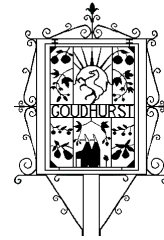


Goudhurst Parish Council



Amenities Committee 28.11.23

MEETING
28 November 2023 19:30 GMT

PUBLISHED
22 November 2023

Goudhurst Parish Council



To: Cllrs David Knight (Chairman), Phil Kirkby, Geoff Mason, Ed Read-Cutting, Caroline Richards and Mrs Alison Webster. Antony Harris (Ex Officio)

I summon you to a Meeting of the Amenities Committee on Tuesday 28th November 2023 at 7.30 pm, in the Church Rooms, where business detailed on this agenda will be discussed.

Goudhurst Parish Council recognise that there are continuing risks associated with COVID-19 and are supportive of individuals wearing masks in meetings and maintaining a social distance. We will continue to provide hand sanitiser at the entrance to the Village Hall. In order to keep everyone safe, please do not attend a meeting if you have COVID-19 symptoms or have tested positive for COVID-19 in the past 5 days. We will continue to review the risks and will comply with any future controls recommended or mandated by HM Government.

Members of the Public and the Press are welcome to attend this meeting. At the Chairman's discretion, 15 minutes will be set aside for questions from members of the public each one of whom may be invited to speak for a maximum of 3 minutes in total relating to items on the Agenda or about issues of local concern. Thereafter they have the right, and are welcome, to stay and observe the rest of the Meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1.

Please inform the Clerk if you intend to film or record the Meeting.

Claire Reed
Clerk to Goudhurst Parish Council
22nd November 2023

Parish Council Office - The Hop Bine, Ranters Lane, Goudhurst, TN17 1HN
01580 212552 | clerk@goudhurst-pc.gov.uk | <https://goudhurst-pc.gov.uk> | 07494 117313

A quorum for Amenities Committee is 3 Members.

Agenda

Location
The Church Rooms, Back Lane

Date
28 Nov 2023

Time
19:30

	Item	Page
1	Apologies for Absence	-
2	Declarations of Interest	-
3	To resolve to approve the minutes of the meeting held on 22.08.2023	5
4	Questions from the press and public.	-
5	To consider and make a decision on the proposal to replace the footpath map (PROW) at Balcombes Hill.	7
6	To consider the request from a member of the public to update the Millennium Walk leaflet and to decide on any action needed.	-
7	To consider the proposal to prune the overgrown trees by the BT lines at Quarry Pond	-
8	To consider Goudhurst in Bloom 2024 and decide on action needed.	-
9	To consider the correspondence and make a decision regarding Hedgehog Highways.	9
10	To consider and make a decision on whether to proceed with the creation of a pétanque pitch on the Village Green.	-
11	To resolve to replace "Don't feed the Ducks" Signs at Goudhurst Pond	-
12	To consider and make decision on refreshing the Village sign on The Plain.	-
13	To consider and make decision on Goudhurst Phone Boxes	-
14	To resolve to approve expenditure of £665 for the painting of Goudhurst Phone Box	-
15	To resolve to approve expenditure £580 to replace trees at Goudhurst Village Green	16
16	To resolve to approve the expenditure £1289 for Legionella Control	18
17	To consider and make a decision regarding the street lamp on The Plain.	-
18	To resolve to approve the updated maintenance contracts	25
19	Receive feedback on the litter bin audit and decide on any action needed.	-
20	To receive update from County Cllr Holden on the Goudhurst Pond filtration.	-

	Item	Page
21	Items for information.	-
22	Date of next Amenities Committee Meeting, Tuesday 27th February 2024, 7.30pm Church Rooms, Back Lane.	-

Goudhurst Parish Council



AMENITIES COMMITTEE

Minutes of a Meeting held on 22 August 2023 at 7.30pm in Goudhurst Village Hall

PARTICIPANTS

Councillors Present: Cllrs David Knight, Antony Harris, Geoff Mason and Ed Read-Cutting.

Officers Present: Rebecca Barden, Assistant Clerk.

APOLOGIES

289/23 Apologies were accepted from Cllr Phil Kirkby, Cllr Caroline Richards and Cllr Alison Webster.

DISCLOSURES OF INTEREST

290/23 There were none.

MINUTES OF THE LAST MEETING

291/23 It was **resolved** that the minutes of the Amenities Committee meeting held on 23 May 2023, and previously distributed to members via Board Intelligence, be accepted as a correct record.

QUESTIONS FROM THE PUBLIC AND PRESS

292/23 There were none.

MATTERS FOR CONSIDERATION

293/23 *To consider and make a decision on the proposal to replace the footpath map (PROW) at Balcombes Hill.* It was agreed to defer this decision until after the new information board on the Plain has been installed. **Clerk to add this to the Amenities Agenda for 28 November 2023.**

294/23 *To decide on when the litter bin audit will be carried out and who will action.* The need to carry out an audit was discussed and to identify whether a bin could be purchased for Lurkins Rise. Cllr Knight suggested that this purchase was possibly dependant on the number of collections TWBC would facilitate. Cllr Read-Cutting offered to carry out the audit. **Assistant Clerk to provide Cllr Read-Cutting with the relevant spreadsheet (previously prepared by Cllr Knight). Clerk to identify whether TWBC would include the collection of rubbish from Lurkins Rise on their rounds.**

295/23 *To consider the request from a member of the public to update the Millennium Walk leaflet and to decide on any action needed.* It was agreed that Cllr Richards should be consulted. **Clerk to liaise with Cllr Richards as to the need, what amendments were required and what format the new "leaflet" should be.**

296/23 *To consider and make a decision on whether to proceed with the creation of a pétanque pitch on the village green.* The cost of creating the pitch was discussed and Cllr Harris informed the committee that he had obtained a rough estimate from a known contractor which was approximately half of the quote obtained by the Assistant Clerk. It was **agreed** the Cllr Harris would gauge interest in this project by including it in the September e-newsletter. The issue of planning permission was also raised. **Clerk to look into this.**

297/23 *To consider correspondence received regarding the street light on The Plain and to decide on any action needed.* The Council sympathise with the issue of light disturbance and will investigate who is responsible for the light and establish what changes can be made to

reduce the resultant light pollution. **Assistant Clerk/Clerk to investigate and report to the Committee.**

- 298/23 *To consider the quotation for repainting the AED phone kiosk in Kilndown and to make a decision on the action needed.* It was **agreed** to accept the quote for repainting the phone kiosk and for Cllr Read-Cutting to oversee the project and ensure that the work is carried out to the required standard.

