



**WENDOVER PARISH COUNCIL**

Address: The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire HP22 6DU  
Telephone: 01296 623056 Fax: 0871 236 1550  
Email: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

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**AMENITIES COMMITTEE AGENDA**

**Tuesday 18<sup>th</sup> July 2023 at 7:50pm**

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

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**Committee Membership:** Councillors Stephen Worth, Mark Standen, Jennifer Ballantine, Julie Williams, Diane Washington, Sam Walker 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.**

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**AGENDA**

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**1) APPOINT COMMITTEE MEMBER**

To appoint Cllr Julie Lloyd-Evans as a member 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 20<sup>th</sup> June 2023.

**5) PUBLIC PARTICIPATION**

A maximum of 3 minutes per speaker will be allowed.

**6) [UPDATE REPORT FROM THE CLERK page 6](#)**

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

**7) OPEN SPACES AND HAMPDEN POND**

**a) [EMR for Playground Updates page 8](#)**

To consider that the Council plan ahead and approve a 5-year plan for improvements to Hampden and Ashbrook playgrounds.

**b) [HS2 and impact on local hydrology page 10](#)**

To note that HS2 are about to cut through the local aquifer and consider a campaign to ensure local waterways are not affected.

**c) [Hampden Pond Throwing Line Signage page 13](#)**

To consider authorising expenditure of up to £800 to add signage explaining that tampering with equipment is an offence.

## 8) OTHER MATTERS

### a) **Open Space Hire Request for Ashbrook Open Space**

To consider the hire request for Ashbrook Open Space for the Phillip Green Fun Fair from the 7<sup>th</sup> August 2023 to the 14<sup>th</sup> August 2023.

### b) **Christmas Lights 2023 page 14**

To consider the quotes for the Parish Council Christmas Display 2023 and award the work to the selected contractor.

### c) **Christmas Light Switch on Event 2023 page 16**

To consider approving the recommendations brought by the Christmas Event Working Group.

## 9) ITEMS FOR NEXT AGENDA

### 10) DATE OF NEXT MEETING

The next scheduled meeting of the Amenities Committee is 19<sup>th</sup> September 2023.

### 11) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Finance Officer

Date: 13<sup>th</sup> July 2023.

# WENDOVER PARISH COUNCIL

## Minutes of the Amenities Committee Meeting

20<sup>th</sup> June 2023 at 7:30pm

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

**Present:** Councillors Worth (Chair), Julie Williams, Clive Gallagher, Jennifer Ballantine, Mark Standen & Sam Walker

**Absent:** Cllr Washington

**Clerk & Minutes:** Phoebe Sharps

**Members of Public:** 2

### 1. ELECTION OF CHAIR

**A23.001** Cllr Worth was unanimously elected as chair

### 2. APOLOGIES FOR ABSENCE

**A23.002** Apologies were received from Councillor Washington, and they were accepted.

### 3. DECLARATIONS OF INTEREST

**A23.003** None.

### 4. MINUTES

**A23.004** The minutes of the meeting of 21<sup>st</sup> March 2023 were **RESOLVED** as a true record and were signed by the Chair.

### 5. PUBLIC PARTICIPATION

**A23.005** It was NOTED that a member of the public raised concerns with adopting the Witchell Car Park Policy as stopping south street residents parking overnight could lead to disruption on roads in Wendover. It was further NOTED that the Council should explore adding EV charging to Witchell Car Park.

### 6. UPDATE REPORT FROM THE CLERK

**A23.006** The report presented by the Clerk was NOTED. It was NOTED that the Clerk gave an update on the site safe insulation, the work is being carried out on Friday 30<sup>th</sup> June 2023, it was further NOTED that due to increasing difficulties to get a confirmed delivery date to coincide with the insulation we had to go back to the list of companies, and we found one that was available. It was NOTED that the council questioned the need of planning for the Skatepark, but it was recommended by the contractor who will apply for the pre application. It was further NOTED the Open Spaces Working Group are hoping to start a Crowdfunder.

