

<p><b>Present:</b> Cllr Frank Mahon (in the Chair.) Vice Cllr Marie Cherry, Vice Cllr John Mitchell, Cllr Stephen Le Tissier, Cllr Ivo Haest, Cllr Rowan Bullivant In attendance: Hannah Holmes – Parish Clerk and 03 members of the public. Livestreaming YouTube channel set up. The meeting was opened by Cllr Mahon at <b>19.32</b></p> <p>The Steeple Claydon Parish Council meeting was held in person at the Village Hall on Tuesday 07 September, admission from 7.15pm onwards for a 7.30pm start. Members of the public are welcome to come along to see what the council is doing. There is a public participation session at the start of the meeting when the public are able to comment or ask the council questions about their activities. The agenda is published on the website on the Thursday before the meeting.</p> <p><u>COVID GUIDANCE</u> Normal social distancing advice apply to the public and Council.</p> <p><u>REMOTE VIEWING</u> If you do not wish to attend in person you can view the proceedings via our new Steeple Claydon Parish Council YouTube channel, there will be no commenting available on this livestream in line with government guidance</p> <p><u>QUESTIONS FOR PARISH COUNCIL</u> All questions from parishioners will need to be submitted to the Clerk before the meeting - cut off midday of the day of the meeting, details below. If you need any help or information from your PC, please contact the parish clerk. Hannah Holmes clerk@steepleclaydonparishcouncil.gov.uk <a href="http://www.steepleclaydonparishcouncil.gov.uk">www.steepleclaydonparishcouncil.gov.uk</a> Tel. 01296 534698. Office hours – Monday-Friday</p>	
<p><b>1. Apologies</b> Clerk received apologies from Cllr Cala, Cllr Cala has submitted her report on street furniture for later on in the agenda, Council accepted the apology unanimously</p>	
<p><b>2. Declarations of interest</b> Cllr Le Tissier has expressed an interest in HS2 and therefore will not be making any comment on that item on the agenda. Reimbursement on finance run for Cllr Haest and Cllr Le Tissier, so they will abstain.</p>	
<p><b>3. Minutes &amp; Matters Arising</b> The 06 July 2021 Minutes circulated to public and Cllr's via website and email. Cllr Haest proposed that they be approved as a true representation of the meeting; this was seconded by Cllr Le Tissier, all other Cllrs who had been present at that meeting agreed. The minutes were <b>agreed</b> and signed off by Cllr Mahon.</p>	Clerk
<p><b>Chairmans Comments</b> Chair thanked Cllr Cherry and Cllr Le Tissier for their hard work on the post Lockdown event at the Recreation Ground. £375 was raised for a rainbow thank you bench for by the FN Clocktower. We all hope this is the foundations for a bigger event this time next year. Thanks to all that took part and attended. Cllr Mahon updated the meeting that he met face to face with HS2 minister - £250,000 mitigation funds and asked if strings could be released on the various t's&amp;c's to do with how it</p>	

must be spent. Still awaiting a response. He was driven around local villages by Greg Smith MP to view damage to road and verges  
Minister for EWR, didn't meet us in person, but was driven around the area, he was disgusted by state of roads and could understand residents' concerns.  
Due to Hard work done by PC's, BC and MP office, EWR have agreed to fix the roads but BC want the road work done to a high standard. Hence long approval times.  
We are told they will be commencing on 18 September over 4/5 weekends.  
A planning application was missed off July agenda – it was for x 9 houses/units on NER -  
The PC have received comments regarding serious drainage concerns.  
The Clerk has got an agreed extension from BC on PC comments.  
Cllr Mahon has previously been out with LAT when NER was repaired by the bend and noted the drainage requires replacement.  
Discuss the PA in public participation, council agreed.

