

# Avon Dassett Parish Council

## AGENDA

I hereby give notice that the ordinary meeting of Avon Dassett Parish Council will be held in The Reading Room on 1<sup>st</sup> September 2025 at 7.00pm, to which you are summoned for the transaction of the following business

|                      |                                                                                                |
|----------------------|------------------------------------------------------------------------------------------------|
| <b>Summons</b>       | Cllr Trevor Gill (Vice Chair), Cllr Liz Hirst, Cllr Alex Jackson, Cllr Darrell Muffitt (Chair) |
| <b>Invitees</b>      | The General Public, Cllr Chris Mills (WCC), Cllr Natalie Gist (SDC). Cllr Nigel Rock (SDC)     |
| <b>Meeting Chair</b> | Cllr Darrell Muffitt                                                                           |
| <b>Minute Taker</b>  | Joanne Jarman (Parish Clerk)                                                                   |

**The meeting is open to the public and the press, who are welcome to attend the duration of the meeting\* and may raise questions or comment on agenda items during Public Participation. Members of the public are not expected to speak at any other time during the meeting.**

**\*Occasionally members of the public and press may be required to leave the meeting if the council resolves to consider 'confidential business'**

- 1. Record of Members Present**
- 2. To Receive Apologies and the Reasons for Such Absence**
- 3. To receive the Declarations of Personal or Pecuniary Interests**
- 4. Public Participation - to receive any questions or presentations from the public**  
(15 minutes will be allowed for this item)
- 5. To approve the Minutes of previous meeting:**
  - 5.1 Annual Parish Council meeting held on 7<sup>th</sup> July 2025
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda (See Clerk's Report)**
  - 6.1 To confirm the completed actions – see Parish Clerk's report
- 7. County and District Councillor Reports**
  - 7.1 Warwickshire County Council
  - 7.2 Stratford District Council
- 8. Planning**
  - 8.1 Reference: 25/01629/FUL Orchard Cottage
  - 8.2 Reference: 25/01812/FUL The Old New House
- 9. Community**
  - 9.1 To receive an update on the playground maintenance plan
  - 9.2 To consider the maintenance work that requires carrying out in the village
- 10. Highways, Street Lighting and Footpaths**
  - 10.1 To receive an update on highways, street lighting and drains
  - 10.2 To consider the quote from Electricity Network Contractors for the upgrade of the street lights at £12,650.70 + VAT
  - 10.3 To consider paying for the street light upgrade out of general reserves.
- 11. Finance**
  - 11.1 To approve the payments in the schedule attached to this agenda
  - 11.2 To receive the financial statements for the period ended 26<sup>th</sup> August 2025
  - 11.3 To confirm the NJC Pay Award for 2025/26
  - 11.4 To approve the backdated pay arrears of £49.92
- 12. Policies**
  - 12.1 Grants policy
  - 12.2 Reserves policy
  - 12.3 Planning standing orders
- 13. Councillor vacancy**
  - 13.1 To receive an update on the councillor vacancy

**14. Warwickshire Local Government Reorganisation Engagement Questionnaire**

14.1 To consider the response to the Warwickshire Local Government Reorganisation Engagement Questionnaire:  
<https://shapingourcouncils.co.uk/get-involved/>

**15. Correspondence (for information only)**

**16. Councillors' Reports**

To report on minor matters of information not included elsewhere on the agenda

**17. Items for the Next Agenda**

To raise items for future agendas.

**18. Date of the next meeting:** 3<sup>rd</sup> November 2025



Parish Clerk – Joanne Jarman

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Dated: 26<sup>th</sup> August 2025

## Minutes of an Ordinary meeting of Avon Dassett Parish Council

7<sup>th</sup> July 2025 at

The Reading Room, Avon Dassett

All attended were requested to follow the meeting protocol

The meeting commenced at 19.00

### 1. PRESENT

Cllr Trevor Gill (Vice Chair)  
Cllr Liz Hirst  
Cllr Alex Jackson  
Cllr Darrell Muffitt (Chair)  
Cllr Natalie Gist (SDC)  
Cllr Chris Mills (WCC)

Joanne Jarman (JJ) – Parish Clerk (minute taker)  
Four members of the public were present.

### 2. APOLOGIES

The Chair welcomed everyone to the meeting.

### 3. TO RECEIVE DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST

None.

### 4. PUBLIC PARTICIPATION

No items were raised.

### 5. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Cllr Jackson proposed that the minutes of the Parish Council held on 12<sup>th</sup> May 2025 be approved.  
Seconded: Cllr Gill

***It was resolved that the minutes be approved.***

### 6. TO RECEIVE PROGRESS REPORTS ON OUTSTANDING ITEMS NOT COVERED LATER ON THE AGENDA

The Clerk's Report Appendix A forms part of these minutes. The completed actions are referred to in the report.

Cllr Muffitt proposed the removal of the remaining spike where the Spica was located.

Seconded by: Cllr Jackson

**ACTION: Work necessary to take the spike, where the Spica was located, out to be established along with any associated costs – Cllr Muffitt**

### 7. DISTRICT AND COUNTY COUNCILLOR REPORTS

#### 7.1 Warwickshire County Council

Cllr Mills presented the report.

#### 7.2 Stratford District Council

Cllr Gist presented the reports.

The reports are available on the Parish Council website -

<https://avondassettparishcouncil.gov.uk/reports/>

**8. PLANNING****8.1 Reference: 24/02394/FUL The Plantation – Creation of new access and associated hardstanding**

The council considered the report prepared by Mike Blakeman and thanked him for his support.

The applicant encouraged residents to talk to him if they have any concerns.

Cllr Gill proposed that a no objection response be submitted.

Seconded: Cllr Jackson

***It was resolved that a no objection response for planning application 24/02394/FUL be submitted***

**ACTION: No objection response for planning application 24/02394/FUL to be submitted - Clerk**

**9. COMMUNITY****9.1 To review the maintenance and replacement plan for the playground and approve costs (see Clerk's Report)**

Cllr Hirst talked through the report. She reported that the kidney-shaped bench has been removed following damage caused by youths from outside of the village. The bench needs to be assessed to see if it is repairable.

**9.2 To consider the quote for the cutting back of the trees overhanging the cemetery (see Clerk's Report)**

Cllr Muffitt proposed that the quote for £440 be accepted and that the contractor to be instructed to leave the wood in the car park.

Seconded: Cllr Gill

***It was resolved that the quote for £440 be accepted and the Tree Warden be asked to arrange for the work to be carried out. The Clerk is authorised to accept an increase in the quote up to £460 including VAT.***

**ACTION: Tree Warden to be asked to arrange for the tree work to be carried out; the wood to be offered to the village and any remaining wood left to be in the car park for Cllr Gill to collect for use in the Reading Room - Clerk**

**ACTION: Tree warden to obtain quotes to trim back the trees overhanging the cemetery car park - Clerk**

**9.3 To consider the Parish Council's response to complaints about unannounced fireworks being let off in the village (see Clerk's Report)**

The Clerk explained that the Parish Council has no control over fireworks. Issues can be reported to Stratford District Council:

<https://www.stratford.gov.uk/environment/bonfires-and-fireworks.cfm>

**ACTION: Community website to be asked to post the link for residents – Clerk**

**9.4 To consider the proposal for a memorial bench (See Clerk's Report)**

The specification for the bench had been circulated prior to the meeting.

Cllr Hirst highlighted that the bench should be located on a rubber matting rather than a concrete base.

Councillors asked that the family inform the Clerk of the proposed location of the bench prior to installation and to liaise with the Clerk and Cllr Hirst at each stage.

Cllr Jackson proposed that the proposed bench and plaque be approved.

Seconded: Cllr Hirst

***It was resolved that the proposed bench and plaque be approved***

**ACTION: Family to be informed of the approval of both the bench and the plaque and the Clerk to follow up with the next stages - Clerk**

## **10. HIGHWAYS, STREET LIGHTING AND FOOTPATHS**

### **10.1 To receive an update on highways, street lighting and drains**

Cllr Gill noted that a large number of drains on Church Hill and outside the pub are blocked and need clearing.

Cllr Gill thanked a resident for volunteering to assist with the project. Cllr Gill is still waiting for updated quotes and will arrange a meeting with the resident to move the project forward.

### **10.2 To consider the street light risk assessment**

Cllr Gill proposed the risk assessment be approved:

Seconded: Cllr Hirst

***It was resolved that the street light risk assessment be approved.***

### **10.3 To consider applying to the next round of SDC's Community Climate Change and Nature Fund (see Clerk's Report)**

Cllr Hirst proposed that an application be made when the project specification has been agreed

Seconded: Cllr Gill

***It was resolved that an application be made to SDC CCCN when the three quotes are available and the specification has been approved.***

## **11. FINANCE**

Finance documents are available on the Parish Council website

<https://avondassettparishcouncil.gov.uk/finance/>

### **11.1 To approve the payments in the schedule attached to this agenda**

The payments schedule – Appendix B forms part of these minutes.

Proposed: Cllr Muffitt

Seconded: Cllr Jackson

***It was resolved that the payments be approved***

### **11.2 To review the financial statements to 30<sup>th</sup> June 2025**

Proposed: Cllr Muffitt

Seconded: Cllr Hirst

***It was resolved that the financial statements be accepted.***

## **12. INFORMAL CONSULTATION – COMMUNITY GOVERNANCE REVIEW**

### **12.1 To consider expressing an interest in the informal consultation - Community Governance Review by Stratford District Council**

Cllr Gill proposed that an expression of interest be made

Seconded: Cllr Hirst

***It was resolved to express an interest in the informal consultation – Community Governance Review.***

### **13. Councillor vacancy**

#### **13.1 To consider the next steps for filling the councillor vacancy**

It was agreed that the vacancy be advertised on the Parish Council website, notice board, Facebook and Community website (subject to approval by the administrators)

#### **13.1 To consider the advertisement for the vacancy**

Cllr Jackson proposed the advertisement be approved.

Seconded: Cllr Hirst

***It was resolved to approve the advertisement.***

**ACTION: Councillor vacancy advertisement to be placed - Clerk**

### **14. Neighbourhood Plans Campaign**

#### **14.1 To consider the resolution calling on the Government to provide dedicated funding for Neighbourhood Plans**

WALC has asked Parish Councils to consider passing a resolution calling on the Government to reinstate the dedicated funding for Neighbourhood Plans:

Cllr Muffitt proposed the resolution Calling on the Government to Provide Dedicated Funding for Neighbourhood Plans

Avon Dassett Parish Council acknowledges that:

- Neighbourhood planning empowers local communities to shape the development and growth of their areas through the creation of Neighbourhood Plans.
- The preparation of Neighbourhood Plans requires significant time, expertise, and financial resources, often placing a burden on parish and town councils.
- Neighbourhood Plans contribute to more democratic, locally-informed planning decisions and support the delivery of sustainable development aligned with community needs and aspirations.

Seconded: Cllr Gill

***It is resolved to -***

- ***Call upon His Majesty's Government to provide increased and sustained funding to support the development, review, and implementation of Neighbourhood Plans.***
- ***Request that the Government ensures funding is accessible to all communities, to promote inclusivity and fairness in the planning process.***
- ***Write to Jeremy Wright and the Secretary of State for Housing, Communities, and Local Government to communicate this resolution and advocate for enhanced support for neighbourhood planning***

#### **14.2 To consider sending WALC's suggested letter to the local MP**

Cllr Muffitt proposed sending WALC's suggested letter to the local MP

Seconded: Cllr Gill

***It was resolved that a letter be sent to the local MP.***

**ACTION: WALC to be notified of the passing of the resolution and letter to be sent to the MP - Clerk**

#### **15. CORRESPONDENCE**

##### **15.1 Churchyard Strimming (see Clerk's Report)**

Cllr Gill reported that the churchyard is now tidy.

##### **15.2 Soapbox Derby (see Clerk's Report)**

A resident reported that the clearing up was excellent this year and that the tyres were a great improvement on the haystacks.

##### **15.3 Cemetery**

Cllrs Muffitt and Gill met with the Clerk this afternoon and will agree a response to the issue raised.

##### **15.4 Open Gardens**

Open Gardens reported that they made £1,036.50 for NGS, down from £1,425.05 last year. The weather was not kind to the event. The event is contributing £193.50 to the Parish Council for the tubs. The Parish Council thanked the organisers for the contribution.

#### **16. COUNCILLORS REPORTS**

PCSO Bailey visited on Saturday, only Cllr Jackson from the village attended which was disappointing.

Cllr Hirst reported that another step has been sold and the plaque will be acquired.