### 7. FINANCE

**To consider the list of payments and sign cheques**

**A23.007** – The payments to consider totalling £4,127.73 were **RESOLVED** and signed.

### 8. OPEN SPACES AND HAMPDEN POND

#### a) Ashbrook Play Park Inspection

**To note the remedial work required on Ashbrook Play Park as identified by the inspection and consider approving the contractor to undertake the work.**

**A23.008** – It was **RESOLVED** to accept the cost and agree for the contractor to undertake the work.

### 9. OTHER MATTERS

#### a) Review 10 Year Fixed Index Charge Document

**To consider any changes needed to this document.**

**A23.009** – It was NOTED to check the contract for the Thursday Market and if it includes pricing.

- It was **RESOLVED** to keep the prices for both the Local Produce Market and Manor Waste Hire.
- It was **RESOLVED** that the difference in price for markets and hire of the Manor Waste is due to a long-standing historical precedent, but prices will continue to be monitored.

**b) Policies up for Renewal**

**To consider renewing the following policies.**

i) Tree Policy

**A23.010** – It was NOTED the protected tree section needed one amendment. The policy was then further discussed including this amendment and it was **RESOLVED** to renew the Tree Policy.

ii) Open Spaces Hire

**A23.011** – It was **RESOLVED** to renew the Open Spaces Hire policy.

iii) Community Emergency Response Plan

**A23.012** – It was NOTED the restricted appendix h - local skills section needed one amendment. The policy was then further discussed including this amendment and it was **RESOLVED** to renew the Community Emergency Response Plan.

iv) Witchell Car Park Policy

**A23.013** – The new policy was not adopted, and it was requested that the office work on signage for the car park and bring that back to the next meeting.

**c) Equipment Replacement Policy**

**To consider adopting an Equipment Replacement Policy.**

**A23.014** – It was **RESOLVED** for the Equipment Replacement Policy to be reviewed by the Finance Committee to ensure the finances can be in place to support the policy.

**d) Local Produce Market Entertainment**

**To consider authorising the office to book entertainment at the Local Produce Market.**

**A23.015** – It was **RESOLVED** to agree to authorise the office to book entertainment at the Local Produce Market based on any feedback or recommendations.

**e) Wendover Wildbelt Gate**

**To consider the design of the gate for Wendover Wildbelt.**

**A23.016** – It was **RESOLVED** to agree to the proposed gate design for Wendover Wildbelt.

**f) Local Area Tree Fund**

**To note that CLAW has applied for funding for a tree planting project with support from the office and to consider supporting CLAW should they be successful in their bid.**

**A23.017** – It was NOTED that a walk with amenities committee members and CLAW would be advantageous to look at planting locations in Open Spaces. It was NOTED to send the tree report to CLAW to look at potential planting locations based on the report.

It was **RESOLVED** to support the bid with CLAW by:

- Identify locations for planting.
- Support the purchase of any equipment needed which will be used in the project.
- Purchase equipment that will remain the property of the Parish Council but will be required by the project.

**g) Manor Waste Policy**

**To consider the Manor Waste proposal in light of some of the concerns raised at Full Council.**

**A23.018** – It was **RESOLVED** to adopt the Manor Waste Policy shown in Appendix A and delegate to the open spaces working group along with the Clock Tower team to implement.

**10. ITEMS FOR NEXT AGENDA**

**A23.019** None

**11. DATE OF NEXT MEETING**

**A23.020** The next scheduled meeting of the Amenities Committee is 18<sup>th</sup> July 2023.

**12. CLOSURE OF MEETING**

**A23.021** As all business was transacted the meeting was closed at 8.48pm.

Signed by  
Chair to the Amenities Committee

Date: 18<sup>th</sup> July 2023

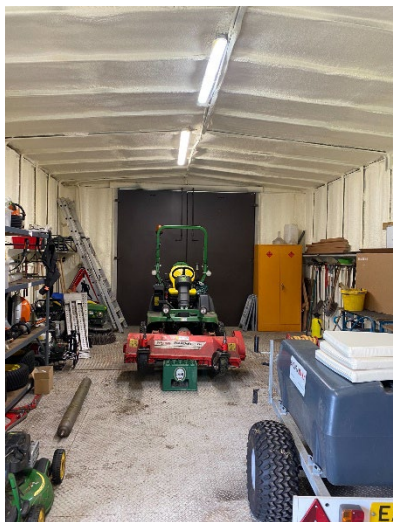
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## ITEM 6 – CLERKS REPORT