**5. Public participation - Opened at 19.43**

No comments from the parishioners present on any other matters or the planning application.  
It was decided to deal with PA matter under planning. All Cllrs present agreed.  
Public participation was **closed at 19.44**

**6. Working Group Update on activities and recommendations:**

**a. Finance**

- i. To approve the payments listed in the cheque run for the month

**Appendix 1.**

Clerk read out the September finance run.

Council questioned why paying BC £313.49 for costs of uncontested election in 2021. Cllr Mahon agreed to investigate with BC.

Approval for rest of payments to be processed proposed by Cllr Bullivant, seconded by Cllr Cherry, all Councillors present **agreed**.

Clerk noted a payment run happened in August and will be added to the September minutes.

**Appendix 2.**

**b. Recreation Ground**

i. Report from Recreation Ground team

ii. Accessible pathway in Recreation ground to play corner – Cllr Mahon

This is covered in the below application for NER car park. Ex Cllr Paul Firth has done an enormous amount of work last few months, for which SCPC sincerely thank him.

**Appendix 3.**

Groundworks - they administer/ give out the HS2 funding – ensure compliant projects etc

SCPC support PF in getting a lovely project for the village.

Cllr Mahon

Cllr Le Tissier asked could the car park be considered as a recycling point – item 14.

It was noted No EV or recycling point at proposed new CoOp shop.

Cllr Le Tissier wanted confirmation of what we got for the £950?

It was noted the £950.00 consult fee would be included in grant request.

Ideally to Start Spring 2022

Cllr Mitchell confirmed SCPC interest in this project and many thanks to ex Cllr Firth – welcome help from parishioners who are not on council but have a skillset to help the village.

Cllr Mahon noted no financial outlay to SCPC which will add a massive asset to the village rec ground.

Cllr Mitchell proposed we agree to progress this project.

Cllr Mahon seconded

All council agreed

Regarding the Consideration of appointment of Mr O Reilly

Cllr Le Tissier proposed to as the Clerk to request more information what we get for the £950.00 - is it photos/ideas to show parishioners what the end goal is.

Proposed by Cllr Le Tissier seconded by Cllr Haest – all council agreed.

Clerk and Chair Cllr Mahon to write to Paul Firth and get more details for Council.

Cllr Mitchell to be the point of contact for Ex Cllr Firth.

iii. Pavilion CCTV brief - carry forward to October mtg

iv. MUGA (Multi Use Games Area) update

Cllr Mahon & Clerk to contact Michael Carter – we need to inform him with our updated S106 costs available to us. Remove the meadoway to C/Corner path.

Clerk / Cllr  
Mahon

Clerk / Cllr  
Le Tissier

Clerk / Cllr  
Mahon

Clerk / Cllr  
Cherry

Cllr Mahon  
/ Cllr Le  
Tissier / Cllr  
Cherry

v. SC Village End of Lockdown Fete review – Cllr Le Tissier Day went well, and hope to use it as a foundation to build the next event on. Would shorten the day slightly in future.

vi. Covid memorial tree planting in Rec review – Cllr Cherry – all went well and lots of people attended.

vii. Memorial Bench – in Recreation Ground – Cllr Cherry - Rainbow thank you bench. We raised £375.00, cost of bench wanted is about £688.00 two meters long

Plus wording costs. Wording still to be decided.

Cllr Mahon proposed we top up the funds raised at the End of Lockdown event in order to purchase the thank you bench, SCPC to use the non-precept funds received from the interest from mitigation fund due from HS2. seconded by Cllr Bullivant, agreed by whole Council

viii. Footpath through the Recreation Ground from Nightingale Fold – Cllr Le Tissier

Cllr Le Tissier discussed the lack of Lighting situation along that path, as raised by a parishioner.

Cllr Haest has discussed this subject with ex Cllr Firth – lighting along that stretch was not previously discussed, it is a cycle path – it is a PROW

This is addressed under the appendix 3 item.

viii. Village event 2022 – Cllr Le Tissier -

Cllr Mahon noted the Verney's have expressed an interest by Claydon estates to work with SCPC to get an event for Queens Platinum Jubilee Friday 03 June 2022

Cllr Le Tissier discussed a possible joint venture, Queens Jubilee in the day and maybe a music event in the evening?