#### **17. ITEMS FOR THE NEXT AGENDA**

Grants policy review

Reserves policy review

Planning policy review

#### **18. DATE OF NEXT MEETING**

Ordinary Parish Council meeting – 1<sup>st</sup> September 2025

**The meeting closed at 7.40pm**

#### **SUMMARY OF ACTIONS:**

- Work necessary to take the spike, where the Spica was located, out to be established along with any associated costs – Cllr Muffitt
- No objection response for planning application 24/02394/FUL to be submitted – Clerk
- Tree Warden to be asked to arrange for the tree work to be carried out; the wood to be offered to the village and any remaining wood left to be in the car park for Cllr Gill to collect for use in the Reading Room – Clerk
- Tree warden to obtain quotes to trim back the trees overhanging the cemetery car park – Clerk
- Community website to be asked to post the link for residents – Clerk
- Family to be informed of the approval of both the bench and the plaque and the Clerk to follow up with the next stages – Clerk
- Councillor vacancy advertisement to be placed – Clerk
- WALC to be notified of the passing of the resolution calling on the government to provide dedicated funding for Neighbourhood Plans and letter to be sent to the MP - Clerk

**Signed:**

**Date:**

## Avon Dassett Parish Council

### Parish Clerk's Report – 1<sup>st</sup> September 2025

| Agenda Reference – 7.7.2025 | COMPLETED ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.1                         | No objection response for planning application 24/02394/FUL to be submitted - Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 9.2                         | Tree Warden to be asked to arrange for the tree work to be carried out; the wood to be offered to the village and any remaining wood left to be in the car park for Cllr Gill to collect for use in the Reading Room. The Tree Warden reported to Cllr Hirst that the small amount of wood that was removed was shredded and that there was no wood remaining. The Tree Warden has confirmed to me that as there was not much usable timber the contractor made the decision to chip and remove it.                                                                                                                                                                                                                                                                                                         |
| 9.4                         | Family to be informed of the approval of both the bench and the plaque and the Clerk to follow up with the next stages. Cllrs Muffitt and Hirst have met with the family and suggested two locations for the bench; the family opted for placing it next to the small swing. Councillors approved the location via email and the family put the bench up on 12 <sup>th</sup> August.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 13.1                        | Councillor vacancy advertisement to be placed – no interest has been received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 14.2                        | WALC to be notified of the passing of the resolution and letter to be sent to the MP – sent 8 <sup>th</sup> July 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                             | ACTIONS NOT COMPLETE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6                           | Work necessary to take the spike, where the Spica was located, out to be established along with any associated costs – Cllr Muffitt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 9.2                         | Tree warden to obtain quotes to trim back the trees overhanging the cemetery car park – the Clerk has asked the tree warden to obtain quotes. These have not been received yet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 12                          | Risk assessment to be updated for fire risk assessments on the wiring in Reading Room and brought to the next meeting – Clerk – the clerk requires support from Cllr Muffitt to progress this                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Agenda Reference - 1.9.2025 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8.1                         | <p><b>Reference: 25/01629/FUL Orchard Cottage</b></p> <p>A no objection response was submitted following consultation with the councillors in accordance with the Planning Standing Orders with the following comments:</p> <ul style="list-style-type: none"> <li>• Whilst the dwelling sits within the Avon Dassett Conservation Area and the proposed alteration has no impact on the Conservation Area.</li> <li>• The nearest listed building is The Thatches and cannot be seen from Orchard Cottage. It is considered that the proposed alterations will have no impact on any Listed Buildings.</li> <li>• The proposal accords with Policy AS10 (C) of the Stratford-on-Avon Core Strategy (C) Conversion to a residential use of a building within the physical confines of a village.</li> </ul> |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |        |                  |       |                           |              |                                 |        |                            |        |                                 |        |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------|------------------|-------|---------------------------|--------------|---------------------------------|--------|----------------------------|--------|---------------------------------|--------|
| 8.2                             | <p><b>Reference: 25/01812/FUL The Old New House</b></p> <p>A no objection response was submitted following consultation with the councillors in accordance with the Planning Standing Orders.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |        |                  |       |                           |              |                                 |        |                            |        |                                 |        |
| 9.2                             | <p><b>To consider the maintenance work that requires carrying out in the village</b></p> <p>The following maintenance issues have been reported to me:</p> <ul style="list-style-type: none"> <li>• The drain troughs in the village need attention as most of them are blocked with debris from the trees. It will also be helpful to know when the next jet washing is due. Highways will not routinely keep the grates clear as they have always stated that this is the Parish Council's responsibility.</li> <li>• The bench at the bottom of the village near the village green is damaged and needs repair.</li> <li>• There are 2 or 3 road signs on the way in to the village down Church Hill which are obscured by branches. These need to be cleared.</li> <li>• The gate into the playground is rotten on the top rail and needs looking at to see if it can be repaired or if the gates need replacing.</li> <li>• One of the fence posts near the kissing gate is rotten at the base and needs looking at with a view to replacing it.</li> <li>• The streetlight outside the War Memorial is obscured by foliage from adjacent trees.</li> </ul> <p>The following repairs have been made:</p> <ul style="list-style-type: none"> <li>• The small notice board at the bottom of the village opposite the village green has been removed as it was in a very poor state of repair; Cllr Gill has replaced it with new one.</li> <li>• The bench outside the village cemetery has had a new slat fitted by volunteers.</li> <li>• The bench by the lower notice board has been glued and screwed back together by volunteers.</li> </ul> |                            |        |                  |       |                           |              |                                 |        |                            |        |                                 |        |
| 10.2 and 10.3                   | <p><b>Street Light upgrade</b></p> <p>The street light project has been scaled back to include just the upgrade of the street lights to LED and the removal of the street lights located on private property. The possibility of CCTV and solar panels can be considered at a later date. An application made to the SDC Climate Change and Nature Fund for £6,000 was not successful.</p> <p>Three quotes have been obtained. One was for significantly more than was expected and one was incomplete. Electricity Network Contractors (ENC) is known in the sector and has a good reputation; they have provided a quote of £12,650.70 + VAT.</p> <p>The 2025-26 budget includes £1,291 related to loan repayments.</p> <p>A summary of the current financial position is:</p> <table data-bbox="395 1563 975 1776"> <tr> <td>Current available reserves</td><td>24,000</td></tr> <tr> <td>Unused PWLB loan</td><td>1,291</td></tr> <tr> <td>Projected surplus 2025/26</td><td>5,000 (10.3)</td></tr> <tr> <td>Reserves available at 31.3.2026</td><td>30,291</td></tr> <tr> <td>Projected spend on upgrade</td><td>13,000</td></tr> <tr> <td>Estimated reserves at 31.3.2026</td><td>17,291</td></tr> </table> <p>The Reserves Policy states that general reserves should be no more than 12 months' expenditure; this currently equates to c. £17,000.</p> <p>The Business Case to support the recommendation that the work go ahead with ENC and is paid out of general reserves is attached.</p> <p>It is anticipated that the entire project will be completed by the end of the calendar year.</p>                                            | Current available reserves | 24,000 | Unused PWLB loan | 1,291 | Projected surplus 2025/26 | 5,000 (10.3) | Reserves available at 31.3.2026 | 30,291 | Projected spend on upgrade | 13,000 | Estimated reserves at 31.3.2026 | 17,291 |
| Current available reserves      | 24,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |        |                  |       |                           |              |                                 |        |                            |        |                                 |        |
| Unused PWLB loan                | 1,291                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |        |                  |       |                           |              |                                 |        |                            |        |                                 |        |
| Projected surplus 2025/26       | 5,000 (10.3)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |        |                  |       |                           |              |                                 |        |                            |        |                                 |        |
| Reserves available at 31.3.2026 | 30,291                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |        |                  |       |                           |              |                                 |        |                            |        |                                 |        |
| Projected spend on upgrade      | 13,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |        |                  |       |                           |              |                                 |        |                            |        |                                 |        |
| Estimated reserves at 31.3.2026 | 17,291                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |        |                  |       |                           |              |                                 |        |                            |        |                                 |        |

**11.3****NJC Pay Award**

The Joint Council for Local Government Services (NJC) has agreed a pay award of 3.2% for 2025/26. The Clerk's salary will be increased in line with pay scale 19. Arrears of £49.92 is due for the period from 1<sup>st</sup> April to 31<sup>st</sup> July 2025.

| AVON DASSETT PLAYING FIELD INSPECTION, MAINTENANCE AND REPLACEMENT PLAN |                                                                                                                                              |                                                                                     |                |                                           |                            |                            |                                                                                                                                                 |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------|-------------------------------------------|----------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Area                                                                    | Annual inspection findings                                                                                                                   | Action Required                                                                     | Estimated cost | Date work completed                       | Estimated replacement date | Estimated replacement cost | Notes                                                                                                                                           |
| Seating                                                                 | Timber decayed - slats on bench                                                                                                              | Replace affected parts                                                              | £168.00        | 7.5.2025                                  | N/A                        |                            |                                                                                                                                                 |
| Kissing Gate                                                            | Gate has violent action                                                                                                                      | Adjust the gate                                                                     |                |                                           | N/a                        |                            | Passed to Cllr Muffitt                                                                                                                          |
|                                                                         | Fixtures loose or missing - rail 1 is detached                                                                                               | Replace                                                                             |                |                                           |                            |                            |                                                                                                                                                 |
|                                                                         | Loose in ground                                                                                                                              | Repair                                                                              |                |                                           |                            |                            |                                                                                                                                                 |
| Gates                                                                   | Timber damaged on latch                                                                                                                      | Monitor                                                                             |                |                                           | N/A                        |                            |                                                                                                                                                 |
| Fencing                                                                 | Timber is decayed                                                                                                                            | Monitor                                                                             |                |                                           | N/A                        |                            |                                                                                                                                                 |
|                                                                         | Fence posts becoming loose in the ground                                                                                                     |                                                                                     |                |                                           |                            |                            |                                                                                                                                                 |
| Litter bins                                                             | No findings                                                                                                                                  | None                                                                                | £0.00          |                                           | N/A                        |                            |                                                                                                                                                 |
| Signage                                                                 | No findings                                                                                                                                  | None                                                                                | £0.00          |                                           | N/A                        |                            |                                                                                                                                                 |
| Swing - Toddler - 1 Bay 2 Seat                                          | Central strap loose/missing - metal core is damaged with sharp ends exposed                                                                  | Replace the seat                                                                    | £443.95        | 19.2.2025 (seat 1),<br>11.6.2025 (seat 2) | 3 years                    | £6k + VAT + fitting        |                                                                                                                                                 |
|                                                                         | Nuts on underside of seats are rusty                                                                                                         | Replace                                                                             |                | 19.2.2025                                 |                            |                            |                                                                                                                                                 |
|                                                                         |                                                                                                                                              |                                                                                     |                |                                           |                            |                            |                                                                                                                                                 |
| Swing - Junior - 1 Bay 2 Seat                                           | Unable to gauge structural integrity                                                                                                         | Internal inspection of all parts required - programme complete replacement of swing |                |                                           | ASAP                       | £4,377 + VAT               |                                                                                                                                                 |
|                                                                         | Distance between seat side and support is                                                                                                    | No practical action is identified                                                   | £0.00          |                                           |                            |                            |                                                                                                                                                 |
| Multiplay - Junior                                                      | Loose corner tile and gaps at edges                                                                                                          | Repair ourselves with materials provided by Wicksteed                               | £159.72        |                                           | 4 years                    | TBA                        | Original advice was incorrect. The kit that was delivered is the correct one.                                                                   |
|                                                                         | Timber is not in good condition - top bar of overhead rings cracked and decaying at one end, Log x 1 on slide platform is cracked at one end | Replace affected parts                                                              |                |                                           |                            |                            | Cllr Hirst has inspected this and confirmed the equipment is not at risk of immediate structural collapse.                                      |
|                                                                         | Concern about accidents                                                                                                                      | Maintain good condition of surface under the bars and rings                         |                |                                           |                            |                            |                                                                                                                                                 |
|                                                                         | Side bar not fitted across access to slide                                                                                                   | No requirement to make changes as installed prior to standards                      | £0.00          |                                           |                            |                            |                                                                                                                                                 |
|                                                                         | Head entrapment                                                                                                                              | No requirement to make changes as installed prior to standards                      | £0.00          |                                           |                            |                            |                                                                                                                                                 |
|                                                                         | Rusting in places                                                                                                                            | Repair                                                                              |                |                                           |                            |                            | Nut needed - Wicksteed                                                                                                                          |
|                                                                         | Bolts loose                                                                                                                                  | Tighten                                                                             |                | 23.2.2025                                 |                            |                            |                                                                                                                                                 |
| Rotator - Spicas x 2 (3rd decommissioned)                               | Bearings worn on green Spica                                                                                                                 | Replace                                                                             |                | 11.6.2025                                 | 15 years                   |                            | One Spica decommissioned                                                                                                                        |
| Slide                                                                   | Finger entrapment                                                                                                                            | Eliminate the entrapment                                                            |                |                                           | 5 years                    |                            | This has been like this for years and no incident has happened. Putting silicon in the gap would attract attention and could be become damaged. |
|                                                                         | Spacing between barrier bars                                                                                                                 | No requirement to make changes as installed prior to standards                      | £0.00          |                                           |                            |                            |                                                                                                                                                 |
|                                                                         | Access falls entrapment requirements                                                                                                         | No requirement to make changes as installed prior to standards                      | £0.00          |                                           |                            |                            |                                                                                                                                                 |
|                                                                         | Screws or bolts are missing at bottom of slide                                                                                               | Replace                                                                             |                |                                           |                            |                            | Slide is secure but screw will be sourced                                                                                                       |
| Swing - basket                                                          | No findings                                                                                                                                  | None                                                                                | £0.00          |                                           | N/A                        |                            |                                                                                                                                                 |
| Goal Post - 5-a-side                                                    | No findings                                                                                                                                  | None                                                                                | £0.00          |                                           | N/A                        |                            |                                                                                                                                                 |
| High bars - 2 tier                                                      | Timber is decayed - middle support has started to become loose in the ground                                                                 | Check on a routine basis                                                            |                |                                           | N/A                        |                            |                                                                                                                                                 |
| Balance beam                                                            | No findings                                                                                                                                  | None                                                                                | £0.00          |                                           | 10 years                   |                            |                                                                                                                                                 |
|                                                                         |                                                                                                                                              |                                                                                     |                |                                           |                            |                            |                                                                                                                                                 |
|                                                                         |                                                                                                                                              | Total cost                                                                          | £771.67        |                                           |                            |                            |                                                                                                                                                 |
| Other assets                                                            |                                                                                                                                              |                                                                                     |                |                                           |                            |                            |                                                                                                                                                 |
| Bench                                                                   |                                                                                                                                              | Repair and clean                                                                    |                | 11.6.2025                                 |                            |                            |                                                                                                                                                 |
| Bench outside cemetery car park                                         |                                                                                                                                              | Monitor                                                                             |                |                                           |                            |                            |                                                                                                                                                 |
| Bench near bus stop                                                     |                                                                                                                                              | T.Parks offered to repair                                                           |                |                                           |                            |                            |                                                                                                                                                 |