OUTSTANDING PROJECTS

299/23 *Cycle Stands*

The cycle stands have been purchased and are stored in the Hop Bine. Assistant clerk/Clerk awaiting to instructions as to the desired locations for such. **Cllr Knight to advise.**

300/23 *CCTV for Village Hall*

Action: Clerk to inform the committee of progress/update on Contractor's site visit.

301/23 *Village Pond*

Cllr Mason is working on proposals for the pond alongside those for The Glebe.

302/23 *Renovation of Public Toilets*

The delays with the renovation were discussed and it was agreed that a sign should be created and positioned on the toilets advising gentlemen that they can use the ladies' toilet during the renovation. **Assistant Clerk to action.**

DATE OF THE NEXT MEETING

Next Amenities Committee Meeting on Tuesday 28 November 2023, 7.30 pm in Goudhurst Village Hall.

The meeting closed at 8.14pm

Rebecca Barden
Assistant Clerk

Claire Reed
Goudhurst Parish Council
Risebridge Farm
The Hop Bine
Ranters Lane
Goudhurst
Kent
TN17 1HN

ESTIMATE

Ref No. MRW20949/1
Dated 16/03/2023
Contact Claire Reed
Tel
Fax

Further to your recent enquiry I have pleasure in submitting our estimate as follows:-

Re : Footpath Sign Display

Item	Qty	Pack	Description	Unit Price	Total
A	1	Unit(s)	Full Colour Inkjet Proof - A0 1188mm x 841mm *Whilst printers proofs are optional we cannot be held responsible for errors or omissions in printed panels should you choose not to take a proof	£42.50	£42.50
B	1	Unit(s)	n-viro graphic panel for face fixing, with radius corners Size: A0 - 1188mm x 841mm Material: 3mm Aluminium Graphics: Full colour print onto white base stock with DuoGuard anti-graffiti coating *Client to supply ready to print digital artwork	£381.00	£381.00
C	1	Unit(s)	Standard Delivery Charge	£39.00	£39.00
				Sub Total	£462.50
				VAT	£92.50
				TOTAL	£555.00

Proforma payment will be required.

Payment can be made by cheque, BACs or credit card, payable to Fitzpatrick Woolmer Design & Publishing Ltd

Cheques should be sent to the Head Office address below

Bank transfers - Sort code: 20-54-25 - Account no: 13568490

Credit card payments - contact our accounts department on 01634 711 771

Please note all estimates are valid for 30 days

All estimates are supplied subject to Fitzpatrick Woolmer's terms and conditions

I look forward to hearing from you in due course...

Yours sincerely,

Mark Woolmer



Hedgehogs R Us

Linda Cook
12 Richmond Close
Market Weighton
YO433EX

HedgehogsRus@mail.com

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- * 50 Hedgehog Highway surrounds & 50 information leaflets
- * A display box & window sticker showing you are part of the project.

Ideas of how to benefit your community include:

- * Donate the Highways and leaflets to your local school to educate in wildlife conservation
- * Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us

Councils who have ordered

1. Kirkbampton	kirkbamptonpc@gmail.com	P.
2. Denby	clerk@denbyparishcouncil.gov.uk	P.
3. Somercotes	info@somercotesparishcouncil.org.uk	P.
4. Angmering	admin@angmering-pc.gov.uk	P..
5. East Preston	clerk@eastpreston-pc.gov.uk	P.
6. Aston Clinton Parish Council	clerk@astonclinton.org	P..
7. Aylesbury Town Council	Sue.Carpenter@aylesburytowncouncil.gov.uk	P..
8. Chesham Town Council	admin@chesham.gov.uk	P.
9. Ellesborough Parish Council	clerk@ellesborough.org.uk	P..
10. Edlesborough Northall & Dagnall Parish Council	clerk@edlesborough-pc.gov.uk	P..
11. Haddenham Parish Council	clerk@haddenham-bucks-pc.gov.uk	P..
12. Pitstone Parish Council	parishclerk@pitstone.co.uk	P.
13. Stone with B'stone & Hartwell Parish Council	clerk@sbhpc.org	P.
14. Weston Turville Parish Council	clerk@westonturville-pc.gov.uk	P.
15. Stratford St Mary Parish Council	parishcouncil@stratfordstmary.org.uk	P.
16. Warmington Parish Council	clerk@warmington.org	P..
17. Raunds	clerk@raunds-tc.gov.uk	P..
18. Burbage Parish Council	Kirsty.Jones@burbage-council.co.uk	P..
19. Blandford Forum Town Council	admin@blandfordforum-tc.gov.uk	P..
20. Ferring	parishoffice@ferringparishcouncil.org.uk	P..
21. Little Clifton	littlecliftonpc@outlook.com	P.
22. Whitwell Parish Council	clerk@whitwell-pc.gov.uk	P..
23. Cosby Parish Council	clerk@cosbyparishcouncil.org.uk	P
24. Penistone Town Council	admin@pentowncouncil.gov.uk	P
25. Bognor Regis Town	bognortc@bognorregis.gov.uk	P
26. Netherbury Parish Council	netherbury@dorset-aptc.gov.uk	P
27. Keighley Town Council	townclerk@keighley.gov.uk	P
28. Ripponden Parish Council	clerk@rippondenparishcouncil.co.uk	P
29. Lytchett Matravers Parish Council	lytchettmatravers@dorset-aptc.gov.uk	P
30. Mobberley	clerk@mobberleyparishcouncil.co.uk	P
31. Alderley Edge	clerk@alderleyedge-pc.gov.uk	P
32. Keynsham Town Council	townclerk@keynsham-tc.gov.uk	P
33. Poynton	Kate.Mcdowell@poyntontowncouncil.gov.uk	P
34. Chestfield	clerk@chestfieldparishcouncil.gov.uk	P
35. Egremont Town Council	Egremontmarkethall@outlook.com	P
36. Ceredigion County Council	Rachel.Auckland@ceredigion.gov.uk	P
37. Marston Parish Council	clerk@marstonparishcouncil.co.uk	P
38. Mountsorrel Parish Council	clerk@mountsorrelparishcouncil.co.uk	P
39. Houghton Regis Town Council	emily.gibson@houghtonregis.org.uk	P
40. Sandhurst Town Council	Martina@sandhurst.gov.uk	P
41. Barlborough Parish Council	clerk@barlboroughparishcouncil.gov.uk	P