Would be good to gather together the other organisations in the village who have run events here previously; Pheonixbury / FOCS / can we use the Claydon estates events manager?

Local bands?

Cllr Mahon  
/ Cllr Cherry

Invite Verney's to a separate meeting to discuss further.

Any idea on funds/costs/fee's?

Cllr Mahon to set up a zoom meeting – Cllr Le Tissier and Cllr Cherry happy to lead the event.

**c. Village Hall, Library & Cottage**

**i. Report from Village Hall team**

Cllr Cherry noted it's been a quiet couple of months, but we now have new blinds in the hall.

**ii. Kitchen Brief for wear and tear repair (precept funds) and Kitchen design brief to be approved (S106 funds) - Cllr Mitchell**

Cllr Mitchell reviewed the design process and the S106 forms have been submitted to BC

Internal and external separate costs as separate funding, S106 and precept.

Total cost approx £45K

Ex Cllr Firth has been a useful point of contact for Cllr Mitchell – as S106 process is complicated

**iii. Exterior Kitchen works update – quotations received, awaiting S106 authorisation – as above.**

Clerk noted we have £11.5K left on skatepark S106 funds, we expect the retention fee of £4.5K to come through in next couple of months. Extra may be used for bins and seats next to Skatepark via Cllr Cala.

Clerk discussed the approx £34K that comes from the NER PA discussed earlier, previous Council have stated that it's restricted use is for MUGA/ Pavilion use only.

**iv. Flooded cellar – Cllr Le Tissier – update**

Structural engineer booked to come and visit and write a report. David Evans, Clive Hudson Assoc. £650.00 plus VAT. Then onto insurance company. Grade II listed building.

**v. Roof report – Cllr Mahon**

Had x2 companies out, at least 3 months ago, no response, need to get in new roofers for chimney repair – roof/scaffolding/

Dilly via Cllr Cherry – brickwork/scaffolding Cllr Mahon to speak to him

Like for like replacement on chimney, grade II listed building.

vi. Blinds in hall – Cllr Cherry

In place now.

vii. Replacement shelving unit – Cllr Cherry

Library are ordering a new replacement shelving unit, using the Kier/Tilia donation and FOSCL paying for the rest.

**d. Vicarage Orchard**

i. Any update- Cllr Cherry

ii. Hedgehogs of Steeple Claydon

**e. Communications**

i. Communications Policy – Cllr Le Tissier

A collective policy for communications, especially social media, Council would need to agree, to be worked on – freedom within a framework that we can do and say. October agenda item

**a. f. Street furniture** – update Cllr Cala

Chair thanked Cllr Cala for all her hard work on producing the report below.

**Appendix 4.**

**8 Fireworks – update Cllr Le Tissier**

Next mtg 08/09 at 7.30pm in the Library. Usual fireworks team invited.

Then 06/10/21 at 7.30pm in the Library

**10. Planning:**

Chair Cllr Mahon, handed over the Chairing of the meeting to Vice Cllr Mitchell to present planning and Cllr Mahon abstained from voting or comment.

**PA 21/01945/APP - NER -**

Clerk

Cllr I Haest discussed his concerns. Submitted comment below:

Objection NER land adjacent to Number 34

The Sustainable Drainage Team (SuDS) of Buckinghamshire Council wrote on 17 June 2021 to the applicant objecting to this development due to insufficient information on the surface drainage management for this development site:

“ It should be noted that the ground investigations report outlines that infiltration is not viable as a means of surface water disposal.” It stated further “Please take this letter as a formal request for information regarding management of surface water in the form of a comprehensive Drainage Strategy and accompanying Drainage Statement.”