# Business Case for Lighting Upgrade: Avon Dassett Parish Council

## Replacing Outdated Bulbs, Removing Redundant Fixtures, and Relocating Garden Lighting for Improved Efficiency and Community Benefit

### 1) Executive Summary

Avon Dassett Parish Council has identified several street and community lighting fixtures that rely on outdated and obsolete bulbs. This business case proposes the systematic replacement of these inefficient units with high-performance, energy-efficient bulbs. In addition, two lighting units currently attached to private properties are recommended for removal, and an existing light in a local garden is to be relocated to a more suitable position. These measures will significantly enhance energy efficiency, reduce maintenance costs, lessen environmental impact, and improve overall public safety and amenity for the parish.

### 2) Background

A recent audit of parish lighting has revealed that a number of bulbs in use are outdated, consuming more energy than necessary and requiring frequent maintenance. Furthermore, two lights are presently attached to residential properties, raising concerns over property rights, potential inconvenience to homeowners, and suitability of placement. One light situated within a local garden has also been identified as poorly located, limiting its effectiveness and contributing minimally to public benefit.

### 3) Objectives

- a) To replace obsolete bulbs with modern, efficient alternatives across the parish.
- b) To remove two lighting units currently affixed to private properties, in consultation with homeowners.
- c) To relocate one light from a local garden to a position where it serves the community more effectively.
- d) To realise energy savings, reduced carbon footprint, and lower long-term maintenance costs.
- e) To increase the safety, functionality, and aesthetics of public spaces in Avon Dassett.

### 4) Proposed Actions

- a) Bulb Replacement: Replace all outdated bulbs with energy-efficient LED or equivalent technology. These bulbs offer a longer service life, consume less energy, and provide improved lighting quality.
- b) Removal of Property-Attached Lights: Liaise with property owners for the safe and respectful removal of the two light fixtures currently mounted on their homes. Ensure proper decommissioning and restoration of property aesthetics as required.
- c) Relocation of Garden Light: Identify, in consultation with the parish and local residents, a more suitable and strategic position for the garden light to maximise public benefit and coverage.

### 5) Benefits

- a) Energy and Cost Savings: Modern, efficient bulbs can reduce energy consumption by up to 81%, delivering substantial savings on parish operating expenses.
- b) Environmental Impact: Lower energy usage translates directly into reduced carbon emissions, supporting sustainability goals.
- c) Improved Safety and Amenity: Better placed, brighter, and more reliable lighting enhances visibility and community security, especially in public thoroughfares and shared spaces.
- d) Reduced Maintenance: Efficient bulbs last significantly longer, decreasing the frequency and cost of replacements and repairs.
- e) Community Relations: Removing lights from private properties addresses resident concerns and demonstrates responsiveness to parishioner feedback.

# Business Case for Lighting Upgrade: Avon Dassett Parish Council

## 6) Risks and Mitigations

- a) Disruption during Installation: Replacement and relocation works may cause brief inconvenience. Timely communications and careful scheduling will minimise impact.
- b) Initial Upfront Costs: Transitioning to efficient bulbs and rearranging fixtures will require investment. However, payback is expected through ongoing energy and maintenance savings.
- c) Resident Concerns: Transparent engagement with affected homeowners will reduce resistance and ensure a positive outcome for all parties.

## 7) Funding

The Parish Council submitted an application to Stratford-on-Avon District Council for funding under their Community Climate Change and Nature Recovery, a copy of the application is attached in appendix 1. This application gives full details of costs.

This application was not successful due to other applicants being able to show a better contribution to climate change than the small number of lights in Avon Dassett.

It is proposed that the project is funded out of general reserves.

A summary of the current financial position is:

|                                    |        |
|------------------------------------|--------|
| a) Current available reserves      | 24,000 |
| b) Unused PWLB loan                | 1,291  |
| c) Projected surplus 2025/26       | 5,000  |
| d) Reserves available at 31.3.2026 | 30,291 |
| e) Projected spend on upgrade      | 13,000 |
| f) Estimated reserves at 31.3.2026 | 17,291 |

The Reserves Policy states that general reserves should be no more than 12 months' expenditure; this currently equates to c. £17,000.

The Parish Council's Financial Regulations state that three quotes are required and these are attached in appendix 2.

## 8) Conclusion

The replacement of obsolete lighting with efficient bulbs, the removal of fixtures from private properties, and the relocation of poorly positioned lights represent a cost-effective, sustainable initiative that will benefit Avon Dassett Parish Council and the wider community for years to come. Approval is sought to accept the quote from Electricity Network Contractors Limited, and it is recommended that funding is taken from reserves.

# Appendix 1

## Stratford-on-Avon District Council

### Community Climate Change and Nature Recovery Fund Application Form

For further guidance on completing this form, please refer to the Community Climate and Nature Fund Guidance Document and the Delegate Pack that is relevant to your project. These resources can be found on the SDC website - [Stratford-on-Avon Community Climate Change Fund | Stratford-on-Avon District Council](#)



There are three types of questions included in this form. These are:

- Information only. These questions are not scored and are to gather information necessary to process your application. These questions are marked with an "IO".
- Scored questions. These questions are scored and will be used to assess the quality of your application. These questions are marked with an "\*".
- Pass/Fail questions. These relate to all questions within Section 3.

All questions must be completed for your application to be considered.

Complete the application form - See below

Application deadline: no deadline, but applications will be assessed on the following dates:

30<sup>th</sup> July 2025, 22<sup>nd</sup> October 2025, 14<sup>th</sup> January 2026, TBC April 2026

Return proposal to: [climate.emergency@stratford-dc.gov.uk](mailto:climate.emergency@stratford-dc.gov.uk) with the subject Community Climate and Nature Fund

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1         | Organisation details and contact information                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1.1<br>IO | Name of organisation: Avon Dassett Parish Council<br>Address: The Reading Room, Avon Dassett<br>Postcode: CV47 2AL<br>Tel: 07809 197817 (Clerk) or 07775 762927 (Cllr Gill – Project Lead)<br>Web Address: <a href="http://www.avondasettparishcouncil.gov.uk">www.avondasettparishcouncil.gov.uk</a><br>Registration number if applicable (e.g. if registered company, charity): N/a<br>Registering body: N/a<br>VAT Registration Number if applicable: N/a |

|           |                                                                                                                                                                                                                         |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.2<br>IO | Correspondence relating to this application should be sent to:<br>Name: Joanne Jarman<br>Job Title / Position in organisation: Clerk<br>Telephone Number: 07809 197817<br>E-mail: clerk@avondassettparishcouncil.gov.uk |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|           |                                                                                                                                                                                                                                                                          |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2         | Financial Stability                                                                                                                                                                                                                                                      |
| 2.1<br>IO | <p>Please provide contact details for the person in your organisation who is responsible for financial matters.</p> <p>Name: Joanne Jarman</p> <p>Position: Responsible Financial Officer</p> <p>Tel No: 07809 197817 E Mail : clerk@avondassettparishcouncil.gov.uk</p> |
| 3         | Mandatory Questions – the below questions are Pass/Fail. To pass the mandatory questions, you must be able to answer yes to all the below. Organisations that fail any of the mandatory questions will not have their project assessed.                                  |
| 3.1       | <p>Are you are applying on behalf of one of the below organisations:</p> <ul style="list-style-type: none"> <li>Town or Parish Council</li> <li>A properly constituted charity, community group or sports club</li> </ul> <p>YES</p>                                     |
| 3.2       | <p>Is your project being delivered within Stratford-on-Avon District?</p> <p>YES</p>                                                                                                                                                                                     |
| 3.3       | <p>Can you confirm that you are not seeking funding retrospectively for a project that is already underway, or has already been completed?</p> <p>YES</p>                                                                                                                |
| 3.4       | <p>Can you confirm that your project aligns with at least one intervention outlined in Table 1 in the Application Guidance Notes?</p> <p>YES</p>                                                                                                                         |
| 3.5       | <p>Can you confirm that your project will be underway by the end of the 25/26 financial year?</p> <p>YES</p>                                                                                                                                                             |

|      |                                                                                                                                                                                                                                                                                                                         |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.6  | Can you confirm that you are applying for no more than £10k of grant funding?<br>YES                                                                                                                                                                                                                                    |
| 3.7  | Can you confirm that you are able to quantify the outcomes of the project? (For example, the level of greenhouse gas emissions avoided, or the number of climate risks addressed.)<br>YES                                                                                                                               |
| 3.8  | Can you confirm that you will comply with the procurement conditions set by the CCCF when spending funds for the below amounts?<br>Up to £2,500 – Direct award<br>Up to £10k – 3 Quotes<br>YES - Financial Regulations require the Parish Council to obtain three quotes; all three are attached with this application. |
| 3.9  | Can you confirm that you have a nominated project delivery lead?<br>YES                                                                                                                                                                                                                                                 |
| 3.10 | Can you confirm that you are able to provide a risk analysis of the project proportionate to its size and nature? (For your information, a risk analysis template is provided in the risk analysis section of this document.)<br>YES                                                                                    |
| 3.11 | Can you confirm that you have a firm understanding of the cost of the project, and are confident that any fluctuation upwards in cost post award can be accommodated outside of the funding agreement?<br>YES                                                                                                           |
| 3.12 | Can you confirm that you have a firm understanding of any ongoing cost of the project, and if this is not included within your CCCF application, can accommodate this for as long as necessary to guarantee the success of your project?<br>YES                                                                         |
| 3.13 | If your project involves material alterations to a building, can you confirm that you either own the building, or have explicit permission to carry out the works?<br>NOT APPLICABLE                                                                                                                                    |

|        |                                                                                                                                                                                                                                        |              |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 4      | Scoring Phase One – Project Quality (An ‘*’ following a question number indicates the question will be scored)                                                                                                                         |              |
| 4.1 IO | Title of project: Street Lighting LED upgrade                                                                                                                                                                                          |              |
| 4.2 IO | Which community/communities will the project be delivered in?                                                                                                                                                                          | Avon Dassett |
| 4.3 IO | Which intervention from Table 1 in the Guidance Notes does your project address?                                                                                                                                                       | 1C           |
| 4.4 IO | <p>What are the planned timescales for the project including your expected start &amp; finish dates?</p> <p>Project to commence at the end of September 2025 with completion by December 2025, subject to contractor availability.</p> |              |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.5 * | <p>Needs statement: Tell us about your project, identify the project type, describe what you want to do with the money, and who it will benefit. In addition, outline which of the objectives it will contribute towards in Table 1 in the Guidance Notes, and explain how the objective will be achieved. (Max 500 words)</p> <p>Avon Dassett currently has 12 Sodium powered street lights owned and maintained by the Parish Council.</p> <p>The project will upgrade all street lights to LED which will significantly reduce the greenhouse gas emissions in accordance with project type 1C. SDC's aim is to reduce district wide emissions by 55% by 2030. Based on industry data research, the new LED lights will increase energy efficiency by up to 90% thus contributing to the district's target.</p> <p>The project also includes the relocation of two street lights that are currently attached to or located within the grounds of privately owned properties. This will reduce the potential liability on the Parish Council as the risk of damage e.g. fire, to private property is reduced.</p> <p>Avon Dassett will instruct an experienced contractor to carry out the work with the project being overseen by the Project Lead, Cllr Trevor Gill.</p> <p>The project will benefit all the residents of Avon Dassett who will see the benefits in improved lighting. In the long-term the reduced cost of both the electricity and maintenance costs will positively impact residents' pockets. Improved lighting will also benefit visitors to the village which will in turn support local businesses e.g. The Yew Tree pub, that rely on the outside community.</p> <p>The Parish Council has declared a Climate Change Emergency; the project will make a significant contribution to meeting the Parish Council's objectives in reducing greenhouse gas emissions.</p> |
| 4.6 * | <p>Identify the proposed outcomes of your project. Pay particular attention to quantifying the outcomes of your project. For further guidance on how to do this, see the corresponding delegate pack that is available on the website. (Max 300 words)</p> <p>A recent upgrade in a village in Warwickshire has shown a significant reduction in energy usage. Based on a stock of 26 street lights, the usage reduced from 576kWh in November 2023 (pre upgrade) to just 108kWh in November 2024 (post upgrade). This equates to an 81.25% reduction in energy usage and the consequent greenhouse emissions. Based on this real-life case study, Avon Dassett predicts the same percentage of savings. This would reduce the monthly usage from around 191kWh to just 35kWh. This is consistent with industry data of savings of up to 90%.</p> <p>LED lights have a significantly longer lifespan of 50,000 to 100,000 hours vs 10,000 hours for sodium – this will result in a significant reduction in waste.</p> <p>LED lights do not contain mercury or other toxic materials this reducing the impact on the climate</p> <p>LED streetlights direct light consequently reducing light pollution and minimising the impact on ecosystems and wildlife.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4.7 * | <p>Identify any co-benefits that will be delivered because of your project. Information on how to identify and quantify the co-benefits of your project can also be found in the corresponding delegate pack. (Max 300 words)</p> <p>The village has been the victim of rural crime; improved street lighting will help reduce crime.</p> <p>The saving in energy will result in cost savings to the Parish Council and consequently to the residents of Avon Dassett.</p> <p>Lower maintenance costs will also positively impact the residents via the Precept.</p> <p>Reduced waste as LED lights has a significantly increased useful life over Sodium lights.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.8 IO | <p>Evaluation: How will you measure your project's success as it is carried out? Include both quantitative and qualitative measures. (Max 200 words)</p> <p>The case study referred to in 4.6 indicates there will be an 81.25% reduction in energy usage and the consequent greenhouse emissions. This would reduce the monthly usage from around 191kWh to just 35kWh. This will result in cost saving of an estimated 81.25% which will be c£900.</p> <p>Electricity bills will be monitored on a monthly basis to compare the kWh usage with the same period in previous years to ensure the estimated 81.25% reduction is achieved.</p> <p>Crime levels will be monitored to assess the impact of the lights.</p> |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