42. Higham Ferrers	clerk@highamferrers-tc.gov.uk	P
43. Hartford Parish Council	clerk@hartfordparishcouncil.org.uk	P
44. Highcliffe and Walkford Parish Council	trish.jamieson@highcliffewalkford-pc.gov.uk	P
45. Kingsmead Parish Council	clerk@kingsmeadpc.org.uk	P
46. Laleston	clerk@lalestoncommunitycouncil.gov.uk	P
47. Pyle Community Council	clerk@pylecommunitycouncil.co.uk	P
48. Misterton Parish Council	theclerk@misterton-notts-pc.gov.uk	P
49. Tibshelf Parish Council	theclerk@tibshelfparishcouncil.gov.uk	P
50. Thurlaston Parish Council	clerk@thurlastonparish.org.uk	P
51. Catshill and North Marlbrook Parish Council	parishclerk@catshillandnorthmarlbrook-pc.gov.uk	P
52. Leicester Forest East Parish Council	clerk@lfeparishcouncil.org.uk	P
53. Peasedown St John Parish Council	clerk@peasedownstjohnparishcouncil.gov.uk	P
54. Kimberley Town Council	theclerk@kimberley-tc.gov.uk	P
55. Leighton Linlade Town Council	mark.saccoccio@leightonlinlade-tc.gov.uk	P
56. Lyme Regis Town Council	townclerk@lymeregistowncouncil.gov.uk	P
57. Charmouth Parish Council	charmouth@dorset-aptc.gov.uk	P
58. Campton and Chicksands Parish Council	clerk@camptonandchicksands-pc.gov.uk	P
59. Burley Parish Council	clerk@burleyparishcouncil.co.uk	P
60. Maulden Parish Council	clerk@maulden-pc.gov.uk	P
61. South Hanningfield Parish Council	Shpc1@hotmail.com	P
62. Bedwas, Trethomas and Machen Community Council	clerk@btmcc.co.uk	P
63. Birstall Parish Council	admin@birstallpc.org.uk	P
64. Anstey Parish Council	clerk-ansteypc@hotmail.co.uk	P
65. Runwell Parish Council	runwell.parish.council@gmail.com	P
66. St Eval Parish Council	sherman1@waitrose.com	P
67. Newquay Town Council	corporateservice@newquay.town	P
68. Heyford Park Council	clerk@heyfordpark-pc.gov.uk	P
69. Llanbedr Pont Steffan/Lampeter	clerc@lampeter-tc.gov.uk	P
70. Conwy Town Council	rachel.lees@conwytowncouncil.gov.uk	P
71. Rawcliffe PC	clerk@rawcliffeparishcouncil.gov.uk	P
72. Bosham	parish.clerk@boshamvillage.co.uk	P
73. St Just	townclerk@stjust.org	P
74. Stow on the Wold	info@stowonthewold-tc.gov.uk	P
75. Spurstow	clerk@spurstow.org.uk	P
76. Sedbergh Parish Council	clerk@sedberghparishcouncil.org.uk	P
77. Looe Town Council	enquiries@looetowncouncil.gov.uk	P
78. Poundstock Parish Council	clerk@poundstock-pc.gov.uk	P
79. Keswick Town Council	townclerk@keswicktowncouncil.gov.uk	P
80. Llandudno Town Council	towncouncil@llandudno.gov.uk	P

81. Stanway Parish Council	amanda.ward@stanwaypc.org.uk	P
82. Marhamchurch Parish Council	clerk.marhamchurchpc@gmail.com	P
83. Pentewan Valley Parish Council	clerkpvpc@gmail.com	P
84. Sadberge Parish Council	clerktoSPC@gmail.com	P
85. Budleigh Salterton Town Council	office@budleighsaltertontowncouncil.gov.uk	P
86. Brixworth Parish Council	parish.clerk@brixworthparishcouncil.gov.uk	P
87. Clapton-on-the-Hill Parish Meeting	claptonparish@yahoo.com	P
88. Torpoint Town Council / Friends of Thanckes Park	friends@thanckes.org.uk	P
89. Loddiswell Parish Council	loddiswellparishclerk@gmail.com	P
90. Moreton-in-Marsh	Clerk@moretoninmarshtowncouncil.gov.uk	P..
91. Ipplepen Parish Council	ipplepencouncil@btopenworld.com	P..
92. Wadebridge Town Council	Townclerk@wadebridge-tc.gov.uk	P
93. North Tawton Town Council	townclerk@northtawtontowncouncil.gov.uk	P
94. Walgrave Parish Council	clerk@walgraveparishcouncil.gov.uk	P
95. Hayle Town Council	townclerk@hayletowncouncil.net	P
96. Bridgend Town	bridgend.tc@bridgend.gov.uk	P
97. Naseby Parish Council	clerk.nasebypc@outlook.com	P
98. Lechlade Town Council	clerk@lechladeonthames.co.uk	P
99. South Tawton Parish Council	clerk@southtawtonparishcouncil.org.uk	P
100. Llanddulas and Rhyd-y-Foel	clerk@llanddulascc.org.uk	P
101. Buckfastleigh Town Council	clerk@buckfastleigh.gov.uk	P
102. Hexham Town Council	clerk@hexhamtowncouncil.gov.uk	P
103. Fremington Parish Council	executiveofficer@fremingtonparishcouncil.gov.uk	P
104. Exmouth Town Council	townclerk@exmouth.gov.uk	P
105. Newton Abbot Town Council	info@newtonabbot-tc.gov.uk	P
106. Okeford Fitzpaine Parish Council	clerk@okefordfitzpaine-pc.gov.uk	P
107. Stanstead Abbots Parish Council	clerk@stansteadabbottsparishcouncil.gov.uk	P.
108. Sherborne Town Council	s.shield@sherborne-tc.gov.uk	P.
109. Kingsteignton Town Council	clerk@kingsteignton.gov.uk	P
110. Ivybridge Town Council	townclerk@ivybridge.gov.uk	P
111. Tow Law Town Council	towlawtc@hotmail.com	P
112. Hutton Henry (& Station Town) Parish Council	huttonhenrypc@hotmail.co.uk	P
113. Whitfield Parish Council	whitfieldpc@btconnect.com	P
114. Hatfield Town Council	office@hatfield-tc.gov.uk	P
115. Sutton Parish Council	office@sutton-cambs-pc.gov.uk	P
116. Ladock Parish Council	ladockpc@btinternet.com	P
117. Moss and District Parish Council	clerk@mossanddistrict-pc.gov.uk	P
118. Woodhall Spa Parish Council	Parish.clerk@woodhallspaparishcouncil.gov.uk	P
119. Brandesburton Parish Council	brandesburtonpc@gmail.com	P