The applicant is proposing to manage surface water generated on site by attenuating water in lined permeable paving and geocellular storage tanks, before discharging to an existing culvert to the west of the site. However, infiltration of surface water on this site will not work as parishioners who live there know very well from lived experience. The result will be that more surface water will be discharged into the surface water storm drains.

The regular flooding of North End Road is a well-known problem to Steeple Claydon Parish Council and documented by [the Environment Agency's flooding maps](#). It shows that the ditch on the west boundary of the site is important for drainage and at “high risk” of flooding.

Surface water storm drainage capacity of North End Road is not sufficient. This was even the case before the development of neighbouring Nightingale estate of 60 houses on North End Road, completed in May 2021. There was serious flooding on North End Road near Willows Barn house due to excessive surface water run off due to insufficient capacity of the storm drains and the essential ditches and culverts feeding into Padbury Brook. This led to backfilling of the sewage system and to sewage spills on the driveway of Willows Barn house and contamination of the ditch next to the driveway feeding into the Padbury Brook. This has happened several times over the past five years.

It is essential that multiple agencies involved on effective draining of surface water are coordinating as the surface water from North End Road is crossing the borders of those multiple agencies including housing developers. It is unacceptable for developers just to be allowed to connect to foul sewage and surface water drainage systems that are inadequate.

The Council is also objecting to the removal of the hedge and some trees along North End Road. Them replaced by replanting new trees will of course only have an impact after decades.

Clerk

**Planning:**

Clerk

**21/02958/APP - 6 Greenwood Place Steeple Claydon Buckinghamshire MK18 2NX Proposed single storey side and rear extensions, two storey side and rear extension and a new**

<p>entrance to the property CASE OFFICER: CONTACT NO: DATE COMMENTS REQUESTED BY:- 26 August 2021 Extension Granted until 08/09/21</p> <p>Cllr Mitchell proposes No Objection, Cllr Haest seconded all other Cllrs present agreed. Cllr Mahon abstained.</p> <p><b>21/02847/APP</b> - 18 The Island Steeple Claydon Buckinghamshire MK18 2NU Single storey front, side and rear extensions CASE OFFICER: Megan Wright CONTACT NO: 01296 585045 DATE COMMENTS REQUESTED BY:- 12 August 2021 Extension Granted until 08/09/21</p> <p>Cllr Haest proposed No Objection, seconded by Cllr Mitchell, all other Cllrs present agreed. Cllr Mahon abstained.</p>	
<p><b>10 HS2</b> - Cllr Mahon, up to date comments under chair report</p> <p>18 September onwards to see what road repairs happen</p>	
<p><b>11. E-W Rail</b> – Any updates - Cllr Mahon, up to date comments under chair report</p> <p>EWR updating signage, more still to happen on Spinney. Mtg EWR next week to take forward</p>	Cllr Mahon
<p><b>12. Road Safety Strategy</b> – Cllr Haest</p> <p>In October 2020 Cllr Haest presented a large report, has been measuring for 3 years the traffic flow into the village, came up with proposals,</p> <ul style="list-style-type: none"> <li>• Village proposals – Cllr Le Tissier proposed SCPC host an event at the hall</li> </ul> <p>Road safety at BC - Cllr Haest attended first meeting today.</p> <p>Cllr Haest will send Road Safety questionnaire to Clerk &amp; MC for SCPC facebook and website</p>	
<p><b>13. Annual Parish Meeting</b> - review by Chair Cllr Mahon</p> <p>Great success, good amount of groups turned up. Informative.</p> <p>Lot of lovely groups in village - be good if more potential volunteers attended the event.</p> <p>Next APM will be in May 2022</p>	
<p><b>14. Recycling Point</b> – Cllr Le Tissier - discussed previously under item 6/b/ii - NER car park.</p>	
<p><b>15. Any Other Business and Future agenda items are invited by all Councillors to be sent to Clerk ahead of preparing Agenda.</b></p> <ul style="list-style-type: none"> <li>• HS2 possible IMD presentation – currently on hold</li> <li>• NER car park update - PF/JM update next month</li> </ul>	