4.9  
\*

Please identify any potential risks associated with the project proposal and any mitigation measures that you have put in place into the risk assessment template below. If you would prefer to use your own risk assessment template, please feel free to do so.

|    | Risk Description                                                   | Severity<br>(High/Med<br>/Low) | Likelihood<br>(H/M/L) | Action to mitigate risk                                                                                                  | Risk<br>rating<br>(R, A, G) |
|----|--------------------------------------------------------------------|--------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1. | Costs exceed budget                                                | M                              | M                     | The Parish Council has access to borrowing from the Public Works Lending Board and also has reserves which could be used | G                           |
| 2. | Borrowing application refused                                      | L                              | L                     | The Clerk is experienced in obtaining Public Works Lending Board loans                                                   | G                           |
| 3. | Residents do not support an increase in the Precept to fund a loan | M                              | M                     | Reserves will be used to fund the loan repayments over and above the savings made to electricity bills.                  | G                           |
| 4. | Project Lead is no longer available                                | M                              | L                     | The Clerk is experienced in project management and will be included at all stages so could take over.                    | G                           |
| 5. |                                                                    |                                |                       |                                                                                                                          |                             |

| 5                               | Scoring Phase Two – Value for Money (An ‘*’ following a question number indicates the question will be scored)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |          |                          |       |  |  |  |  |  |  |  |  |  |  |  |  |                                 |        |  |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|--------------------------|-------|--|--|--|--|--|--|--|--|--|--|--|--|---------------------------------|--------|--|
| 5.1*                            | Please itemise your proposed expenditure including item description & amount.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |          |                          |       |  |  |  |  |  |  |  |  |  |  |  |  |                                 |        |  |
|                                 | <table border="1"> <thead> <tr> <th>Item Description</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>Street Light LED upgrade</td> <td>6,000</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total amount of funding sought:</td> <td>£6,000</td> </tr> </tbody> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Item Description | Amount £ | Street Light LED upgrade | 6,000 |  |  |  |  |  |  |  |  |  |  |  |  | Total amount of funding sought: | £6,000 |  |
| Item Description                | Amount £                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |          |                          |       |  |  |  |  |  |  |  |  |  |  |  |  |                                 |        |  |
| Street Light LED upgrade        | 6,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |          |                          |       |  |  |  |  |  |  |  |  |  |  |  |  |                                 |        |  |
|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |          |                          |       |  |  |  |  |  |  |  |  |  |  |  |  |                                 |        |  |
|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |          |                          |       |  |  |  |  |  |  |  |  |  |  |  |  |                                 |        |  |
|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |          |                          |       |  |  |  |  |  |  |  |  |  |  |  |  |                                 |        |  |
|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |          |                          |       |  |  |  |  |  |  |  |  |  |  |  |  |                                 |        |  |
|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |          |                          |       |  |  |  |  |  |  |  |  |  |  |  |  |                                 |        |  |
|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |          |                          |       |  |  |  |  |  |  |  |  |  |  |  |  |                                 |        |  |
| Total amount of funding sought: | £6,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |          |                          |       |  |  |  |  |  |  |  |  |  |  |  |  |                                 |        |  |
| 5.2*                            | <p>Please detail any match funding you are applying for or have secured towards the project (if applicable) including the funding source, the amount secured and what the funding will be used for. (Max 200 words)</p> <p>A quote has been received from Electricity Network Contractors (ENC) for £12,650.70 + VAT (the VAT is recoverable). The Parish Council will use its available reserves to fund the balance of £6,650.70. ENC is a contractor known to the Clerk to the Parish Council who has first-hand experience of their work and consequently is the preferred supplier.</p> <p>A further two quotes have been obtained, which includes considering installing solar lights. The two quotes are as follows:</p> <p>Merisons - £57,375.82 (this would reduce to £48,847.81 if new lights are removed)</p> <p>Hi-Lite – current quote of £8,374 but does not include all works – the missing work will account for the significant part of the project so will exceed the quote from ENC.</p> |                  |          |                          |       |  |  |  |  |  |  |  |  |  |  |  |  |                                 |        |  |

## Section 6: Previous public sector support

Please list any financial aid that your organisation has received.

## Subsidy Control

Your application on may be subject to Subsidy Control, this scheme is covered by the current UK Government Subsidy Control Act (2022) (the Act). The Council seeks to use the exemption on under the Act for Minimal Financial Assistance (MFA). The total amount of MFA received over a rolling period of three fiscal years should not exceed £315,000. It is the responsibility of the applicant to monitor the level of MFA received; you will be asked to declare that this has not been exceeded in the event of an offer being made. Please indicate whether you have received any financial assistance by way of grants, below value rents or loans on preferential terms from public bodies in the past 3 financial years (since 1 April 2021).

No

If yes, please detail the support received below.

[illegible]

## Section 7: Signature Of Application\*

\*When you have completed this document, please read and sign this section to confirm your agreement (an electronic signature is acceptable)

I certify that:

- a) The information supplied is accurate to the best of my knowledge.
- b) I accept the conditions and undertakings requested in the application documentation.
- c) I understand that false information could result in my exclusion from further participation in this and future funding application processes.
- d) I undertake to notify the authority immediately of any material changes of information and/or circumstances, including change of address occurring at any time after the submission of this application.
- e) I understand that in the event of the authority entering into an agreement with me the answers given in my application will be binding upon me and any misrepresentation may lead to termination of the agreement.
- f) I understand that the authority is not obliged to accept any proposal submitted or to enter into an agreement with any provider.
- g) I have no claim against the authority for any costs or expenses incurred in submitting this application.
- h) I confirm that I have read and accept the conditions of participation in this application.
- i) I understand that no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in this application or otherwise provided by or on behalf of the authority.
- j) I understand that the submission of a Community Climate Change Fund application does not guarantee that I will be successful.
- k) I understand that, should this grant application be successful, I will be expected to enter a legally binding agreement with Stratford-on-Avon District Council.

Signed:



Print Name: Joanne Jarman

Position: Clerk and Responsible Financial Officer

For and on behalf of: Avon Dassett Parish Council

Date: 28<sup>th</sup> July 2025

#### Checklist

Have you answered YES to all questions at section 3 of this document?

Have you completed all sections of the application form including signature of application?

Have you included copies of the organisation's constitution?

Have you completed the risk assessment template included in Section 4.12 of this document?

#### Section 8: Scoring Criteria

Applications will be evaluated as follows. Projects with the highest scores will be awarded funding, subject to the number of applications received.

| Criteria |                                                                                                                                                                                                                                                                  | Maximum score | Weighting |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|
| 4.5, 4.6 | Identify the proposed outcomes of your project. Pay particular attention to quantifying the outcomes of your project.<br><br>Describe the outcomes of the project. This should link to Table 1 in the Guidance Notes                                             | 5             | 35%       |
| 4.7      | Identify any co-benefits that will be delivered because of your project.<br><br>Identify any co-benefits that will be delivered because of<br><br>your project. Explain the scope of said benefits, and<br><br>detail who and what they will positively impact.  | 5             | 15%       |
| 4.9      | Please identify any potential risks associated with the project proposal and mitigation features planned.<br><br>Identify any risks that might impact the successful<br><br>delivery of you project. Explain what steps you will take<br>to minimise these risks | 5             | 10%       |

|     |                                                                                                                                                                                                                                                                                                       |   |     |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| 5.1 | Please itemise your proposed expenditure including item description & amount.<br>Provide an itemised breakdown of the cost of your project                                                                                                                                                            | 5 | 35% |
| 5.2 | Please detail any match funding you are applying for or have secured towards the project (if applicable) including the funding source, the amount secured and what the funding will be used for.<br>Include detail of any match funding that you will provide to support the delivery of your project | 5 | 5%  |

#### General Data Protection Regulation

To provide access to grant funding via these schemes it is necessary for us to collect and hold personal information about you. The following privacy notice will explain how we store and use this data in line with UK GDPR and the Data Protection Act 2018.

What personal data we may collect from you

- Basic details about you such as name, address, postcode and relevant contact information, (telephone number and/or email address).
- Contact we have had with you, such as meetings, telephone calls.

How we collect your personal information

We collect personal data directly from you from several sources including but not limited to: ☐ Via an enquiry

- Through your application form
- Via telephone calls
- Via emails
- When you provide your details to us either online or offline
- When you engage with us on social media

We may also receive your personal data from our delivery partners or Government departments.

How we will use the information we hold about you

We will collect information about you (where applicable) to:

- Determine your eligibility under the relevant scheme.
- Refer you to Community Climate Change and Nature Recovery Fund for grant support or intervention if necessary.

How the law allows us to use your information

The legal basis for processing the data is:

- It is necessary for the performance of a task carried out in the public interest by the council or in the exercise of official authority vested in the council.
- Your consent, which you can withdraw at any time.

How long we keep your personal information.

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for seven years.

All information will be held securely and destroyed under confidential conditions.

## Your rights

---

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to contact and provide proof of identification to the Information Governance Team, Stratford on Avon District Council, Elizabeth House, Church Street, Stratford upon Avon, Warwickshire, CV37 6HX or email [data.protection@stratford-dc.gov.uk](mailto:data.protection@stratford-dc.gov.uk). You also have a right to make a complaint about our handling of your personal data to the [Information Commissioner's Office](#). Please note that the Information Commissioner's Office will not usually consider complaints until the Council's own complaints procedure has already been exhausted.

### Providing accurate information

It is important that we hold accurate and up to date information about you to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please tell us so that we can update your records.

### Further information

---

If you have any questions or concerns about how your information is used, please contact the Community Climate Change Fund at [climate.emergency@stratford-dc.gov.uk](mailto:climate.emergency@stratford-dc.gov.uk) in the first instance.

You can also contact the Data Protection Officer at Stratford on Avon District Council, Elizabeth House, Church Street, Stratford upon Avon, Warwickshire, CV37 6HX or email [data.protection@stratford-dc.gov.uk](mailto:data.protection@stratford-dc.gov.uk)

More information about data protection and how it applies to you can be found on the [Information Commissioner's Office website](#).

I hereby declare that the information I have provided to Stratford-on-Avon District Council is true and accurate, and that it fairly reflects my organisation and prospects. I understand that any financial assistance provided will be repayable on demand or future payments not made if any information provided is found incorrect.