120. Barmby on the Marsh Parish Council	clerk@barmby-on-the-marsh.org.uk	P
121. West Moors Town Council	office@westmoors-pc.gov.uk	P
122. Wicken Parish Council	rachel.james@wickenparishcouncil.co.uk	P
123. Little Berkhamsted Parish Council	clerk@littleberkhamsted.org.uk	P
124. Easington Village Parish Council	Clerk@easingtonvpc.co.uk	P
125. Burlescombe Parish Council	clerk@burlescombe.org	X
126. Malborough Parish Council	malboroughparishclerk@gmail.com	P
127. South Huish Parish Council	clerk.southhuishpc@gmail.com	P
128. North Somercotes Parish Council	nspcpearce@btinternet.com	P
129. Barmby Moor Parish Council	vivcox@talktalk.net	P
130. Sheet Parish Council	clerk.sheet@parish.hants.gov.uk	P
131. Okehampton Town Council	townclerk@okehampton.gov.uk	P
132. Hetton Town Council	townclerk@hettontowncouncil.gov.uk	P
133. Pocklington Town Council	townclerk@pocklington.gov.uk	P
134. Millbrook Parish Council	theclerk@millbrook-pc.gov.uk	P
135. South Cave Parish Council	clerk@southcavepc.gov.uk	P
136. Bridlington Town Council	clerk@bridlington.gov.uk	P
137. Kilpin Parish Council	clerk@kilpinparish.co.uk	P
138. Skegness Town Council	info@skegnesscouncil.org.uk	P
139. Hawkwell	info@hawkwellparishcouncil.gov.uk	P
140. Woodmansey Parish Council	woodmanseyparishclerk@yahoo.com	P
141. Camblesforth Parish Council	camblesforthclerk@sky.com	P
142. North Cave Parish Council	clerknorthcavepc@hotmail.co.uk	P
143. Campsea Ashe Parish Council	clerk@campsea-ashe-pc.org	P
144. Little Paxton Parish Council	clerk@littlepaxtonparishcouncil.gov.uk	P
145. Patterdale Parish Council	patterdaleclerk@icloud.com	P
146. Newbald Parish Council	clerk@newbaldparishcouncil.gov.uk	P
147. Laxton Parish Council	laxtonpc@btinternet.com	P
148. Bungay Town Council	clerk@bungaytowncouncil.gov.uk	P
149. Swavesey	clerk@swavesey.org.uk	P
150. Halesworth Town Council	clerk@halesworthtowncouncil.org.uk	P
151. Thorngumbald Parish Council	clerk@thorngumbald-pc.org.uk	P
152. Tewkesbury	townclerk@teWKesburytowncouncil.gov.uk	P
153. Grafham Parish Council	clerk@grafhampc.org	P
154. Goole Town Council	Stacey.Norfolk@goole-tc.gov.uk	P
155. Wickham Bishops Parish	info@wickhambishopspcparishcouncil.org	P
156. Marldon Parish Council	clerk@marldonparishcouncil.org.uk	X
157. Cainscross	Clerk@cainscross-pc.gov.uk	P
158. Great Chart with Singleton	TheClerk@greatchartsingleton-pc.gov.uk	P
159. Oakington & Westwick	clerk@oakingtonandwestwick-pc.gov.uk	P
160. Bishops Cleeve	clerk@bishopsclieveparishcouncil.gov.uk	P
161. Tring	clerk@tring.gov.uk	P

162. Ockbrook & Borrowash Parish Council	clerk@ockbrookandborrowashparishcouncil.gov.uk	P
163. Brockworth	clerk@brockworth-pc.gov.uk	P
164. St Ives Town Council	clerk@stivestowncouncil.gov.uk	P
165. Bradwell Parish Council	clerk@bradwellparishcouncil.co.uk	P
166. Kings Langley	klpc@kingslangley-pc.gov.uk	P
167. Orford and Gedgrave	Orfordtrust@outlook.com	P
168. Effingham Parish Council	clerk2010@effinghamparishcouncil.gov.uk	P
169. Badby	clerk@badby-pc.gov.uk	P
170. Flamstead	clerk@flamsteadparishcouncil.gov.uk	P
171. Abbotsley	clerk@abbotsleyparishcouncil.gov.uk	P
172. Sherburn in Elmet	clerk@sherburninemet-tc.gov.uk	P
173. Christchurch Town Council	townclerk@christchurch-tc.gov.uk	P
174. North Ferriby Parish Council	clerk@northferribyparishcouncil.gov.uk	P
175. Spratton	clerk@sprattonpc.org.uk	P
176. Bedale	clerk@bedale-tc.gov.uk	P
177. Ulverston Town Council	admin@ulverstoncouncil.org.uk	
178. Barlestone	bpc.clerk@hotmail.com	P
179. Sandleheath Parish Council	parish.clerk@sandleheath.gov.uk	P
180. Marchwood Parish Council	clerk@marchwoodparish.gov.uk	P
181. Tydd St Giles Parish Council	clerk@tyddstgilesparishcouncil.org.uk	P
182. Odiham Parish Council	clerk@odiham.org.uk	P
183. Ringwood Town Council	town.council@ringwood.gov.uk	P
184. Colwall Parish Council	cpcclerk@colwall.org.uk	P
185. Swanley Town Council	GBrooker@swanleytowncouncil.gov.uk	P
186. Newton-in-the-Isle Parish Council	parishclerk@newtonintheisle.org.uk	P
187. Braunton Parish Council	info@brauntonparishcouncil.gov.uk	P
188. Stoke Golding	clerk@stokegoldingparishcouncil.gov.uk	
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Goudhurst Parish Council
Risebridge Farm
The Hop Bine
Ranters Lane
Goudhurst
TN17 1HN

22nd September 2024

Quotation for Himalayan Birch in the Sports Field

To replace 1 dead Himalayan Birch
To prune, weed, re-stake, and re-attach tree guards on all trees.