- Library cards – discussed within the VH group for a decision to be made by the end of this week - Clerk to arrange
- SLT – keys – for various buildings – processes - October agenda
- **CLRs to interview ex cllrs - For magazine articles**

**Meeting was closed by Cllr Mahon at 21.25pm**

**16. Confidential Items**

That under the Public Bodies (Admission to Meetings) Act 1980, the public and representatives of the press and broadcast media is excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**The meeting was closed by Cllr Mahon at 22.01**

**The next Parish Council meeting will be held on Tuesday 05 October 2021 at 7.30pm.**

The meeting will open from 7:15 and will start at 7:30 prompt. If you need any help or further information regarding accessing the meeting please contact the clerk, Hannah Holmes, Clerk phone – 01296 534698. Website [www.e-voice.org.uk/steepleclaydonpc/](http://www.e-voice.org.uk/steepleclaydonpc/)  
Email – Clerk@steepleclaydonparishcouncil.gov.uk

Signed.....

Date.....

**Appendix 1.**

Payee	Details	Payment method	Chq Cleared	Category	Net Value	VAT Paid	Gross
Hannah Holmes	wages	BACS		Gen Admin & Wages	£		£
Hannah Holmes	expenses - stationary various, pens, sticky post it notes, staples etc	BACS		Misc	£37.50		£37.50
Terry Levitt	wages	BACS		Gen Admin & Wages	£		£
Terry Levitt	expenses - mileage @ 0.45 x20, petrol for strimmer and mower	BACS		Misc	£22.69		£22.69
Pat Serle	wages			Gen Admin & Wages	£		£
Pat Serle	expenses - 2x adult fiction, 10x children books	BACS		Library	£25.00		£25.00
HMRC	PAYE	chq		Gen Admin & Wages	£664.25		£664.25

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Cllr Haest	re-imburement timber for tree fencing - Travis Perkins	BACS		Misc	£65.5 3	£13. 11	£78.6 4
Cllr Haest	Memorial plaque - Timpsons	BACS		Misc	£40.0 0		£40.0 0
Bucks Council	Costs of uncontested election May 2021	BACS	TO HOLD	Misc	£313. 49		£313. 49
Dave Griffiths	Rec ground maintenance - July 21	BACS		Rec Ground & Pavilion	£535. 00		£535. 00
Dave Griffiths	Rec ground maintenance - Aug21 inc 2nd herbicide treatment	BACS		Rec Ground & Pavilion	£595. 00		£595. 00
Barclays	account fee 13 July - 12 Aug 21	DD		Misc	£6.50		£6.50
Barclays	1x chq & BACS payments 14 June - 12 July 21	DD		Misc	£8.00		£8.00
Wave	waste and water for Hall / Library	DD		Hall	£115. 58		£115. 58
Wave	waste and water - pavilion	DD		Rec Ground & Pavilion	£15.5 8		£15.5 8
E-on	elec to FN Clock July 21	BACS		Clock Tower & Childrens Corner	£8.38	£0.4 2	£8.80
E-on	elec to Library / hall July 21	DD		Library	£144. 01	£7.2 0	£151. 21
E-on Next	elec to Library/ hall 14 July - 31 July 21	DD		Library	£51.4 4	£2.5 7	£54.0 1
E-on Next	elec to sports pav 29 June - 31 July 21	DD		Rec Ground & Pavilion	£30.7 4	£1.5 4	£32.2 8
E-on	elec for streetlights Aug 2021	DD		Street Lights	£793. 17	£158 .63	£951. 80
E-on	Replace photocell - Sandholme	BACS		Street Lights	£23.4 7	£4.6 9	£28.1 6
E-on	Replace obsolete lantern with LED - The Island	BACS		Street Lights	£260. 00	£52. 00	£312. 00