Name Joanne Jarman

Position in your organisation Clerk

Date 28<sup>th</sup> July 2025

# Appendix 2



## QUOTE

Avon Dassett Parish Council

**Date**  
23 Jul 2025

**Expiry**  
22 Aug 2025

**Quote Number**  
QU-0031

**Reference**  
AD LED scheme

**VAT Number**  
440982583

Electricity Network  
Contractors (East) Ltd  
6 Middlefield Close  
Buckingham  
MK18 1XR

| Description                                                                                                                                                                                                  | Quantity | Unit Price | VAT | Amount GBP |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|-----|------------|
| #1 - Avon Dassett Road outside the Church.<br>To install a new 8 Watt led fitting, photocell, pole bracket and IP rated enclosure. (St John the Baptist Church)                                              | 1.00     | 670.50     | 20% | 670.50     |
| #2 - Avon Dassett Road.<br>To install a new 8 watt led fitting and photocell.                                                                                                                                | 1.00     | 398.00     | 20% | 398.00     |
| #3 - Avon Dassett Road.<br>To install a new 8 watt led fitting, photocell, pole bracket and IP rated enclosure.                                                                                              | 1.00     | 670.50     | 20% | 670.50     |
| #5 - Avon Dassett Road.<br>To install a new 8 watt LED fitting, photocell, pole bracket and IP rated enclosure.                                                                                              | 1.00     | 670.50     | 20% | 670.50     |
| #6 - Avon Dassett Road.<br>To install a new 30 watt LED Victorian style fitting and to clean and respray the existing column black.                                                                          | 1.00     | 855.20     | 20% | 855.20     |
| #7 - The Yew Tree.<br>To install a new 30 watt LED Victorian style fitting, photocell, wall bracket and IP rated enclosure.                                                                                  | 1.00     | 1,224.00   | 20% | 1,224.00   |
| #8 - Avon Dassett Road. (The Limes)<br>To remove existing street light fitting and make good the wall where necessary. Disconnect DNO feed                                                                   | 1.00     | 580.00     | 20% | 580.00     |
| #9 - Avon Dassett Road.<br>To install a new 8 watt led fitting and photocell.                                                                                                                                | 1.00     | 398.00     | 20% | 398.00     |
| #10 - Avon Dassett Road. (Home Farm House)<br>To remove the old light fitting off the wall. To install a new 5 meter column and LED fitting. Use the existing feed and divert to the new column underground. | 1.00     | 3,622.00   | 20% | 3,622.00   |
| #11 - Lower Road.<br>To install a new 8 watt led fitting.                                                                                                                                                    | 1.00     | 398.00     | 20% | 398.00     |

| Description                                                                                                                                                                                                                                         | Quantity | Unit Price | VAT | Amount GBP |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|-----|------------|
| #13 - Garden of Devonian.<br>To disconnect and remove the existing street light from the pole. To install a new 5 meter column and LED fitting in the lane. To excavate, lay and reinstate a new service cable through the hedge to the new column. | 1.00     | 3,164.00   | 20% | 3,164.00   |
| To recycle/dispose of all redundant equipment under our waste carries licence.                                                                                                                                                                      |          |            |     |            |
| Subtotal                                                                                                                                                                                                                                            |          |            |     | 12,650.70  |
| TOTAL VAT 20%                                                                                                                                                                                                                                       |          |            |     | 2,530.14   |
| TOTAL GBP                                                                                                                                                                                                                                           |          |            |     | 15,180.84  |

**Electricity Network Contractors Ltd**

6 Middlefield Close  
Buckingham  
MK18 1XR

**Avon Dassett Parish Council**

## Quotation

**Site name:**

#1 - Avon Dassett Road outside the Church

**Description:**

To install a new 8 WATT LED Urbis Schreder ida  
Dark Sky Approved fitting with a 10 year guarantee,  
controlled by a dusk until dawn photocell.

To install a new pole bracket.

To install a new IP rated weatherproof enclosure  
with a 25AMP cutout and 10AMP fuse.

Test and commission.

To recycle/dispose of the old lamp and equipment.



|                  |                |
|------------------|----------------|
| Subtotal         | £670.50        |
| Total VAT 20%    | £134.10        |
| <b>TOTAL GBP</b> | <b>£804.60</b> |

## Electricity Network Contractors Ltd

6 Middlefield Close  
Buckingham  
MK18 1XR

## Avon Dassett Parish Council

# Quotation

### Site name:

#2 - Avon Dassett Road

### Description:

To install a new 8 WATT LED Urbis Schreder ida Dark Sky Approved fitting with a 10 year guarantee, controlled by a dusk until dawn photocell.

Test and commission.

To recycle/dispose of the old lamp and equipment.



|               |         |
|---------------|---------|
| Subtotal      | £398.00 |
| Total VAT 20% | £79.60  |
| TOTAL GBP     | £477.60 |

**Electricity Network Contractors Ltd**

6 Middlefield Close  
Buckingham  
MK18 1XR

**Avon Dassett Parish Council**

## Quotation

**Site name:**

#3 - Avon Dassett Road

**Description:**

To install a new 8 WATT LED Urbis Schreder ida Dark Sky Approved fitting with a 10 year guarantee, controlled by a dusk until dawn photocell.

To install a new pole bracket.

To install a new IP rated weatherproof enclosure with a 25AMP cutout and 10AMP fuse.

Test and commission.

To recycle/dispose of the old lamp and equipment.



|                  |                |
|------------------|----------------|
| Subtotal         | £670.50        |
| Total VAT 20%    | £134.10        |
| <b>TOTAL GBP</b> | <b>£804.60</b> |

**Electricity Network Contractors Ltd**

6 Middlefield Close  
Buckingham  
MK18 1XR

**Avon Dassett Parish Council**

## Quotation

**Site name:**

# 5 - Avon Dassett Road

**Description:**

To install a new 8 WATT LED Urbis Schreder ida Dark Sky Approved fitting with a 10 year guarantee, controlled by a dusk until dawn photocell.

To install a new pole bracket.

To install a new IP rated weatherproof enclosure with a 25AMP cutout and 10AMP fuse.

Test and commission.

To recycle/dispose of the old lamp and equipment.



|                  |                |
|------------------|----------------|
| Subtotal         | £670.50        |
| Total VAT 20%    | £134.10        |
| <b>TOTAL GBP</b> | <b>£804.60</b> |

**Electricity Network Contractors Ltd**

6 Middlefield Close  
Buckingham  
MK18 1XR

**Avon Dassett Parish Council**

## Quotation

**Site name:**

#6 - Ornate column Avon Dassett Road

**Description:**

To install a new 30WATT LED victorian style post top fitting with a 10 year guarantee, controlled by a dusk until dawn photocell.

Clean and respray ornate street light column black

Test and commission.

To recycle/dispose of old lamp and equipment under our waste carriers license.



|                  |                  |
|------------------|------------------|
| Subtotal         | £855.20          |
| Total VAT 20%    | £171.04          |
| <b>TOTAL GBP</b> | <b>£1,026.24</b> |

## Electricity Network Contractors Ltd

6 Middlefield Close  
Buckingham  
MK18 1XR

## Avon Dassett Parish Council

# Quotation

### Site name:

#7 - New ornate street light on The Yew Tree

### Description:

To install a new 30 WATT LED Victorian style fitting with a 10 year guarantee, controlled by a dusk until dawn photocell.

To install a new wall bracket.

To install a new IP rated weatherproof enclosure with a 25AMP cutout and 10AMP fuse with new DNO supply.

Test and commission.

To recycle/dispose of the old lamp and equipment.



|               |           |
|---------------|-----------|
| Subtotal      | £1,224.00 |
| Total VAT 20% | £244.80   |
| TOTAL GBP     | £1,468.80 |

**Electricity Network Contractors Ltd**

6 Middlefield Close  
Buckingham  
MK18 1XR

**Avon Dassett Parish Council**

# Quotation

**Site name:**

# 8 - Avon Dassett Road

**Description:**

To remove the existing street light fitting remove existing street light fitting and make good the wall where necessary. Disconnect DNO feed

To recycle/dispose of the old lamp and equipment.



|                      |                |
|----------------------|----------------|
| <b>Subtotal</b>      | <b>£580.00</b> |
| <b>Total VAT 20%</b> | <b>£116.00</b> |
| <b>Total GBP</b>     | <b>£696.00</b> |

**Electricity Network Contractors Ltd**

6 Middlefield Close  
Buckingham  
MK18 1XR

**Avon Dassett Parish Council**

## Quotation

**Site name:**

#9 - Avon Dassett Road

**Description:**

To install an 8 WATT LED Urbis Schreder ida Dark Sky Approved fitting with a 10 year guarantee, controlled by a dusk until dawn photocell.

Test and commission.

To recycle/dispose of the old lamp and equipment.



|                  |                |
|------------------|----------------|
| Subtotal         | £398.00        |
| Total VAT 20%    | £79.60         |
| <b>TOTAL GBP</b> | <b>£477.60</b> |

**Electricity Network Contractors Ltd**

6 Middlefield Close  
Buckingham  
MK18 1XR

**Avon Dassett Parish Council**

## Quotation

**Site name:**

#10 - Avon Dassett Road

**Description:**

To remove existing street light off of the house. Use the existing feed and divert it to feed a new street light column.

To install a new 5 meter column.

To install a new 8 WATT LED Urbis Schreder ida Dark Sky Approved fitting with a 10 year guarantee, controlled by a dusk until dawn photocell.

Test and commission.

To recycle/dispose of old lamp and equipment.



|                  |                  |
|------------------|------------------|
| Subtotal         | £3,622.00        |
| Total VAT 20%    | £724.40          |
| <b>TOTAL GBP</b> | <b>£4,346.40</b> |

## Electricity Network Contractors Ltd

6 Middlefield Close  
Buckingham  
MK18 1XR

## Avon Dassett Parish Council

# Quotation

### Site name:

#11 - Lower Road

### Description:

To install an 8 WATT LED Urbis Schreder ida Dark Sky Approved fitting with a 10 year guarantee, controlled by a dusk until dawn photocell.

Test and commission.

To recycle/dispose of the old lamp and equipment.



|                  |                |
|------------------|----------------|
| Subtotal         | £398.00        |
| Total VAT 20%    | £79.60         |
| <b>TOTAL GBP</b> | <b>£477.60</b> |

## Electricity Network Contractors Ltd

6 Middlefield Close Buckingham  
MK18 1XR

## Avon Dassett Parish Council

# Quotation

### Site name:

#13 – Garden of Devonian

### Description:

To disconnect and remove the existing street light from the pole. To install a new 5 meter column and LED fitting in the lane.

To excavate, lay and reinstate a new service cable through the hedge to the new column.

|                      |                  |
|----------------------|------------------|
| <b>Subtotal</b>      | <b>£3,164.00</b> |
| <b>Total VAT 20%</b> | <b>£632.80</b>   |
| <b>Total GBP</b>     | <b>£3,796.80</b> |



# Avon Dassett, Parish Council Lighting

| Location                                                  | Works required                                                                                                                                                                                                                                                                                                                      | Hi-Lite Cost  | Network Operator Cost | Total     | Notes                                                                                                                                                                                                                                    |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Village playground (Solar) New Street light, CV47 2AX | install new column and solar lantern                                                                                                                                                                                                                                                                                                | no offer      |                       |           | I have spoken with my supplier and they have confirmed they don't have a suitable commercial solution currently. We would be happy to plant you a column and fit anything of your choice but we don't want to offer an inferior product. |
| LP 1 Lower End, CV47 2AX                                  | 1. Supply and install new Warwickshire County specification LED lantern with standard photocell with correct isolation<br>2. Supply and install CCTV blue comando socket                                                                                                                                                            | £598.00       | £0.00                 | £598.00   |                                                                                                                                                                                                                                          |
| LP 2 Lower End Terrace, CV47 2AU                          | 1. Supply and install new 5M column<br>2. Supply and install new Warwickshire County specification LED lantern with standard photocell with correct isolation<br>3. Organise DNO disconnection of pole bracket and extend supply to new column<br>4. Remove permanently old pole bracket.<br>5. Trench through verge and hedge area | £1,250.00     | £988.00               | £2,238.00 | Network operator quotation is theirs and could be subject to change. If circumstances are different to that of quote.                                                                                                                    |
| LP 3 Home Farm House, CV47 2AU                            | Remove old light fitting off building, install new column with led light and supply to new column                                                                                                                                                                                                                                   | Temp no offer |                       |           | Network operator is still getting back to me on this so I can quote it fully                                                                                                                                                             |
| LP 4 The War Memorial, CV47 2AR                           | 1. Supply and install new Warwickshire County specification LED lantern with standard photocell with correct isolation                                                                                                                                                                                                              | £350.00       | £0.00                 | £350.00   |                                                                                                                                                                                                                                          |
| LP 5 The Limes, CV47 2AR                                  | Remove old light fitting off building and associated supply cable                                                                                                                                                                                                                                                                   | Temp no offer |                       |           | Network operator is still getting back to me on this so I can quote it fully                                                                                                                                                             |
| The Yew Tree, CV47 2AS                                    | New light smaller domestic style coach lantern, on building supplied from inside                                                                                                                                                                                                                                                    | no offer      |                       |           | More suitable for standard electrician works                                                                                                                                                                                             |
| LP 6 Opposite St. Josephs Church, CV47 2AW                | 1. Supply and install new Ornate (to match old Coach Style lantern) LED lantern with standard photocell with correct isolation<br>2. Clean column and repaint black                                                                                                                                                                 | £1,350.00     | £0.00                 | £1,350.00 |                                                                                                                                                                                                                                          |
| The Reading Room, CV47 2AL                                | New light fitting on building supplied from inside                                                                                                                                                                                                                                                                                  | no offer      |                       |           | More suitable for standard electrician works                                                                                                                                                                                             |
| LP 10 St Johns Church, CV47 2AH                           | 1. Supply and install new 5M column                                                                                                                                                                                                                                                                                                 |               |                       |           | Network operator quotation is theirs and could be subject to change. If circumstances are different to that of quote.                                                                                                                    |

|                                 |                                                                                                                        |           |           |           |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|
|                                 | 2. Supply and install new Warwickshire County specification LED lantern with standard photocell with correct isolation |           |           |           |
|                                 | 3. Organise DNO disconnection of pole bracket and extend supply to new column                                          | £1,450.00 | £988.00   | £2,438.00 |
|                                 | 4. Remove permanently old pole bracket.                                                                                |           |           |           |
|                                 | 5. Remove old wooden pole if possible (dependant on whether supply has to remain on the pole)                          |           |           |           |
| LP 12 Park Close, CV47 2AS      | 1. Supply and install new Warwickshire County specification LED lantern with standard photocell with correct isolation | £350.00   | £0.00     | £350.00   |
| LP 7 St Annes Cottage, CV47 2AR | 1. Supply and install new Warwickshire County specification LED lantern with standard photocell with correct isolation | £350.00   | £0.00     | £350.00   |
| LP 8 Hillside Farm, CV47 2AE    | 1. Supply and install new Warwickshire County specification LED lantern with standard photocell with correct isolation | £350.00   | £0.00     | £350.00   |
| LP 9 Dassett House, CV47 2AH    | 1. Supply and install new Warwickshire County specification LED lantern with standard photocell with correct isolation | £350.00   | £0.00     | £350.00   |
|                                 |                                                                                                                        | £6,398.00 | £1,976.00 | £8,374.00 |

**From:** Simon Ward [simon.ward@merisons.co.uk](mailto:simon.ward@merisons.co.uk)  
**Subject:** Re: AVON DASSETT VILLAGE LIGHTING - MERISONS LTD QW19432  
**Date:** 2 July 2025 at 12:13  
**To:** Cllr Gill ADPC [cllrgill@avondassettparishcouncil.gov.uk](mailto:cllrgill@avondassettparishcouncil.gov.uk)  
**Cc:** Nicola Batey [NicolaBatey@dw Windsor.com](mailto:NicolaBatey@dw Windsor.com), Clerk ADPC [clerk@avondassettparishcouncil.gov.uk](mailto:clerk@avondassettparishcouncil.gov.uk)

SW

Hi Trevor.