### Site Safe Insulation –

The Site Safe insulation was completed on Friday 30<sup>th</sup> of June, the Estates and Grounds Team have reported that the temperature is a lot cooler, the insulation also makes the Site Safe a lot brighter inside, see a picture below.



### Manor Waste Consultation/Policy Updates Meeting –

A meeting was held with the Estates and Events Manager a member of the Community Action Plan Working Group and a local business owner. The meeting agenda was to give the business owner information of the updates to the Manor Waste Policy that have been signed off by the Council, as their business is in close proximity to the Manor Waste. The business owner found a lot of positives in the updated policy especially with the review of lighting and potential additional seating. However, they informed the Estates and Events Manager of historical concerns and issues with markets and events on Manor Waste, from a space/logistics and business/profit viewpoint with some events deemed to be in direct competition with the business. The business owner is concerned that the Council will continue to accept hire requests for events that compete with their business and more of these events could be held annually. The business owner said that they felt the council was against them and their business. An email was sent from the business owner to the Estates and Events Manager after the meeting with information on past correspondence with the Council about concerns and ideas for Manor Waste. The Estates and Events Manager responded to this email letting them know that the Council supports their business and wants them to be a success and we have no ambition to swamp the Manor Waste with events that are in direct competition with them. A question was then asked by the Estates and Events Manager as to what positive steps could be taken in rebuilding the relationship.

### Mower Out of Action -

The mower has been out of action for 3 weeks due to parts needing replacing, firstly the lugs in the roller had gone, when the contractor came out to replace them, they noticed a further problem with the roller bearing, where it has worn down. Because of this the mower could not be fixed as we needed further part, this has been ordered and should have been fitted on Thursday 13<sup>th</sup> July 2023.

### Little Hampden Close Maintenance and Grass Cutting –

The office has received reports from multiple residents of Little Hampden Close about overgrown grass especially the areas at the beginning of the close, the office did a land registry search to confirm that it is Fairhive land and their responsibility to maintain, we are asking residents to contact



Fairhive directly regarding future problems. The office has contacted Fairhive to let them know that residents have been reporting this to the Council.

**HS2 Footpaths –**

The office has been discussing the footpaths that have been closed due to HS2 works after a resident reported an overgrown footpath that is a HS2 diverted footpath, the Estates and Grounds Team went out and cut it back. The office believes a conversation needs to be had with HS2 regarding the state of Council footpaths when they are given back to us/reopened in the future, that they need to be handed back in a good condition. The Clerk will be raising this to HS2 in a future meeting.

**Christmas Event Work Group Update –**

The working group met on Teams on Tuesday 11<sup>th</sup> to discuss the Christmas Lights and Christmas event, recommendations from this meeting can be found in items on the agenda. At the March Amenities committee meeting it was resolved to hold the Light Switch On event on Saturday 2<sup>nd</sup> December in line with Small Business Saturday, the working Group has confirmed the timings of the event as 4pm – 7pm on Saturday 2nd December 2023, this was decided as it's the first year trying out a Saturday for the event and the budget is based on these timings.



## ITEM 7A – PLAYGROUND REPLACEMENT AND UPDATES

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### BROUGHT BY

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Clock Tower

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### SUMMARY

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Recent inspections of the playgrounds have shown that the equipment is old and tired. Further, there is limited accessibility for young people with mobility difficulties or visual impairments. The policy requests that the Council plan ahead and Amenities are asked to approve a 5 year plan to raise funds for improvements to the Hampden and Ashbrook parks.