All from the sum of £580.00 plus 20% vat

Ref: K9204-GOUDHURST-CR-GS-KG

20th September 2023

Claire Reed
Goudhurst Parish Council
Risebridge Farm, The Hop Bine
Ranters Lane
Goudhurst
Cranbrook
TN17 1HN

General Enquiries Email: admin@envirocure.co.uk

Sales Enquiries / Orders Email: sales@envirocure.co.uk

Dear Claire,

Thank you for your enquiry regarding the project below. We are pleased to provide the following information and quotation. These tasks have been based upon ACoP L8 4th Edition and HSG 274 Part 2 (2014) and Part 3 (2013), and your attention is recommended to review the attached overview sheet.

PROJECT: **HSE ACOP L8 / HSG 274 LEGIONELLA SCHEME OF CONTROL**

SITE: **CHEQUERS FIELD SPORTS PAVILION, BEAMAN CLOSE, TN17 1DZ & PUBLIC CONVENIENCE TOILETS, BALCOMBES HILL, TN17 1AT**

Envirocure Limited is a competent fully accredited company that has acquired many years of experience specialising in **AIR AND WATER HYGIENE MANAGEMENT**. We can offer a comprehensive service to our varied clients that include hospitals, schools, M & E companies and end users.

We can demonstrate our capability and competence by virtue of our affiliations and accreditations. To retain these qualifications standards are regularly tested for compliance by independent assessors. These accreditations include: -

- **Constructionline**
- **Legionella Control Association**
- **ISO 9001**
- **ISO 14001**
- **SafeContractor**
- **Water Management Society**
- **Disclosure and Barring Service (DBS)**

SERVICES AVAILABLE

- **Ductwork cleaning and sanitisation in compliance with BESA (formerly B&ES / HVCA) TR/19 standards**
- **Air handling unit clean and sanitisation / refurbishment**
- **Water management in accordance with HSE ACoP L8 4th Edition, HSG274 2013 / 2014, BSRIA, HTM 04, CIBSE and Legionella Control Association**
- **Stored water tank clean and disinfections and chlorinations in accordance with HSE ACoP L8 4th Edition, BS8558:2011, PD 855468:2015 and HSG274 Part 2 2014**
- **Legionella risk assessments and logbooks to HSE ACoP L8 4th Edition, HSG274 2013 / 2014, BS8580-1:2019 and HTM 04-01**
- **Calorifier and boiler descales**
- **Sampling regimes and bacteriological analysis**



Scope of Works

We have produced the following proposal to manage specified Legionella tasks at the stated site(s).

The attached contract overview sheet provides tasks extracted from the HSE ACoP L8 and HSG 274 Part 2 (2014) and Part 3 (2013), and good working practice procedures.

Where we have been informed that specified equipment has not been fitted at the site, the programme will be marked as 'N/A' (Not Applicable). It is requested that you confirm that the asset information detailed below is accurate.

The scope of works has been defined by Envirocure Limited. It is the client's responsibility to ensure they are satisfied with what is included within the scope of works. Should changes be required, please advise your Account Manager so alterations can be made.

Receipt of an instruction to proceed such as a purchase order number / official purchase order documentation will be taken as confirmation of approval of this scope. Where an organisation only has the facility to send email instructions and the monetary values are elevated, the order may be held whilst we confirm with your accounts department that your email is sufficient to process any associated invoices. Works will not be processed / undertaken until this verification is complete. In all cases, it is the sender's responsibility to ensure they have authority to place orders for the works they instruct.

Source of Information

The reference material used to quantify this data is detailed below: -

Reference Number	Description	Notes
K7917	Water Management Logbook	Conducted by Envirocure

Equipment and Document Schedule

Please refer to overview spreadsheet attached.

Healthcare Premises

Healthcare premises are not only covered by ACoP L8 but also by HTM04-01: Safe water in healthcare premises. The duty holder has a requirement to establish a Water Safety Group (WSG) and produce a Water Safety Plan (WSP).

Our schemes of control are designed in line with ACoP L8 and HSG 274. Any considerations for additional obligations from HTM04-01 are solely the responsibility for duty holder.

Competence

We confirm that all operatives and consultants are trained and competent to undertake the task. Training competency records can be provided on request.

Enabling and Project Requirements

The following items are assumed for the purpose of this proposal to be either available or in place and completed prior to the commencement of any works:

- Site specific requirements to allow us access (e.g., induction training, permit to work, working at height etc.) should be advised prior to our attendance.
- Site safety and induction training is to be provided by the client where required.
- Where working at height may be required, any requirement for ladders longer than 2.5 metres must be advised in advance.
- Safe uninterrupted access to all work areas throughout the project. Any areas of non-access with be recorded as such on the final report.
- Notification of any asbestos within the building(s) should be received prior to site attendance.
- Ensure our operatives do not enter unsafe asbestos areas via a current and available asbestos logbook.
- We may require the assistance of a client supplied operative / escort with knowledge of the buildings and its services to assist our operative during the site visits.