No problem re park close.

Would you like any details adding for each element of the schedule to ensure we are quoting like for like as there is a lot of work in the new columns and repositioning compared to say the war memorial works, for example that's a build /dig team involvement etc.

Please let me know if I can assist further. I'm still awaiting a revised quote from DWW as some areas needed additional materials quoting, like honey wood house I have allowed for a new column because you asked for cctv kit and the existing column would potentially not be suitable, otherwise this cost would be the same as the war memorial. (For example)

Speak soon.

Kind Regards

Simon Ward @ MERISONS LTD

On 2 Jul 2025, at 11:56, ADPC Cllr Gill <[cllrgill@avondassettparishcouncil.gov.uk](mailto:cllrgill@avondassettparishcouncil.gov.uk)> wrote:

Hi Simon

Thank you for your email and the estimate.

Please do not add the Park Close as this stage as I am working my way through the quote but on an initial review it is roughly 3 times other quotes that I have received and there will also be an additional cost for National Grid.

Kind regards

Trevor

On 1 Jul 2025, at 21:03, Simon Ward <[simon.ward@merisons.co.uk](mailto:simon.ward@merisons.co.uk)> wrote:

Hi Trevor,

In addition this evening I have received the below info about an additional light at 'park close' do you need us to price this aswell as it wasn't on our original list and we didn't review this during our site survey.  
Please let me know if you want this adding? Thank you

<image011.png>

<image012.png>

**Simon Ward**

Contracts Manager

Merisons Ltd I 2 Thornborough Road, Coalville, Leicestershire, LE67 3TH

<image013.png> Office: [01530 810223](tel:01530810223)

Mobile: [07506121795](tel:07506121795)

<image014.png>

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- <image017.png>

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**From:** Simon Ward

**Sent:** 01 July 2025 17:22

**To:** [cllrgill@avondassettparishcouncil.gov.uk](mailto:cllrgill@avondassettparishcouncil.gov.uk); [clerk@meashamparishcouncil.gov.uk](mailto:clerk@meashamparishcouncil.gov.uk)

**Cc:** Holly Cavalier <[holly@merisons.co.uk](mailto:holly@merisons.co.uk)>; Gemma Neilson <[gemma.neilson@merisons.co.uk](mailto:gemma.neilson@merisons.co.uk)>

**Subject:** AVON DASSETT VILLAGE LIGHTING - MERISONS LTD QW19432

Good Afternoon Trevor,

As promised, please find first draft schedule for the proposed works at Avon Dasset Village following our site visit and joint design with DW Windsor.

I have attached a PDF copy of the estimate letter and schedule as well as the email version below, so you have all details in any format required.

If I can be of any further assistance or you need to discuss this further please don't hesitate to contact me.

Kindest Regards

*\*Please Note: I am currently on paternity leave and have limited access to emails and projects. Many thanks\**

<image012.png>

**Simon Ward**  
Contracts Manager

Merisons Ltd | 2 Thornborough Road, Coalville, Leicestershire, LE67 3TH

<image013.png> Office: [01530 810223](tel:01530810223)

Mobile: [07506121795](tel:07506121795)

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Dear Trevor,

This is your quote from Merisons. Please read it carefully and follow the instructions for approving it - so we can begin working on your project.

Please find attached our estimate for the works requested at the address:

Mr Trevor Gill  
Avon Dassett Parish Council  
Avon Dassett Parish Council  
Old Council Houses  
Avon Dassett  
Warwickshire  
CV47 2AS

Quote ref: **QW19432**

Thank you for your recent enquiry and following our subsequent site visit, we are pleased to submit our estimate for works required at the above address, as attached.

Cost

|                                    |                   |
|------------------------------------|-------------------|
| Cost:                              | £57,375.82        |
| VAT:                               | £11,475.16        |
| Total:                             | £68,850.98        |
| <b>Deposit payable (incl VAT):</b> | <b>£12,000.00</b> |

**BREAKDOWN OF TASKS**

Avon Dassett - Village Lighting Project

St Johns Church:

1) St Johns Church: Install 1x6m Galv Column, 1xKirium Pro S1 with universal 60-76mm post top, CCTV connection point, electrical connections to existing wooden column, modify / decrease height of existing column, and remove DIY electrical £4,699.65  
DNO Input: May not be required

Honey wood House:

2) Honey wood House: Install 1x5m Galv Column, 1xKirium Pro S1 with universal 60-76mm post top, CCTV connection point, remove existing column and light £4,566.40  
DNO Input: Maybe needed to isolate supply whilst old column removed and new installed to same location

Hillside Farm:

3) Hillside Farm - Install 1x5m Galv Column,

1xKirium Pro S1 with universal 60-76mm post top, remove existing timber column if possible based on DNO works £4,277.15

DNO Input: Needed to either - Safely modify the existing looped supply on the timber column, fit into connection box and extend new supply to new column location OR Move the looped supply to new column location and remove old timber column

Village Hall / Reading Room:

4) Village Hall / Reading Room ♦" Install 1x Windsor Avenue luminaire with traditional frog with wall bracket ornate cast large. PC SUM included for electrical connection within the village hall (STS) £3,718.10

DNO Input: None

St Annes Cottage:

5) St Annes Cottage: Install 1x5m Galv Column, 1xKirium Pro S1 with universal 60-76mm post top. Once DNO disconnected supply remove old light and bracket £4,277.15

DNO Input: Needed to make good and improve connection at top of existing timber post (Connectors), disconnect old light supply and install new / extend feed to new column location

Opposite St Joseph's Church:

6) Opposite St Joseph's Church: Install 1x Windsor Street luminaire with traditional frog to be installed to existing column. £2,337.10

Repair and refix concrete base to column. £585.50

Redecorate Column to RAL 9005 Black £434.60

DNO Input: None

The Yew Tree Pub:

7) The Yew Tree Pub: Install 1x Windsor Street luminaire with traditional frog with wall bracket ornate cast large. PC SUM included for electrical connection withing the pub (STS) £4,120.20

DNO Input: None

The Limes:

8) The Limes: Once DNO have disconnected power supply ♦" Remove light and bracket, remove cabling. £961.60

Make good / point up fixing holes in mortar to front elevation (roadside) of 'The Limes'.

Access equipment for use on front elevation, any side elevation works may need scaffold not currently costed for £1,923.20

DNO Input: Disconnect lighting supply cable at incoming source / meter at 'The Limes'

War Memorial:

9) War Memorial - Install 1xKirium Pro S1 to existing column with universal 34mm-60mm Side Entry - Current hockey stick so can use side entry or cut down to suit post top. £1,840.90

DNO Input: None

Hive Farmhouse:

10) Hive Farmhouse: Install 1x5m Galv Column, 1xKirium Pro S1 with universal 60-76mm post top. Once DNO disconnected supply remove old light and bracket £4,277.15

DNO Input: Needed to disconnect old wall light supply install new / extend feed to new column location on grass

Lower End Terrace (Private Road):

11) Lower End Terrace: Install 1x5m Galv Column, 1xKirium Pro S1 with universal 60-76mm post top to pathway £4,277.15

76mm post top to pathway

DNO Input: Needed to disconnect old light supply on timber column in garden/field behind hedge and install new / extend feed to new column location on pathway other side of hedge

Lower End (Main Road):

12) Lower End (Main Road): Install 1x6m Galv Column, 1xKirium Pro S1 with universal 60-76mm post top, CCTV connection point, £4,699.65  
remove existing column and light

DNO Input: Maybe needed to isolate supply whilst old column removed and new installed to same location

Village Playground:

13) Village Playground: Install 1x6m Galv Column, 1xSpecial Sierra SOLAR Midi luminaire with 76mm entry with PIR and £4,809.90  
DWWindsor solar spec

DNO Input: None

EQUIPMENT / WASTE:

|                                               |           |
|-----------------------------------------------|-----------|
| Barriers / Cordons (pcsum)                    | £758.40   |
| Lifting Equipment / Digging Equipment (pcsum) | £1,212.00 |
| Access Equipment (pcsum)                      | £1,950.00 |
| Transport / Delivery Costs (pc sum)           | £450.00   |
| Waste Costs                                   | £1,200.00 |

To accept this quote - [please click this link and visit our Job portal](#).

NB: All prices estimated are valid for 30 days from date of letter. If VAT is zero rated, a signed VAT exempt form will be required. All rubbish created will be removed on completion and no allowance has been made for décor, other than any listed in the estimate. Errors and omissions excepted (E&OE).

We trust that we have interpreted your requirements correctly, however should you require any further information, please do not hesitate to contact us. We look forward to hearing from you in due course.

Kind Regards,

**Simon Ward**

*For and on behalf of JMBMC Limited*

# MERISONS



|                               | <u>Payments</u> | <u>Receipts</u>  |
|-------------------------------|-----------------|------------------|
| Balance at 12th August 2025   |                 |                  |
| Precept                       |                 | 8,805.00         |
| Interest                      |                 | 119.00           |
| Bank charges                  | 50.00           |                  |
| Cleaning                      | 350.00          |                  |
| Cemetery Trees                | 500.00          |                  |
| Coffee morning                | 200.00          |                  |
| Tomato Energy - Street lights | 592.00          |                  |
| Frank Mann                    | 2,000.00        |                  |
| Google and Ionos              | 102.69          |                  |
| ICO                           | 47.00           |                  |
| Insurance                     | 850.00          |                  |
| Playground inspection         | 100.00          |                  |
| Website renewal               | 150.00          |                  |
| J Jarman Salary               | 2,793.00        |                  |
| J Jarman Expenses             | 174.80          |                  |
| Mowing refund                 |                 | 963.00           |
| Reading Room Electricity      | 210.00          |                  |
| Sky                           | 235.20          |                  |
| VAT                           |                 | 800.00           |
| Provision                     | 1,000.00        |                  |
|                               | <b>9,354.69</b> | <b>10,687.00</b> |

**Balance**

---

3,814.72  
12,619.72  
12,738.72  
12,688.72  
12,338.72  
11,838.72  
11,638.72  
11,046.72  
9,046.72  
8,944.03  
8,897.03  
8,047.03  
7,947.03  
7,797.03  
5,004.03  
4,829.23  
5,792.23  
5,582.23  
5,347.03  
6,147.03  
5,147.03

| PAYMENTS AND RECEIPTS 2025-26 |                        |                 |                |                   |
|-------------------------------|------------------------|-----------------|----------------|-------------------|
|                               |                        | Current Account |                | Deposit Account   |
| Date                          | Payee                  | Total Payments  | Total Receipts | Interest Received |
| 2.7.2025                      | Google                 | 12.00           | -              |                   |
| 8.7.2025                      | Frank Mann             | 472.80          | -              |                   |
| 8.7.2025                      | J Jarman - expenses    | 16.20           | -              |                   |
| 14.7.2025                     | Avon Carrow Management | -               | 30.00          |                   |
| 15.7.2025                     | Wicksteed Leisure      | 179.03          | -              |                   |
| 15.7.2025                     | M&E Watts              | 16.80           | -              |                   |
| 9.7.2025                      | Interest               | -               | -              | 15.47             |
| 15.7.2025                     | Bank charges           | 4.25            | -              |                   |
| 18.7.2025                     | J Jarman               | 386.40          | -              |                   |
| 17.7.2025                     | EDF Energy             | 28.53           | -              |                   |
| 23.7.2025                     | Sky                    | 29.39           | -              |                   |
| 28.7.2025                     | Ionos                  | 1.20            | -              |                   |
| 4.8.2025                      | Google                 | 13.47           | -              |                   |
| 5.8.2025                      | Frank Mann             | 292.80          | -              |                   |
| 22.8.2025                     | Numbers Plus           | 118.80          | -              |                   |
| 20.8.2025                     | J Jarman               | 440.80          | -              |                   |
| 11.8.2025                     | Interest               | -               | -              | 17.03             |
| 5.8.2025                      | Tomato Energy          | 654.55          | -              |                   |
| 8.8.2025                      | Tomato Energy          | 74.06           | -              |                   |
| 15.8.2025                     | Bank charges           | 4.67            | -              |                   |
| 19.8.2025                     | M&E Watts              | 15.59           | -              |                   |
| 19.8.2025                     | EDF Energy             | 29.72           | -              |                   |
| 26.8.2025                     | Sky                    | 29.40           | -              |                   |