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### PARISH COUNCIL BACKGROUND

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Council discussed the issue with park maintenance at the previous meeting:

**b) Ashbrook Play Park Inspection**

**To note the remedial work required on Ashbrook Play Park as identified by the inspection and consider approving the contractor to undertake the work.**

**A23.008** – It was **RESOLVED** to accept the cost and agree for the contractor to undertake the work.

Council has not discussed a replacement strategy.

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### DETAILS

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- The life of park equipment is finite and we are currently in a period where the equipment is working but with minor repairs and maintenance required.
- Our equipment at the current playgrounds of Ashbrook and Hampden is starting to look old compared to the brand new Haddington Play Park.
- Accessibility is poor for those with impairments. We do have a wheelchair accessible roundabout at Hampden but with limited access to that piece of equipment from the path. There are no other pieces with accessibility built in.
- The cost of a new playground is many tens of thousands and the Council does not have a replacement plan or policy. When equipment fails the council would have to divert funds in order to replace or remove and make safe at very short notice.
- Playground equipment can have a wide range as to how long it will last, it depends on a few factors: quality,
- the material it is made from, upkeep, environment it is exposed to, how often it is used. However the older the equipment the higher risk it is of failure despite being regularly inspected.

### Planning ahead

Given signs of deterioration of some of the equipment we believe the Council should have a five year plan to replace both Hampden and Ashbrook parks and equipment. To be clear there is no immediate risk and our inspection and maintenance schedule is not in question. We suggest that we would recommend to Finance Committee that it establish an EMR fund for the works that can roll over multiple years to allow the Council to accumulate funds for the work.





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## FINANCIAL CONSIDERATIONS

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- That a multiyear EMR be established with money going into the fund to be decided by Council on an annual basis.

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## LEGAL AND OTHER IMPLICATIONS

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- n/a

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## PROPOSAL

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To resolve to:

- Create a multiyear EMR and recommend that money be built up over 5 years with a view to replacing the equipment in the Hampden and Ashbrook parks.
- Look to find other funding sources to support the replacement.
- Aim to undertake the replacement works in 2028/29.
- Undertake the refurbishment with accessibility in mind.



## ITEM 7B – HS2 AND IMPACT ON LOCAL HYDROLOGY

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### BROUGHT BY

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Chair/Wendover HS2 MAG

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### SUMMARY

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The HS2 cutting through the aquifer has the potential to impact on the water table and flow of water through Wendover impacting the Hampden Pond and streams through the parks. This proposal is to consider authorising expenditure on a campaign to raise awareness of this situation with HS2.

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### PARISH COUNCIL BACKGROUND

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Whilst HS2 has been discussed on a regular basis this specific issue does not seem to have been covered in detail.

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### DETAILS

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#### Background

Wendover is named from the chalk streams that run through it, “White Water” and as such these waterways and local features are a fundamental part of the Wendover identity. The loss or deterioration of these waterways should be an issue of extreme concern for the Council, and it is very clearly a part of the Councils Vision and Mission:

*The Parish of Wendover will continue to thrive through actively celebrating its heritage & rural setting, addressing the challenge of climate change and enhancing its unique character.*

The plan for HS2 to cut through the aquifer has been long known and it has been assumed that the correct mitigation would be put in place to preserve the existing water courses. As the commencement of works approached it was clear that the HS2 planned mitigations could have severe consequences for Wendover (and the flood plains around Aylesbury).

Before the cut can be made permission is required from the Environment Agency and they have not yet granted it. Therefore, we now have a natural pause in which we can ensure that the correct mitigations for the preservation of Wendover are made.

The concern is that the current plan will lead to:

- Hampden Pond drying up
- Witchell Pond drying up
- The chalk stream that feeds the canal drying up
- The loss of the canal
- The loss of the feed to the Weston Turville Reservoir and Site of Specific Scientific Interest (SSSI)

#### HS2 Campaigns

The history of campaigning against HS2 has to be noted. However, this is a very discrete campaign against a specific issue of importance to the Parish. There is a natural end point and it would very much be a task and finish project.