- Should there be any restrictions on the use of cameras and taking photographic evidence for use in the reports, we should be advised prior to attendance.
- No allowance has been made for the moving of furniture or fittings to expose pipework or equipment. We will access areas as far as possible during the visit. No responsibility will be accepted regarding the accuracy of items not available for inspection in its entirety which may be omitted from the report. Where possible it is recommended that arrangements are made by the client to move obstructions prior to our attendance.
- The on-site logbook must be made available by the client during site visits.
- The client must complete all responsibilities assigned to them and details must be stored in the on-site logbook.
- The client must ensure all contractors sign in and complete details of works completed in on-site Logbook.
- We will require access to the following:
 - site drawings and floor plans (detailing water systems and site layout where available)
 - previous and current Legionella risk assessments including schematic drawings
 - water management logbook including historic data of tasks being carried out
 - asset information including asset registers
 - information relating to the statutory duty holder, responsible person and deputy responsible person for Legionella control (this includes name, job title, summary of duties, experience / qualifications and training records relating to Legionella control / health and safety and contact details)
 - information relating to any current maintenance organisations carrying out Legionella tasks
 - the current Legionella policy
 - the asbestos register.

Where any of the above information is renewed or updated this new information should be provided as soon as possible to ensure records are accurate and kept current.

- Provision of information relating to communication pathways and routes of escalation and issues of immediate concern. This will include details such as those involved in approving quoted works, arranging site visits, receiving site visit reports and non-conformance notifications, dealing with issues of immediate concern and emergencies identified, managing and overseeing the risks of Legionella (i.e. statutory duty holder, appointed responsible person(s)) etc. It is important that any changes to these routes of communication are advised by the client as soon as possible.

All records are maintained in the on-site logbook, and / or-in electronic format via the client portal system. Attendance logs will be completed in the on-site logbook subject to availability. Those persons designated as responsible for the tasks in the contract overview are responsible for maintaining the records.

QUOTATION NO: K9204

To undertake the ACoP L8 (HSG274) Legionella control tasks based on the information described above and on the overview sheet.

Base Contract	- £640.00
Shower / Spray Tap Clean and Descale	- £200.00
Calorifier Internal Inspections	- £260.00
Thermal Mixing Valve (TMV)	- £189.00 (7 units at £27.00 each) *
Service & Risk Assessment	

Total Contract Proposal - £1,289.00

**Additional thermal mixing valves found during the site visit will be identified to the client. If client approval is received for a service at the time of visit, works will be performed at the same unit cost. Where additional return visits are required, an additional charge to the unit cost may be incurred. Where the quantity of thermal mixing valves identified is less than that quoted, the cost will be adjusted to reflect this.*

Please send all orders to sales@envirocure.co.uk

Contractual Terms

Please note, no retention is applicable to our works and should not be deducted from this project unless equipment or plant is installed within this proposal. We will advise if retention is applicable.

Should the above quotation be accepted a specification and Method Statement of work and Risk Assessment will be provided along with COSHH data sheets. This proposal has been based on known assets, all of which are assumed to be in a serviceable condition. The following issues and standard actions are noted and assumed acceptable:

- Thermal Mixing Valve (TMV) – unit cannot be accessed or isolated. In this scenario the unit will be function tested at £12.00 plus the cost of the assessment, where instructed.
- Calorifier – unit cannot be isolated for inspection. In this scenario the unit will be blown down to remove as much debris as possible and a stand down cost of £80.00 applied.
- Non access to tenant properties / task areas for thermal monitoring. Where access cannot be made to such locations, there will be no discount to the agreed contract cost.

Should the above not be acceptable, this must be raised and agreed prior to placement of order. All orders are accepted subject to our normal terms and conditions, available on request. Costs are exclusive of VAT and valid for 90 days. Payment terms are 30 days from submission of invoice. We reserve the right to insist on stage payments on projects with a duration of over 14 days.

Record Keeping

Records for all Legionella control activities should be kept for a period of 5 years, ideally in a central location. You have overall responsibility for maintaining these records. We maintain records of our activity on your site for a 5-year period, these are available to you for that period.

Legionella Legislations and Guidance

HSE ACoP L8 Guidance 57 recommends that Legionella Control Association (LCA) criteria be used to ensure the correct levels of service. We have Legionella Control Association membership for the Legionella control services offered and therefore can demonstrate full competence. Our Legionella Control Association membership certificate and the Legionella Control Association's Code of Conduct are available on our website, www.envirocure.co.uk.

We draw your attention to the current legislations and guidelines: '[Approved Code of Practice \(ACoP\) and Guidance – Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems \(L8\) 4th Edition](#)'. The ACoP "gives practical advice on the requirements of the '[Health & Safety at Work etc. Act 1974](#)', '[The Management of Health and Safety at Work Regulations 1999](#)' and '[The Control of Substances Hazardous to Health Regulations \(COSHH\) 2002](#)', concerning the risks from Legionella bacteria". Legionella control tasks are identified as per '[HSG274 Legionnaires' Disease Part 2: The Control of Legionella Bacteria in Hot and Cold Water Systems \(2014\)](#)' and '[HSG274 Legionnaires' Disease Part 3: The Control of Legionella Bacteria in Other Risk Systems \(2013\)](#)'. Information regarding the duty holders obligations with regards to Legionella can be found in the HSE leaflet '[INDG458 Legionnaires' Disease: A Brief Guide for Dutyholders \(2012\)](#)'. For further details regarding the above visit www.legionellacontrol.org.uk

Client Obligations

Information regarding the duty holder and responsible persons' legal duties and obligations with regards to Legionella are detailed as an addendum to this quotation. **It is recommended that this information is read through in full to ensure your understanding of these responsibilities and pre-requisites for tasks to be carried out.**

If you require additional information please do not hesitate to contact us.

Kind regards,



Gavin Smith
ENVIROCURE LIMITED

Client Responsibilities Regarding Legionella

There are several key responsibilities that the duty holder has a legal duty to address via the management team and responsible persons they appoint. These are listed below: -

Legionella Risk Assessment Services

- The duty holder must ensure there is a Legionella risk assessment record that includes all systems where water is stored or used in any premises controlled by the duty holder (The Control of Substances Hazardous to Health Regulations (COSHH) 2002). This risk assessment should be regularly reviewed to ensure it is valid and reassessed when required (refer to ACoP L8 paragraphs 32 and 47).
- Any invitation to potential service providers to quote / tender for Legionella risk assessment services should have a clear scope of work defined by the duty holder or their representative.
- Make reasonable enquiries of the service provider regarding proof of competence of individuals involved in carrying out the Legionella risk assessment e.g., provision by the service provider of: training records, competence evaluations, examples of previous work, etc.
- Schematic diagrams and asset registers should be available to inform and help the risk assessor (see ACoP L8 paragraphs 38 and 40). Pipework engineering drawings may be too detailed to allow simple communication of Legionella risk but schematic diagrams must show detail relevant to Legionella control.
- The findings of the risk assessment including the required corrective actions and the control measures should be implemented. The output from the scheme of control should be recorded and used in any subsequent review of risk.
- A written scheme of control should be produced and maintained and the output from this should be recorded and used in any subsequent review of risk.
- Regular reviews of the effectiveness of Legionella control activities should be carried out to verify the written scheme of control remains adequate.
- The duty holder should have change management procedures and / or regular review procedures should be in place to determine if the existing risk assessment remains valid, suitable and sufficient. If it is not, then a reassessment of the risk is required.

