers the market was busy. The working group also recommends producing more promotional signs and banners for the market.

Expenditure up to £500, budgeted in the Events Expenditure, 4122 Markets - Local Produce (promo and events).

Buckinghamshire Best Kept Village Competition

The working group would like the committee to consider entering the competition this year the entry fee is £25.

Expenditure up to £30, budgeted in the Events Expenditure, 4110 Entertainment & Events



There are other events for 2024 that have yet to be fully costed such as Make Wendover Smile, the Events and Engagement Working Group will bring individual papers for each of these events for Amenities approval.

FINANCIAL CONSIDERATIONS

- Events Expenditure budget line, see appendix A.
- The remaining budget after the events and engagement listed in this paper in 4110 Entertainment & Events is £2,370.

LEGAL AND OTHER IMPLICATIONS

- The Council has the powers to provide fates and other events.

PROPOSAL OR UPDATE

To resolve to:

- Delegate the organisation of 2024 events and engagement in line with this paper to the Estates and Events Manager, in partnership with the Events and Engagement Working Group.
- Authorise the expenditure up to the budgets listed in this paper.
- Authorise the office to proceed in implementing these events and make the appropriate bookings.
- Enter Buckinghamshire Best Kept Village Competition.

Appendix A – Events Expenditure 24/25.

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	24/25 Budget	Variance 23/24 Budget	Comments
Events Expenditure								
4100	Annual Parish Meeting	500	100	512	512	500	0	Room hire and refreshments
4105	Xmas Decorations (Trees, Lights etc.)	6,000	5,165	3,981	5,548	6,500	500	This represents the predicted cost of maintaining the current lights
4109	Promo Materials	500	8	872	872	750	250	A small increase to represent extra support for the business group
4110	Entertainments & Events	5,000	2,426	1,963	5,000	5,000	0	No current reason to change this budget
4111	Parades	0	0	3,667	3,667	500	500	RAF Freedom parade and Remembrance Day
4112	Floral Display	5,000	3,724	4,400	4,400	8,885	3,885	This includes a one year bump to get trees for the manor waste
4122	Markets - Local Produce (promo and event)	500	388	175	500	500	0	more events at the markets as per CAP
4124	Markets - Business Rates	1,500	1,098	808	898	990	-510	Based on a 10% increase on last year
4125	Markets - Water	50	56	62	62	50	0	No current reason to change this budget
4126	Markets - Electric	300	433	290	387	380	80	Based on current usage and market price stabilisation
4130	Annual Village Quiz	100	311	40	300	400	300	Last years budget did not include venue hire
4132	Christmas Celebration Event	2,500	2,259	1,864	2,500	2,500	0	No current reason to change this budget
TOTAL EXPENDITURE		21,950	15,968	18,634	24646	26,955	5,005	



ITEM 8B – Streetlight Shield

BROUGHT BY

Office

SUMMARY

To consider the quote for a shield to be fitted on streetlight number 255.

PARISH COUNCIL BACKGROUND

Names and addresses have been redacted from the below correspondence.

The below email was sent to clerk@wendover-pc.gov.uk on March 19th 2020:

Hello x.

I'm the lady that spoke to you about the very annoying very bright street lamp 225 that's on the public footpath between x tring road and kite close.

I live at number x my whole back garden and two bedrooms are lit up with this very annoying lamp and when its windy it is like having a disco light in bedroom.

I have lined curtains and still the light comes through. It would be very nice to actually go to bed when its dark instead of being light.

Also it's very confusing for wildlife as birds are still tweeting at night because of that lamp and the many street lamps that are by the round about on the Tring road.

Personally I think the lamp needs to be lowered and filtered as it seems to be lighting up gardens and houses and not alleyway.

The below response from the clerk was sent on March 19th 2020:

Dear x,

We are extremely busy with the COVID-19 virus at the present; however, I'll pass your concerns to our lighting contractor.

Best regards

x

The Clerk at the time then emailed the Council's streetlight contractor asking from them to look into the request, from the email history we have access to we cannot see that this request was researched further.

DETAILS

The same resident contacted the office about this issue on Monday 11th December 2023, the email from the resident is below:

Hello.

I'm just wondering if you could put a filter on a LED street light number 255.

Its been a nuisance since it was put in the public footpath from Tring Road to Barlow Road Wendover.



It's much higher than previous light and very bright it lights up my garden at night and more annoyingly its forever glowing through our bedroom curtains that are thick and lined.

These past windy nights has been like a disco as the wind causes trees to sway next to it And reflects a disco light glow through our curtains.

Lowering the light would be good.

I'm sure a couple of the residents of kite close would also agree as the light faces their houses too.

Thank you for taking your time to read.