#### Request from WHS2 MAG

We have received the following request:



Wendover HS2 MAG has been aware of the potential impact on Wendover's waterways from HS2's construction plans since 2013, and the Parish Council supported the creation of technical reports by a Consultant Hydrogeologist which were submitted to the House of Commons Select Committee in 2015. This resulted in the establishment of groundwater monitoring which proved our assertion about the potential impact on the Coombe Hill Aquifer, Hampden Pond, Wendover Arm Canal, Weston Turville Reservoir SSSI; along with increased flood risk in Stoke Mandeville and Aylesbury.

Since that time, we have regularly sought details of how HS2 intend to mitigate the environmental damage, but this has routinely denied despite escalation to the Minister in DfT and involvement of Rob Butler MP. In March we received a formal statement from DfT that they would allow us access to the details once they had been agreed by the Environment Agency, who have used their power to stop excavation works locally.

Following submission of Freedom of Information requests for the mitigation details, HS2/EKFB have now agreed that they will make the information available at a meeting on 21<sup>st</sup> July, being presented by Dr Steve Budd, their Consultant Hydrogeologist. We have asked for the information to be made available in advance of the meeting for our consideration.

Wendover HS2 MAG recommends that it would be in the Parish Council's best public interests if the professional services of a Consultant Hydrogeologist were available to review the technical documentation and represent the Council's interests at the meeting. The budgetary assessment for one day's relevant professional activity is estimated at £2000 plus VAT, and we are seeking a formal quotation for these services.

### **Action**

The proposal is that we raise awareness with the local community and that we have a thought through alternative for HS2 to consider. This will involve some communications via web and social media, posters in noticeboards and local shops and requesting the advice of a Hydro Geologist. We would aim to deliver this in partnership with the WHS2 MAG.

The key messages should be:

- Our waterways are vital to local amenities, natural habitats and a SSSI.
- The cutting through Coombe Hill could irreparably damage the water courses if done incorrectly.
- HS2 needs to rethink the current plan for a drainage tunnel diverting water to stoke Mandeville and Aylesbury.

The outcomes we want:

- A qualified opinion/report on the current HS2 plans and recommendations for a preferred solution
- Local people writing to HS2 with their concerns
- Local people kept up to date on the WPC and WHS2MAG website should further action be required

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### **FINANCIAL CONSIDERATIONS**

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- A hydro geologist could cost up to £2000 which could be taken from 4496 Professional Support (HS2 etc)
- Campaign assets and materials could be taken out of normal running costs, the communications budgets are tight but there is flexibility in other budgets. It is envisaged that it would not take more than £300 for the required design and print.



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## LEGAL AND OTHER IMPLICATIONS

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- n/a

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## PROPOSAL

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To resolve to:

- fund qualified opinion from a hydro geologist up to £2000
- Develop an awareness campaign around the issue of the Waterways and the potential impact on Wendover's open spaces
- Report back to Amenities on any developments



## ITEM 7C – PLAYGROUND REPLACEMENT AND UPDATES

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### BROUGHT BY

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Clock Tower

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### SUMMARY

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To consider authorising expenditure of up to £800 to add signage explaining that tampering with equipment is an offence.

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### PARISH COUNCIL BACKGROUND

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There have been multiple incidents over the last year of the throwing lines at Hampden Pond being thrown into the pond, with the Estates and Grounds Team going into the pond to retrieve them when this happens. Two weeks ago the Estates and Grounds Team reported to the office that one of the throwing lines was missing, they searched around the pond and could not find the throwing line.

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### DETAILS

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The office would like to get signage for the throwing lines that explain that tampering with equipment is an offence, we will be seeking advice on the legal side of this and what is best wording for the signage. This will hopefully be a deterrent for the people who have been interfering with this life saving equipment.

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### FINANCIAL CONSIDERATIONS

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- Expenditure of up to £800 will come out of the 4416 Pond budget line which has £1,500.

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### LEGAL AND OTHER IMPLICATIONS

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- The office will be seeking advice on the offences linked to tampering with lifesaving equipment.
- If the equipment is not available at Hampden Pond and an incident occurred, the Council could face potential litigation.

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### PROPOSAL

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To resolve to:  
Approve expenditure of up to £800 to add signage to the Hampden Pond throwing lines.