**AVON DASSETTT PARISH COUNCIL**  
**PAYMENTS FOR AUTHORISATION**  
**MEETING DATE: 1st SEPTEMBER 2025**

|              |        |
|--------------|--------|
| D Watts      | 50.00  |
| J Jarman     | 16.20  |
| C Dancer     | 80.00  |
| Michael Mann | 800.00 |
| Michael Mann | 800.00 |

**£1,746.20**

**AVON DASSETT PARISH COUNCIL 2025 - 2026 FINANCIAL YEAR**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD TO**  
**26th August 2025**

|                                                               | Year to Date      | Budget            | Variance           | Year ended 31<br>March 2025 |
|---------------------------------------------------------------|-------------------|-------------------|--------------------|-----------------------------|
| <b><u>RECEIPTS</u></b>                                        |                   |                   |                    |                             |
| Precept                                                       | 8,805.00          | 17,610.00         | (8,805.00)         | 15,610.00                   |
| Interest Received                                             | 87.36             | 240.00            | (152.64)           | 264.64                      |
| Burial Ground Fees                                            | 0.00              |                   | 0.00               | 200.00                      |
| Donations from Village Events                                 | 0.00              |                   | 0.00               | 371.45                      |
| Church Steps                                                  | 100.00            |                   | 100.00             | 50.00                       |
| Hire of Reading Room and Car Park                             | 30.00             | 340.00            | (310.00)           | 505.00                      |
| Hire of Reading Room for elections                            | 350.00            |                   |                    |                             |
| Donations for stolen tubs                                     | 235.10            |                   |                    |                             |
| Mowing Refund                                                 | 0.00              | 963.00            | (963.00)           | 1,117.86                    |
| FOI fees                                                      | 0.00              |                   | 0.00               |                             |
| VAT Reimbursed                                                | 1,060.39          | 800.00            | 260.39             | 1,340.01                    |
|                                                               | <b>£10,667.85</b> | <b>£19,953.00</b> | <b>(£9,870.25)</b> | <b>£19,458.96</b>           |
| <b><u>PAYMENTS</u></b>                                        |                   |                   |                    |                             |
| <b><u>Reading Room</u></b>                                    |                   |                   |                    |                             |
| Cleaning                                                      | 40.00             | 480.00            | (440.00)           | 280.00                      |
| Electricity                                                   | 168.67            | 700.00            | (531.33)           | 650.91                      |
| Maintenance                                                   | -                 | 265.00            | (265.00)           | 245.03                      |
| Broadband                                                     | 146.99            | 353.00            | (206.01)           | 352.80                      |
|                                                               | <b>£355.66</b>    | <b>£1,798.00</b>  | <b>(£1,442.34)</b> | <b>£1,528.74</b>            |
| <b><u>Administration</u></b>                                  |                   |                   |                    |                             |
| Clerk's Salary                                                | 1,986.40          | 4,828.00          | (2,841.60)         | 4,307.50                    |
| Training                                                      | -                 | 252.00            | (252.00)           | -                           |
| Audit fees                                                    | 220.00            | 200.00            | 20.00              | 200.00                      |
| Data Protection                                               | -                 | 35.00             | (35.00)            | 35.00                       |
| Election Fees                                                 | -                 | -                 | 0.00               | -                           |
| Councillor and Clerk Expenses                                 | 32.40             | 300.00            | (267.60)           | 594.04                      |
| Subscriptions                                                 | 225.60            | 220.00            | 5.60               | 218.00                      |
| Insurance                                                     | 789.84            | 662.00            | 127.84             | -                           |
|                                                               | <b>£3,254.24</b>  | <b>£6,497.00</b>  | <b>(£3,242.76)</b> | <b>£5,354.54</b>            |
| <b><u>Village Maintenance</u></b>                             |                   |                   |                    |                             |
| Street Light Maintenance                                      | -                 | 150.00            | (150.00)           | 267.10                      |
| Street Light Electricity                                      | 728.61            | 960.00            | (231.39)           | 437.12                      |
| Mowing                                                        | 2,060.40          | 4,406.00          | (2,345.60)         | 3,672.00                    |
| Cemetery maintenance                                          | -                 | 500.00            | (500.00)           | 299.29                      |
| Tubs                                                          | 248.53            | 200.00            | 48.53              | 361.90                      |
|                                                               | <b>£3,037.54</b>  | <b>£6,216.00</b>  | <b>(£3,178.46)</b> | <b>£5,037.41</b>            |
| <b><u>Playground</u></b>                                      |                   |                   |                    |                             |
| Inspection                                                    | -                 | 118.00            | (118.00)           | 172.80                      |
| Equipment and Repairs                                         | 686.01            | 1,000.00          | (313.99)           | -                           |
|                                                               | <b>£686.01</b>    | <b>£1,118.00</b>  | <b>(£431.99)</b>   | <b>£172.80</b>              |
| <b><u>Communication and IT</u></b>                            |                   |                   |                    |                             |
| Website                                                       | 12.00             | 305.00            | (293.00)           | 1,326.00                    |
| Email Accounts and IT                                         | 54.27             | 144.00            | (89.73)            | 497.92                      |
|                                                               | <b>£66.27</b>     | <b>£449.00</b>    | <b>(£382.73)</b>   | <b>£1,823.92</b>            |
| <b><u>Miscellaneous</u></b>                                   |                   |                   |                    |                             |
| Coffee Morning Expenses                                       | 54.74             | 240.00            | (185.26)           | 229.72                      |
| Section 137                                                   | -                 |                   | 0.00               | 362.66                      |
| Section 145 - Entertaining and Events                         | 40.06             |                   | 40.06              | 100.00                      |
| Defibrillator                                                 | 118.80            | 189.00            | (70.20)            | 365.65                      |
| Bank charges                                                  | 21.67             |                   |                    | 4.25                        |
| Community Projects                                            | -                 |                   | 0.00               | 172.92                      |
| PWLB loan repayments                                          |                   | 1,291.00          |                    |                             |
|                                                               | <b>£235.27</b>    | <b>£1,720.00</b>  | <b>(£215.40)</b>   | <b>£1,235.20</b>            |
|                                                               | <b>£7,634.99</b>  | <b>£17,798.00</b> | <b>(£8,893.68)</b> | <b>£15,152.61</b>           |
| <b><u>NET RECEIPTS OVER PAYMENTS FOR THE YEAR TO DATE</u></b> |                   |                   |                    |                             |
|                                                               | <b>£3,032.86</b>  | <b>£2,155.00</b>  | <b>(£976.57)</b>   | <b>£4,306.35</b>            |

**Bank Reconciliation**

|                            |                   |
|----------------------------|-------------------|
| Current Account            | 3,735.34          |
| Deposit Account            | 26,926.49         |
| <b>Total Bank Balances</b> | <b>£30,661.83</b> |

|                           | Balance at<br>31.3.2025 | Paid out/in | Balance<br>carried<br>forward |
|---------------------------|-------------------------|-------------|-------------------------------|
| <b>Earmarked Reserves</b> |                         |             |                               |
| Website                   | 250.00                  |             | 250.00                        |
| Village Cemetery          | 825.71                  |             | 825.71                        |
| Reading Room Maintenance  | 40.00                   |             | 40.00                         |
| Tubs                      |                         | 197.12      | -197.12                       |
| Playground                | 1,700.00                |             | 1,700.00                      |
| <b>General Reserves</b>   | <b>£27,846.12</b>       |             |                               |

|                                     |                |
|-------------------------------------|----------------|
| <b>Overspend to be recovered</b>    |                |
| <b>St John's Steps Appeal Funds</b> | <b>£312.29</b> |
| <b>Receipts</b>                     |                |
| 8.5.2024                            | -50.00         |
| 23.6.2025                           | -100.00        |
| 24.6.2025                           | -100.00        |
| <b>Plaques bought</b>               |                |
| 14.5.2024                           | 40.00          |
| 23.6.2025                           | 40             |
| <b>Overspend balance</b>            | <b>£142.29</b> |

# Avon Dassett Parish Council

## Grants Policy

### **Update Schedule**

| <b>Action</b>                          | <b>Date</b>   |
|----------------------------------------|---------------|
| Adopted by Avon Dassett Parish Council | 8 August 2018 |
| Adopted by Avon Dassett Parish Council | 5 May 2021    |
| Adopted by Avon Dassett Parish Council | 9 May 2022    |
|                                        |               |

Avon Dassett Parish Council  
Grants Policy

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# Avon Dassett Parish Council

## Grants Policy

### 1) Purpose

Avon Dassett Parish Council “the Parish Council” is funded by the residents of Avon Dassett and therefore has only limited funds available to assist community organisations located and working in Avon Dassett for the benefit of the community. Subject to funding being available, the Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Avon Dassett residents. The Council’s financial support is provided by way of grants/donations which are decided against criteria set which will be reviewed annually to coincide with the Annual Parish Meeting.

In order for the Parish Council to be able to assess applications rationally and objectively, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied. The Parish Council’s policy on community grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects, services or facilities to the residents of the Parish.

In general, the following principles apply:

- a) Assistance will be given on the basis of need, merit and contribution to the local community
- b) Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the environment of Avon Dassett
- c) Any assistance given will be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant
- d) Organisations should not make a presumption that funding will continue on a year-to-year basis

### 2) The Aims of the Council’s Grant Making Policy

The Parish Council provides grant funding to support the following aims:

- a) To enable local people to participate in voluntary groups and activities
- b) To help the parish’s’ voluntary groups to improve their effectiveness
- c) To ensure the provision of services needed by the residents
- d) To support organisations which meet the needs of people experiencing social and economic difficulties
- e) To ensure that there is equality of access and opportunity for all parishioners of Avon Dassett to the services it provides and funds
- f) To improve or enhance the local environment
- g) To achieve value for money

The Council defines a voluntary group as a non- profit making organisation, set up and run by a voluntary, unpaid committee. The Council can only donate funds to organisations if the Council has a ‘Power’ to do so.

### 3) The Grants Process

To apply for a Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community. All funding requests must use our application form and applicants should provide all information requested.

# Avon Dassett Parish Council

## Grants Policy

**The amount of money available for grants varies each year, depending on the overall council budget.**

Avon Dassett Parish Council supports a wide variety of grants/donations. Avon Dassett Parish Council particularly welcomes applications from small or newly formed groups and those that have not applied to us before.

**Avon Dassett Parish Council uses the following criteria to decide on grant applications:**

- Whether the group/project has followed our grants process and meets our requirements and grant giving policy.
- Level of benefit to Avon Dassett and the impact the grant will make.
- Evidence of a well-managed group including previous experience and track record.
- Financial sustainability and viability of the group and/or project.
- Evidence of partnership working.
- Evidence that funding has been sought from other sources and the level of match funding available.
- Evidence of compliance with previous grant award conditions.

**Avon Dassett Parish Council will not fund the following:**

- Organisations that do not provide a service to the community in Avon Dassett.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.

Avon Dassett Parish Council grants are usually offered on a one-off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution towards their running costs.

## **4) The Application Process**

Groups must apply for funding using the appropriate application.

Grant application forms can be downloaded from the Council's website or are available from the Clerk. The Clerk will also provide assistance to any group having difficulties completing the application form. Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested. All valid grant applications will be assessed and presented to the Parish Council for consideration. All applicants will be notified of the Council's decisions.

## **5) Payments**

# Avon Dassett Parish Council

## Grants Policy

Grants will only be paid by Bank Transfer.

### **6) Monitoring and reporting requirements**

Groups are expected to provide Avon Dassett Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 3 months of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Parish Meeting.

### **7) General Grant Conditions**

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Council who will consider whether or not to approve the change.
- Applications for projects where the work has already been completed will not be considered.
- We will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disbands or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.
- Additional grant conditions may also be attached to any funding from Avon Dassett Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

# **Avon Dassett Parish Council**

## **Reserves Policy**

### **Update Schedule**

| <b>Action</b>                          | <b>Date</b>      |
|----------------------------------------|------------------|
| Adopted by Avon Dassett Parish Council | 22 May 2017      |
| Adopted by Avon Dassett Parish Council | 24 May 2018      |
| Adopted by Avon Dassett Parish Council | 13 May 2019      |
| Adopted by Avon Dassett Parish Council | 5 May 2021       |
| Adopted by Avon Dassett Parish Council | 9 May 2022       |
| Adopted by Avon Dassett Parish Council | 2 September 2024 |

**Avon Dassett Parish Council**  
**Reserves Policy**

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3) Review of Reserves .....4

# **Avon Dassett Parish Council**

## **Reserves Policy**

### **1) Purpose**

Avon Dassett Parish Council “the Parish Council,” is required to maintain adequate financial reserves to meet the needs of the organisation but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes.