Water Treatment Services

- Have a Legionella risk assessment, written scheme of control and schematic diagrams in place, which includes a programme of treatment, monitoring and inspection and to make them available to Envirocure.
- Provide sufficient information to enable Envirocure to design an appropriate treatment programme - it is not adequate to request the provision of water treatment services "in accordance with L8".
- Make systems available and ensure safe access for treatment, monitoring and inspection.
- Ensure that tasks they are responsible for are completed and documented in the agreed record system
- Participate in the agreed review process.
- Provide notification and any necessary instruction on known risks and safety requirements in the areas Envirocure will be working e.g., access to the site asbestos register.

Hot and Cold Water Monitoring and Inspection Services

- Have a risk assessment and written scheme of control in place, which includes a programme of monitoring and inspection and to make this available to the service provider.
- Make systems available for monitoring and inspection to enable the service provider to plan and execute the service.
- Ensure safe access for monitoring and inspection is provided.
- Ensure that tasks allocated to them are completed.
- Adhere to the agreement regarding definition of scope and any responsibility implied.

Cleaning and Disinfection Services

- Maintain the entire system, and the water in it, in a clean condition and to facilitate inspection to determine if the system is clean or not.
- Make systems available for cleaning and disinfection if required with adequate notice to enable Envirocure to plan and execute the service.
- Ensure safe access for inspection and cleaning is provided.
- Adhere to the agreement regarding definition of scope and any responsibility implied.
- Ensure any necessary discharge consent is in place for effluent generated during the clean and disinfection process.

Independent Consultancy Services

- Provide the consultant with access to any pertinent historic information relevant to the project.
- Clearly define the scope of the work, its objectives and outcomes when engaging an independent consultant for any project concerned with Legionella risk control services.
- Agree the expectations with the consultant prior to commencement, referencing the agreed level of detail in, and format of the reporting; for example, schematic diagrams, asset registers, photographs, reports, etc.

Training Services

- Assess the training needs and requirements of their own staff (possibly in conjunction with Envirocure)
- Complete regular reviews of own staff training records (possibly in conjunction with Envirocure)
- Complete regular competence assessments for specific tasks and identify further training requirements and format, e.g., theory, practical, etc.
- Determine if the content of any training offered meets the requirements.

Legionella Sampling and Testing Services

- Have a risk assessment and written scheme of control in place, which may include a Legionella sampling programme and to make this available to Envirocure.
- Provide sufficient information to enable Envirocure to design an appropriate sample plan.
- Make systems available and ensure safe access for sampling.
- Participate in the review process.
- Provide notification and any necessary instruction on known risks and safety requirements in the areas Envirocure will be working e.g., access to your asbestos register.

Plant and Equipment Services

- Consider that changes to the water system may alter the Legionella risk such that a reassessment of risk is required.
- Ensure that any equipment as described above is designed, installed and commissioned correctly.
- Make the appropriate notification under the requirements of the Plumbing Notification Laws.
- Apply for a trade effluent discharge consent where appropriate.
- Update the written scheme of control, if required.

Definitions of Key Personnel

Information about key personnel with regards to the management of Legionella is detailed below. This data has been extracted from the Water Management Society's document 'Guide to Legionella Risk Assessment, Issue 5 09-2019' section 2.4.3.

Identification of Key Personnel

A list of key personnel, with contact details, should be on site and might be included in the report. All appointments should be made in writing. The risk assessment shall note whether the list is present, correct, complete and up to date. If it is not, it should be identified either as an anomaly and if appropriate as a risk factor.

Those included should be:

The Duty Holder

Described in L8 (the Approved Code of Practice, 4th edition 2013) as the employer, the self-employed person or the person in control of the premises. In most cases it is unlikely that there will be more than one duty holder, but in cases of shared accommodation, there may well be a shared responsibility. The duty holder cannot delegate their duty but can delegate managerial responsibility to the Responsible Person (sometime referred to as the appointed competent person).

The Responsible Person

L8 states that the responsible person (or persons) should have sufficient authority, competence, and knowledge of the installation to ensure all operations are carried out in a timely and effective manner. The Responsible Person is therefore going to take managerial responsibility for the system and it is likely that they will have been instrumental in requiring the risk assessment to be carried out (or indeed could carry out the risk assessment themselves, if competent). It is the duty of the Responsible Person to make reasonable enquiries to ensure that organisations such as risk assessors, water treatment companies or consultants, together with persons from the occupier's organisation are competent, suitably trained and equipped.

As part of their duties, the Responsible Person shall ensure the day-to-day running of the system is maintained and that the necessary checks, tests, remedial work and audits are carried out. The Responsible Person may not necessarily be carrying out any of this work but may have managerial input e.g., the Responsible Person would be expected to take an active role in review meetings and audits.

The Deputy Responsible Person

A person appointed to take over the duties of the Responsible Person in their absence (illness, holidays etc.). This person needs to be fully aware of the requirements and duties of the Responsible Person. They do not necessarily work for the Responsible Person and indeed may be the Duty Holder. Note: It is reasonable to expect that the responsible persons and their deputies are appointed, and accept those responsibilities, in writing. Other Key Persons include the people appointed to implement the strategies and day-to-day control of the systems. They should be informed, instructed, trained and their suitability assessed. They shall be properly trained to a level that ensures tasks are carried out in a safe, technically competent manner and receive regular refresher training. Operators of process water systems, maintenance personnel and any deputies of these people need to be given sufficient information to ensure they understand the potential impact of their actions. Key personnel who need to be recorded (with contact details) but are not employed by the site directly may include the risk assessor, mechanical and electrical sub-contractors (if used) facilities managers and water treatment consultants. All individuals with responsibilities, tasks or duties shall be named and have designated named deputies. These also should be informed, instructed, trained and their suitability assessed.