## ITEM 8B – CHRISTMAS LIGHTS 2023

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### BROUGHT BY

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Christmas Event Working Group

### SUMMARY

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To consider the quotes for the Parish Council Christmas Display 2023 and award the work to the selected contractor.

### PARISH COUNCIL BACKGROUND

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A few concerns with the 2022 Christmas lights were raised, poor communication from the contractor, lighting being installed in the incorrect places and the condition of the lights. The office had a meeting with the contractor at the start of the year to highlight these concerns, the meeting was positive, and the office was informed that they were going to be restructuring their team, the Council now have a project manager the communication the office has had with the project manager this year has been improved from last year. The condition of the lights is due to their age and to sections being replaced and updates over the years due to price, so this can result in them looking different in places.

### DETAILS

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The office contacted the current contractor and two other companies that do Christmas displays for Councils around the area, one company did not get back to the office with a quote after chasing and sending specific directions on what to quote for, the office believes this is due to the current budget being too small.

#### Quote 1 – Total **£6,789.00**

Installation, Storage & Removal:

- Festoons
- Dressing Main Christmas Tree
- Frames to Clock Tower

Total ex VAT - £6,189.00

- Additional infrastructure details £600 ex VAT

#### Quote 2 – Total **£5,523.25**

Installation, Storage & Removal:

- Festoons
- Dressing Main Christmas Tree
- Frames to Clock Tower

Total ex VAT - £5223.25

- Additional costs for supply, install and removal of 20 20cm baubles for the 12ft tree £300 ex VAT

**Christmas Event Working Group Recommendation** – Quote 2 to support local business but noted to make sure there are not any communication problems this year to get everything in writing.



There is a separate EMR of £10,000 for Christmas Lights the Christmas Event Working Group recommend using this money to update the current lights the Council own, especially making the Clock Tower frame warm white as it's currently different to the festoon, the office is gathering quotes for this and it will come back in September.

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#### **FINANCIAL CONSIDERATIONS**

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- 4105 Xmas Decorations has £6,000.
- The 12ft Christmas tree and mini Christmas trees also come out of this budget.

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#### **LEGAL AND OTHER IMPLICATIONS**

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- N/A

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#### **PROPOSAL**

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To resolve to:

- Accept quote 2 and award work to the contractor.



## ITEM 8C – CHRISTMAS LIGHT SWITCH ON EVENT 2023

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### BROUGHT BY

Christmas Event Working Group

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### SUMMARY

To consider approving the recommendations brought by the Christmas Event Working Group.

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### DETAILS

The Christmas Event Working Group met to discuss two subjects that had come up regarding the Christmas Light Switch On 2023, see details and the recommendations below:

#### 1. Sponsorship of event

The working group agreed that the office should be looking for sponsorship and it was confirmed that this is done at other local Christmas events, Amersham was an example. This could be a good opportunity to see what interest we get in case of a longer/bigger event in the future.

#### 2. Sale of alcohol for consumption at the event

A business got in contact with the office asking to be a part of the Light Switch On event selling luxe mulled wine, bubbles, cocktails, and soft drinks. The working group discussed that a trader sold mulled wine on their stall last year but with further items and gifts, however having a stall or vendor whose focus is on the sale of alcohol for consumption at the event would not be wanted at the event. The reasons are from a health and safety point of view as it is a small area next to a busy main road, so there are risks with consumption of alcohol. Another reason is that as the Saturday 2nd December is Small Business Saturday focused on local businesses, we want to ensure the pubs on the High Street get as much business as possible and there is no competition.

The Christmas Event Working Group propose a family friendly policy for the event where alcohol with low ABV (alcohol by volume) like mulled wine for consumption can be sold, however a bar or vendor selling alcohol solely for consumption at the event will not be allowed.

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### FINANCIAL CONSIDERATIONS

- N/A

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### LEGAL AND OTHER IMPLICATIONS

- N/A

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### PROPOSAL

To resolve to:

- Authorise the office to look for sponsorship opportunities for the Christmas Light Switch On Event 2023.
- Approve the family friendly policy for the event.