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E-on	Replace photocell - Queen Catherine Road	BACS		Street Lights	£23.47	£4.69	£28.16
British Gas	Gas to Village Hall / Library	DD		Hall	£16.33	£0.81	£17.14
Quest	anti viral wipes / spray, petrol can & spout	BACS		Misc	£14.39	£2.88	£17.27
Amazon	10 x 50 pieces light up wand sticks	cash card		Fireworks S137	£301.51		£301.51
Bucks Event Medics	Fireworks 2 x first responders	BACS		Fireworks S137	£180.00		£180.00
Zoom	29 Aug - 28 Sept sub fee	cash card		Misc	£11.99	£2.40	£14.39
Microsoft 365	sub fee for Aug 21	cash card		Misc	£6.06	£1.21	£7.27
Blind Dimensions	Final balance due on supply/fit 8x made to measure blinds (paid so far £1352.50) Subtotal £1627.08, VAT £325.42, total £1952.50	BACS		Hall	£600.00	£325.42	£600.00
Village Networks	wifi for hall / library	DD		Hall	£25.00	£5.00	£30.00
Village Networks	wifi for pav	DD		Rec Ground & Pavilion	£25.00	£5.00	£30.00
Cartridge Save	4 x toner cartridges	cash card		Misc	£263.11	£52.62	£315.73
BMKALC / NALC / LCR	SCPC subs	BACS		Misc	£389.79		£389.79
E-on Next	01 Aug - 31 Aug elec to FN Mem Clock	BACS		Clock Tower & Childrens Corner	£7.18	£0.36	£7.54
E-on	Replace obsolete lantern with LED - St Michaels Way	BACS		Street Lights	£260.00	£52.00	£312.00
Bunting & Co	Inv 41850	BACS		Misc	£270.00		£270.00

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Buckinghamshire Council	empty x5 & rentalx10 bins - 1100 August	BACS		Bins	£68.50		£68.50
Cllr Le Tissier	Covid Memorial Tree - Green Man garden & landscape Services	BACS		Misc	£220.00		£220.00

£9,37 2.44    £692 .55    £9,73 9.57

## Appendix 2

Payee	Details	Cllr Initial	Chq Cleared	Category	Net Value	VAT Paid	Gross
Hannah Holmes	wages	BACS		wages	£		£
Terry Levitt	wages	BACS		wages	£		£
Terry Levitt	expenses - fuel 15 miles @ 0.45p and bottled water for PC mtg	BACS		misc	£9.35		£9.35
Pat Serle	wages	BACS		wages	£		£
HMRC	PAYE	BACS		wages	£670.65		£670.65
Bucks Council	Big bins - Empty x5 / rental x8 for July	BACS		Bins	£64.30		£64.30
Quest	woodworm killer / 2 stroke oil / sealant adhesive & dispenser gun	BACS		Misc	£49.30	£9.87	£59.17
Microsoft	Office 365 -	cash card		Misc	£11.40	£2.28	£13.68
Microsoft	Office 365 -	cash card		Misc	£9.40	£1.88	£11.28
British Gas	02 June - 29 June 21	D/D		Hall	£18.56	£0.92	£19.48
Alchemy fireworks	Fireworks display	BACS		Fireworks S137	£4,000.00	£800.00	£4,800.00

Zoom	online meetings between council	cash card		Misc	£11.99	£2.40	£14.39
Radstone Security	annual CCTV service / install new power cable	BAC S		Rec Ground & Pavilion	£130.00		£130.00
Oakpark	maintenance for fire extinguishers as per contract	BAC S		Hall	£102.00	£20.40	£122.40
Oakpark	Smoke head used on service	BAC S		Hall	£64.40	£12.88	£77.28
BMKALC annual subscriptions	yet to receive invoice	BAC S	DELAY ED	Misc	£235.85		£235.85
NALC annual subscription	yet to receive invoice	BAC S	DELAY ED	Misc	£136.94		£136.94
LCR subscription	yet to receive invoice	BAC S	DELAY ED	Misc	£17.00		£17.00
Claydon Churches	Annual donation x2 as agreed at July mtg	BAC S	DELAY ED	Misc	£700.00		£700.00
					£9,189.52	£850.63	£10,040.15

### Appendix 3

Dear Hannah,

I note there is an agenda item for this topic at tonight's meeting. I am sorry I am unable to attend but if you could pass this summary to the councillors for their consideration that would be very helpful.