Lurkins Rise Play Area and the Glebe Fields Maintenance Contract Apr 2024 to Mar 2025 - Capel

Conditions of contract

The Contractor is to provide all of the equipment required to undertake the maintenance work.

All arisings are to be removed from site, except mulch cuttings as agreed.

The use of weed killer is not permitted.

The Contractor should take due care when undertaking the work as commensurate with working in a public space.

Special care is required when working around gravestones and monuments to ensure they are not damaged.

The Contractor must advise The Council of any damage or repairs that become evident whilst undertaking the maintenance work or any damage they cause whilst in undertaking their work.

No work is to be carried out on Sundays.

Work around the churches and churchyards should not be undertaken when a wedding or funeral is in process.

Evidence of public liability insurance will be required prior to the awarding of a contract.

Work Required	Frequency	Price
1. Outdoor operational playground inspections.	Monthly	
2. Strim and mow Goudhurst Village Green.	Every 2 weeks mid-March to mid-October	
3. Strim and mow Lurkins Rise Play Area.	Monthly March to October	
4. Mow and Strim the bottom section of the Lower Glebe Field and all footpaths and mulch.	Monthly March to October	
5. Mow and Strim the top section of the Lower Glebe Field and remove all arisings.	Early March and October	
6. Cut hedges surrounding Hillier's field.	Annually	
7. Cut hedges surrounding Goudhurst Village Green.	Annually	
8. Cut hedges on outside of Burial Grounds boundary in Lower Glebe Field.	Annually	
9. Cut hedges along bottom of Lower Glebe inside and outside along Maypole lane.	Annually	
10. Cut grass footway on south side of the highway in Station Road, from Ranters Lane junction going west.	Monthly May to September	

Total cost for works

Goudhurst Plain and Pond Maintenance Contract - Apr 2024 to Mar 2025 Pearsons

Conditions of contract

The Contractor is to provide all of the equipment required to undertake the maintenance work.

All arisings are to be removed from site.

The use of weed killer is not permitted.

The Contractor should take due care when undertaking the work as commensurate with working in a public space.

Special care is required when working around monuments to ensure they are not damaged.

The Contractor must advise The Council of any damage or repairs that become evident whilst undertaking the maintenance work or any damage they cause whilst in undertaking their work.

No work is to be carried out on Sundays.

Evidence of public liability insurance will be required prior to the awarding of a contract.

Work Required	Frequency	Price
1. Mow and strim grassed area of the Plain Strim around all fence posts, benches and bins being mindful of the public.	Every 2 weeks mid-March to mid-October	
2. Maintain triangle of grass and water edge plants, through the foot gate between the Village Hall and Hughenden House, (within the granite setts) and the edge of the pond but excluding the grass between the hedge and the Village Hall.	Every 2 weeks mid-March to mid-October	
3. Maintain area around war memorial	Every 2 weeks mid-March to mid-October and in the first week of November	
4. Removal of excess leaves and litter from the Pond and War Memorial areas.	During visits	
5. Blow off all pathways and hard standing areas to keep free from debris after each visit.	During visits	
6. Cut back growth from the base of 2 trees adjacent to B2079. Remove all waste from site.	As required	
7. Mow and strim all areas of Tattlebury Triangle, remove any fallen branches, clear leaves and litter.	Annually in November/ December	
8. Hand pull reeds, irises, bulrushes and other plants in the north and south sides of the Pond to prevent spread. Please do not cut plants.	Annually in November/ December as needed.	

Total Cost for above works

Kilndown

Maintenance Contract March – November 2023 - Fermor

Conditions of contract

The Contractor is to provide all of the equipment required to undertake the maintenance work.

All arisings are to be removed from site, except mulch cuttings as agreed.

The use of weed killer is not permitted.

The Contractor should take due care when undertaking the work as commensurate with working in a public space.

Special care is required when working around gravestones and monuments to ensure they are not damaged.

The Contractor must advise The Council of any damage or repairs that become evident whilst undertaking the maintenance work or any damage they cause whilst in undertaking their work.

No work is to be carried out on Sundays.

Work around the churches and churchyards should not be undertaken when a wedding or funeral is in process.

Evidence of public liability insurance will be required prior to the awarding of a contract.

Work Required	Frequency	Price
1. Strim and mow Kilndown lower Churchyard graves area as bounded by hedges/fences on three sides and wall on the church building side	Every second week from mid-March to early November	
2. Maintain hedges to right hand side in lower churchyard.	Annually	
3. Strim and mow Kilndown upper Churchyard around the church	Every second week from mid-March to early November	
4. Control bracken in north-east corner of quarry pond by cutting back	As required	
5. Keep large laurel on north boundary trimmed back as appropriate	As required	
6. Trim round all horizontal memorial tablets to keep them clear of encroaching grass	As required	
7. Cut back shrubs that grow too close to memorial headstones on graves	As required	
8. Light Trim lower branches of the yew trees seasonally	As required	
9. Suitability trim branches on other trees as appropriate	As required	
10. Reduce hedge to rear of graveyard to provide wider pathway and maintain at narrower width.	As required	
11. Trim edges and maintain flower beds either side of west door weed free	As required	
12. Maintain stone walls clear of ivy and other plants growing out of them	As required	

13. Keep the Churchyard clear of old breeze blocks, broken glass and other inappropriate rubbish	As required	
14. Remove all saplings growing around gravestones	As required	
15. Rough-cut with the kerbstones of any unattended graves as appropriate.	As required	
16. Strim area around Kilndown bus stop	Every second week from mid-March to early November	
17. Grass Cutting and maintenance quarry pond. Strimming area to left of bus stop gate.	Every second week from mid-March to early November	
16 Visits		Total Cost £5580.00

Additional works to be charged separately

18. Cutting back foliage along path through Quarry pond if it causes an obstruction.
19. Roadside hedge
20. Reinstate path to bus stop