The office asked the resident for more information about the issue. The resident sent another email on the 14th of Decmeber 2023, the email and the picture attached in the email is below:



Hello.

Before this light got replace it seemed shorter light with an orange lamp on it .The light that is now there is taller with bright LED Lighting.

Then I believe it got replaced around 2012 possibly a little before or just after.

I've attached a picture of the light from my bedroom window

The light is placed under trees when its windy not only is it bright with the lamp glaring through the curtains we also have the tree movement reflecting in the light too. Its extremely annoying when we are trying to get to sleep .

The office then asked the Council’s streetlight contractor what solutions they could suggest for streetlight 255, they have sent the below quote to install a shield on the streetlight.

Description	Quantity	Unit Price	VAT	Amount GBP
Shield to eliminate light pollution	1.00	150.00	20%	150.00
Call out and Fitting	1.00	195.00	20%	195.00
			Subtotal	345.00
			Total VAT 20%	69.00
			TOTAL GBP	414.00



FINANCIAL CONSIDERATIONS

- This would come out of 4305 Lighting Maintenance in the 24/25 budget, which has £10,000 budgeted.

LEGAL AND OTHER IMPLICATIONS

- This has the potential to be escalated to a formal complaint if the Council does not address the issue.

PROPOSAL

To resolve to:

- Accept the quote for the streetlight shield and award the work to the contractor.



ITEM 8C – Rainwater Harvesting Project

BROUGHT BY

Office

SUMMARY

To note the completion of the water harvesting project and consider approving moving money from the Climate Action EMR to the Ground Works budget line to cover the contributory costs involved with this project.

PARISH COUNCIL BACKGROUND

AMENITIES COMMITTEE 20th December 2022

Water Sheds London Road Allotments

To consider the cost of water sheds for London Road Allotments and approve.

A22.087 – It was NOTED that the water sheds would be in London Road allotments and at the old skatepark for the use of CLAW. It was **RESOLVED** to make a bid for the Community Board Fund, in the case of no funding CLAW's water shed would be funded from their EMR.

AMENITIES COMMITTEE 21st March 2023

Clerks Report

Community Board Fund Watersheds -

The office has received confirmation that the Wendover and Villages Community Board has approved the £1,724.90 towards the Wildbelt Watersheds, 1 watershed for the London Road Allotments and 1 for CLAW at the Wendover Wildbelt.

DETAILS

Community Board Funding

Funding was received through the Community Board and Wendover Parish Council were notified on 17th March. This funding required Wendover Parish Council to make a contribution towards the project costs of 28% of the total costs. Based on the original budget of £2225.90 this would require a contribution of £501.

The costs did not include the labour costs which the Parish Council would absorb as a part of the normal workstreams. We have worked out the labour costs for budgeting purposes.

The Build

There was delay in the build as the team only had capacity to complete the build during a period outside of the grass cutting season. The build was therefore undertaken in Oct and November. With the units completed by the end of November. Photographs of the completed units are shown below:



London Road Allotments shed



Wendover Wildbelt Shed





Project budget and expenditure

Rainwater Harvesting project report

Details	Original Proposal (net)	Actual Expenditure (net)
Timber - Chesham Fencing 110499		810.20
Timber - Chesham Fencing 110595		329.00
Timber - Chesham Fencing 110776		97.00
Timber - Chesham Fencing 110824		3.00
Timber - Lords Builders Merchants		155.30
TIMBER SUB TOTAL	1,573.90	1,394.50
Guttering - Advance Building Supplies		56.52
GUTTERING SUB TOTAL	100.00	56.52
Water Tanks - Tanks Direct		740.00
WATER TANKS SUB TOTAL	552.00	740.00
Labour	n/a	600.00
Total project cost (excluding labour)	2,225.90	2,191.02
TOTAL PROJECT COST	2,225.90	2,791.02

The project costs (exc labour) came in under budget by £34.88 due to the agreement with the Community Board being on a percentage basis this does result in a smaller contribution from the Community Board.

FINANCIAL CONSIDERATIONS

- The project is funded as follows

FUNDED BY

Project Contribution from CB (%)	78%	excluding labour costs
Invoice to Community Board	1,709.00	
Labour costs covered in staffing budgets	600.00	
Transfer from Climate Action EMR	482.02	
	2,791.02	

- As per the original Amenities resolution we would need to transfer money from the climate action EMR to the Ground Works budget 4410 to cover these works.

LEGAL AND OTHER IMPLICATIONS

N/A



PROPOSAL

To note the completion of the project

To resolve to:

- Transfer £482.02 from the Climate Action EMR (364) to the Grounds Works I&E budget 4410
- To authorise the office to order the plaque.