### Proposal – to surface the Recreation Ground Car Park situated off North End Road and enhance with lighting, EV charging point and improved storage for the football club

Detail

- Initial approach to a surfacing contractor indicates that the cost of preparing the sub-base and laying an asphalt surfaced car park with kerbing is in the region of £25k.

- Improvements to the car park could include lighting (low spread LED lights), a public charging point or two for electric vehicles, a new footpath from North End to the pavilion and a new storage container for use by the football club to replace the two currently on site. All these items are additional to the surfacing quote above
- Consider including other recreation ground work into the funding – a surfaced path from Meadoway to Children’s Corner and lighting to the footpath from Meadoway to the skatepark and Bovis estate
- Whole project to be funded by an application for Community and Environment Funding from Groundworks/HS2. There are many similar projects along the HS2 route that have successfully applied for funding for this type of project. Max grant available £75k.
- Site clearance would include removal of the accumulated rubbish and the two rusting containers

#### Implementation

- Initial approach has been made to Groundworks and indicates that this is a compliant project meeting CEF criteria
- I am happy to progress the application
- We need a site survey and design – I have discussed this with Gordon O’Reilly (resident) who has worked with me on previous projects. He could carry out the site survey and design work in a professional capacity – anticipated fee £950 (included in grant application). If councillors have other contact capable of carrying out this work I would be keen to talk to them.
- We need to invite tenders based on the design and specification developed by me on behalf of the parish council – local contractors to be invited to tender. Need to check what procurement rules apply since Brexit (Cllr Mahon to advise perhaps)
- Sequence of events:
  - Appoint surveyor / designer
  - Site survey
  - Develop design
  - Investigate EV charging points (any knowledge on this gratefully received) and include in design and spec
  - Invite contractors to review the proposals pre-tender and take account of their comments and obtain outline estimate for grant purposes
  - Apply for grant
  - Invite tenders
  - Appoint contractor
  - Carry out the work
- It would seem sensible to time this work to start in Spring 2022

Please can the Parish Council:

- Confirm its commitment for this work to be progressed
- Consider the appointment of G O’Reilly to carry out the survey and design work for a fixed fee of £950
- Appoint a councillor to be my point of contact on day to day matters regarding the project.

I hope this all makes sense. I hope to be watching the meeting but again apologies for not being able to attend.

Best regards

Paul

#### Appendix 4

### Steeple Claydon Parish Council

Item F. Street Furniture Update for 7<sup>th</sup> September 2021 Parish Council Meeting

Prepared by : Councilor Zeena Çala

1<sup>st</sup> September 2021

#### Background

Responsibilities for Street Furniture were taken by Cllr Cala July 2021 upon appointment as new member of SCPC.

A meeting held 19<sup>th</sup> July with Parish Clerk Hannah Holmes and Caretaker Terry Levitt identified a number of areas requiring immediate attention which we have, during summer 2021 holidays, endeavored to complete.

We recognise there is some fine tuning of some pieces of work and aim to have these completed in readiness for the November 2021 Parish meeting.

In summary, the following has been completed : Audit of street lights with EON contacted to fix, street signs, benches, rubbish bins, dog bins completed with works underway to spruce up and ensure easy to access/report. We will be seeking parishioner to volunteer to assist us with sprucing up benches in the future and we need assistance to clear and sort the itinerary of equipment the SCPC has available to ensure it is fit for purpose and there are no items missing e.g. to ensure our verges are kept maintained well we need to seek suitable ride on equipment to go over rough services without damaging equipment.

Risk assessment of ride on mower for verge hedges completed, not suitable and seeking alternative to maintain hedgerows/verges.

Once these essential works have been completed I wish to turn my attention to the village aesthetics, usability and considering how we might re-enter Best Kept Village, explore a virtual app for a walk with key navigation and information tools in the village e.g. a Village Pump history plaque, Finger signposts to Village Hall, Rec throughout village. These ideas will require support from parishioners so a request for help and a sub-group will be placed in the Parish Newsletter and on SC Forum to create a village buzz and pride for our village.

Below is a table of works and items completed and those that are currently underway for Council and Parishioners perusal in written minutes.

SFRef	Work	Work completed	Work underway	Work outstanding
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SF1	Street Lighting	<p>Audit of 162 lights identified 8 requiring fixing which is now with EON to complete. Lamp 'stickers' have been posted on all SCPC accountable street lights. Confirmation received that 3 LED lights being covered by Charndon and Calvert PC.</p>	<p>EON to quote to fix identified problem areas. EON to comment on 'missing' street lights.</p>	<p>Agree where additional lighting could be placed in village, get quote and agree changes.</p> <p>Use HS2 Mitigation funds in future to convert all lighting to LED. Quotes for LED work available from CCPC once required. D/N April 2022 to seek alternative electricity supplier to ensure competitive prices in contract.</p>
SF2	Village Benches	<p>An audit of benches completed with USB from predecessor Cllr Barrett. Identified a number of benches need paint slat repairs.</p>	<p>Quotes and workforce identified to spruce up existing benches.</p>	<p>Seek approval for additional seating across village and secure 'memorial' bench. Ensure disability access of benches suitable across village, e.g. explore options in Recreation Ground.</p>
SF3	Dog Bins	<p>An audit of dog bins completed led to conversation with Parishioner Timberlake to confirm West Street to have Dog Bin replaced outside 1 The Green West St with larger capacity bin. Quotes sought and being purchased. Placement of new Dog Bin opposite Claybourne.</p>	<p>Replacement dog bin for West Street to accommodate larger volume of waste. Extend contract with Street Scene to include larger and new bin.</p>	<p>Consideration of additional dog bin North End corner and exit of Steeple Claydon via Calvert Straight.</p>
SF4	Rubbish Bins	<p>An audit of bins has been completed - needs agreeing with Parish Clerk and Caretaker next steps.</p>	<p>Itinerary to be completed and quotes/actions agreed.</p>	

SF5	Verges across village	An audit of the ride on mower was completed to assist keeping hedgerows at acceptable length. Following need for 'service' identified as not suitable for verge cutting.	Exploring selling of ride on lawn mower to purchase more suitable equipment for caretake and other volunteers to keep hedgerows at bay.	Confirm via devolution guidelines what longer term support is available for maintenance of village green areas.
SF6	Street signs	Two street signs have been requested to be replaced due to poor condition.	Replacement of two street signs by FixMyStreet.	
SF7	Village Pump	Woodworm untreatable in gables confirmed.	Need to re-paint and tidy up area.	Consider a 'history plaque' to sit inside pump.
SF8	Audit of equipment	This has not been completed.	Carried forward to identify itinerary and asset register of	
SF9	Village Noticeboards	Audit of notice boards and need to refresh and update recreation ground board.	Seeking quote to replace noticeboard in recreation ground.	Seek approval for single community board near Molly's Community Café.
SF10	Best Kept Village	Exploring ideas and thoughts on how/when we could improve village appearance and amenities.	Consider if additional planters suitable across village, consider 'points of interest' across the village e.g. signposting to village hall, 'history' and use of village pump for a virtual walk app.	Implement plans agreed with sub-group seeking support from local school, WI and Men in Sheds and other community groups in village.