The purpose of this policy is to set out how the Parish Council will determine and review the level of reserves.

The Local Government Finance Act 1992 requires parishes to have regard to the level of reserves needed for meeting estimated future expenditure, when calculating their budget.

There is no specified minimum or maximum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer (RFO) to advise the Parish Council about the level of reserves and to ensure there are key protocols for their establishment and use.

Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions:

- i) The expenditure must not be recurring;
- ii) Income in reserves from the sale of fixed assets (‘capital receipts’) such as the sale of land, can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and equipment.

Budget allocations can be moved from one budget line to another during a financial year, with approval from the Parish Council, so long as the total expenditure for the financial year is not exceeded.

### **2) Types of Reserve**

Reserves can be categorised as earmarked (held for specific purpose), general (held to cushion the impact of uneven cash flows or unexpected events), or ring fenced (held for one purpose only and cannot be transferred).

#### **a) Earmarked Reserves**

- i) Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. They are not to be used for emergency operations;
- ii) Earmarked reserves will be reviewed and/or established by the Parish Council at the annual budget setting meeting;
- iii) Any changes to the proposed use of earmarked reserves must be agreed by the Parish Council;
- iv) The RFO will note earmarked reserves movements at the end of the financial year;
- v) Earmarked reserves can be held for:

- (1) Renewals – to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are

# **Avon Dassett Parish Council**

## **Reserves Policy**

a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets;

- (2) Carry forward of underspend - some services commit expenditure to projects but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.

### **b) Ring Fenced Reserves**

Ring fenced reserves are money or grants allocated for a specific project only.

### **c) General Reserves**

- i) General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies;
- ii) The Parish Council considers a prudent level of general reserves to be no more than 12 months of its annual expenditure;
- iii) If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Parish Council would be able to draw down from its earmarked reserves to provide short term resources;
- iv) Even at times when extreme pressure is put on the Parish Council's finances the Parish Council will keep a minimum balance sufficient to pay three month's salaries to staff;
- v) Agreement from full Council is required to move funds from general reserves.

## **3) Review of Reserves**

- a) Given the opportunity costs of holding reserves, reserves will be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.
- b) At the end of each financial year, the Responsible Financial Officer will make a recommendation to the Council regarding the transfer of an appropriate level of cash from the Current Account to the Deposit Account for the purposes of reserves. The timing of such transfers will be after the arrival of the first precept payment in the following financial year to ensure cash-flow is maintained

# Avon Dassett Parish Council

## Planning Standing Orders

### Update Schedule

|                                        |              |
|----------------------------------------|--------------|
| Adopted by Avon Dassett Parish Council | 5 May 2021   |
| Adopted by Avon Dassett Parish Council | 26 July 2021 |
| Adopted by Avon Dassett Parish Council | 9 May 2022   |
|                                        |              |

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| <b>3) Revision Of Planning Regulations .....</b>                              | <b>3</b> |
| <b>4) Retention Of Planning Records .....</b>                                 | <b>3</b> |

## **1) General**

- a) These Planning Regulations govern the Planning Consultation Process conduct by the Council and may only be amended or varied by resolution of the Council.
- b) These Standing Orders provide specific information regarding the implementation of the Good Practice Note – Guidance on Procedures for Responding to Planning Applications which is attached in Appendix 1.

## **2) Delegation Of Function Of Responding To A Planning Application**

Sections 4 and 5 of the Good Practice Note – Guidance on Procedures for Responding to Planning Applications permits the delegation of the function of responding to a planning application to either a subcommittee or to an officer of the council. It is inappropriate for a specific subcommittee to be formed for Avon Dassett Parish Council. Therefore, where the council is not able to meet, the Clerk (in consultation with a minimum of 3 councillors), will make the decision.

Note: Any individual comments of each councillor form part of the council's response to the planning application as they form the basis of the Clerk's written submission of the council's representations to the planning authority on any planning application and are recorded information and therefore subject to FOI.

A report of the planning applications responded to by the Clerk, on behalf of the Parish Council, will be presented to the next Parish Council meeting.

## **3) Revision Of Planning Regulations**

It shall be the duty of the Council to review the Planning Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

## **4) Retention Of Planning Records**

- a) All Planning Applications for Avon Dassett are submitted to Stratford on Avon District Council who are responsible for processing all applications and also making final decisions regarding approval etc.
- b) Applications are passed to Avon Dassett Council for comment as a part of the planning process. Any representations are made and added to the Stratford on Avon District Council e-Planning system with a master copy (signed on behalf of Avon Dassett Parish Council) being retained as a part of the Parish Council records.
- c) Avon Dassett Parish Council will not retain any documents relating to Planning Applications other than the signed representations mentioned in (b) above. They will however ensure that sufficient records are maintained for all planning applications relating to Avon Dassett.

## Warwickshire Local Government Reorganisation ENGAGEMENT QUESTIONNAIRE

Local councils and the services they provide have an impact on residents' lives, and it is important that you have a say on possible changes to how these services are delivered in the future. Please read the engagement document and/or go online to [www.shapingourcouncils.co.uk](http://www.shapingourcouncils.co.uk) for information about the proposals. To give your feedback, complete this questionnaire and return it FREEPOST to arrive by **14 September 2025**; or answer the questions online via the webpage above by the same date.

Four of Warwickshire's district and borough councils (North Warwickshire, Nuneaton & Bedworth, Stratford-on-Avon, and Warwick) have appointed ORS, as an independent social research company, to manage the engagement and questionnaire responses. ORS will faithfully report the outcomes, in which the views of individual members of the public will be anonymous; but where feedback is from organisations or elected representatives or someone acting in their official capacity, it may be attributed.

All the questions are optional, and all information you provide will be processed by ORS in accordance with latest data protection regulations. For further information, please see [www.ors.org.uk/privacy](http://www.ors.org.uk/privacy) and [www.shapingourcouncils.co.uk/privacy-policy](http://www.shapingourcouncils.co.uk/privacy-policy).

Warwickshire currently operates in what is often called a 'two-tier' structure – in which major services are divided between Warwickshire County Council and the five district and borough councils.

The County Council is responsible for services like education, social care, and transport, while the district and borough councils are responsible for services like waste and recycling collection, council tax and housing.

The UK government wants to make local government simpler and more efficient by reducing the number of councils and creating unitary authorities that would deliver these services. It has asked all six Warwickshire councils to work together and come up with a plan for how this could work.

**How informed or uninformed do you feel about which services are provided by your borough/district council and which are provided by the county council?** Please tick ✓ one box only

|                                                  |                                                    |                                                      |                                                    |                                                   |                                               |
|--------------------------------------------------|----------------------------------------------------|------------------------------------------------------|----------------------------------------------------|---------------------------------------------------|-----------------------------------------------|
| <b>Very informed</b><br><input type="checkbox"/> | <b>Fairly informed</b><br><input type="checkbox"/> | <b>Fairly uninformed</b><br><input type="checkbox"/> | <b>Very uninformed</b><br><input type="checkbox"/> | <b>Not applicable</b><br><input type="checkbox"/> | <b>Don't know</b><br><input type="checkbox"/> |
|--------------------------------------------------|----------------------------------------------------|------------------------------------------------------|----------------------------------------------------|---------------------------------------------------|-----------------------------------------------|

**To what extent do you agree or disagree that the councils should pursue opportunities to streamline services and make efficiencies, while maintaining good services?** Please tick ✓ one box only

|                                                   |                                                  |                                                               |                                                     |                                                      |                                               |
|---------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-----------------------------------------------|
| <b>Strongly agree</b><br><input type="checkbox"/> | <b>Tend to agree</b><br><input type="checkbox"/> | <b>Neither agree nor disagree</b><br><input type="checkbox"/> | <b>Tend to disagree</b><br><input type="checkbox"/> | <b>Strongly disagree</b><br><input type="checkbox"/> | <b>Don't know</b><br><input type="checkbox"/> |
|---------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-----------------------------------------------|

While the two-tier system has served communities well for years, the government believes change is needed now, and four of Warwickshire's district and borough councils (North Warwickshire, Nuneaton & Bedworth, Stratford-on-Avon, and Warwick - subsequently referred to as 'the councils') have collaborated on a plan that would abolish the existing councils and create a smaller number of new unitary councils.

The councils recognise that the proposals may offer an opportunity to streamline services, bring efficiencies (such as by reducing the number of senior leadership positions), and make things simpler.

**To what extent do you agree or disagree with the government's requirement to replace the current two-tier system with a smaller number of unitary councils to run local government across the whole of Warwickshire?**

Please tick ✓ one box only

|                                                   |                                                  |                                                               |                                                     |                                                      |                                               |
|---------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-----------------------------------------------|
| <b>Strongly agree</b><br><input type="checkbox"/> | <b>Tend to agree</b><br><input type="checkbox"/> | <b>Neither agree nor disagree</b><br><input type="checkbox"/> | <b>Tend to disagree</b><br><input type="checkbox"/> | <b>Strongly disagree</b><br><input type="checkbox"/> | <b>Don't know</b><br><input type="checkbox"/> |
|---------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-----------------------------------------------|

The councils recognise that there are many different factors to consider when thinking about the future arrangements for local government in the area. They believe any future arrangements should provide:

- » **Accountability:** democratic decision making that can be locally influenced and ensuring residents know how to raise issues to their local councillor and how to have a say on future service delivery
- » **Quality:** frontline services that are sustainable, cost-effective and equipped to deliver good local services in the long-term
- » **Local Identity:** boundaries that reflects how residents live their lives and how businesses operate
- » **Access:** keeping services as local as possible for as many residents as possible
- » **Value For Money:** cutting out duplication, increasing economies of scale and improving efficiencies

The councils recognise that they will need to find the right balance between these different criteria when deciding the best arrangements for local government in the area.

**Please rate how important you think each of these criteria are using a whole number between 0 and 10, where "10" means that the criteria is critically important and "0" means the criteria is of no importance.**

PLEASE WRITE IN A NUMBER BETWEEN "0" AND "10" IN EACH BOX

|                                               |                                        |                                               |                                       |                                                |
|-----------------------------------------------|----------------------------------------|-----------------------------------------------|---------------------------------------|------------------------------------------------|
| <b>Accountability</b><br><input type="text"/> | <b>Quality</b><br><input type="text"/> | <b>Local Identity</b><br><input type="text"/> | <b>Access</b><br><input type="text"/> | <b>Value For Money</b><br><input type="text"/> |
|-----------------------------------------------|----------------------------------------|-----------------------------------------------|---------------------------------------|------------------------------------------------|

The councils considered two potential future options for local government in Warwickshire:

- 1) A single county-wide unitary council covering the whole of Warwickshire
- 2) Two unitary councils for North and South Warwickshire

The councils of North Warwickshire, Nuneaton & Bedworth, Stratford-on-Avon and Warwick have all determined that their preferred option is for two unitary councils. Rugby Borough Council has not determined a preferred option at this stage.

It is worth noting that further research is being undertaken. This includes determining whether a more localised approach could deliver greater savings in areas such as adult social care and children's services.

The councils believe that having two unitary councils would best reflect the way people live and work in the area, align better with housing and service demands, and support existing strong links between towns in the north and south, and their relationship with the wider economy.

**To what extent do you agree or disagree with the proposal for two unitary councils to run local government across Warwickshire?** Please tick ✓ one box only

|                                                   |                                                  |                                                               |                                                     |                                                      |                                               |
|---------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-----------------------------------------------|
| <b>Strongly agree</b><br><input type="checkbox"/> | <b>Tend to agree</b><br><input type="checkbox"/> | <b>Neither agree nor disagree</b><br><input type="checkbox"/> | <b>Tend to disagree</b><br><input type="checkbox"/> | <b>Strongly disagree</b><br><input type="checkbox"/> | <b>Don't know</b><br><input type="checkbox"/> |
|---------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-----------------------------------------------|

The councils are proposing **two unitary councils** covering the following areas:

- » **North Warwickshire:** covering the areas currently served by North Warwickshire, Nuneaton and Bedworth, and Rugby borough councils (this area would have an estimated population of 331,060)
- » **South Warwickshire:** covering the areas currently served by Stratford-on-Avon and Warwick district councils (this area would have an estimated population of 301,147)

**To what extent do you agree or disagree with the areas covered by the proposed two unitary councils?**

Please tick ✓ one box only

|                                                   |                                                  |                                                               |                                                     |                                                      |                                               |
|---------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-----------------------------------------------|
| <b>Strongly agree</b><br><input type="checkbox"/> | <b>Tend to agree</b><br><input type="checkbox"/> | <b>Neither agree nor disagree</b><br><input type="checkbox"/> | <b>Tend to disagree</b><br><input type="checkbox"/> | <b>Strongly disagree</b><br><input type="checkbox"/> | <b>Don't know</b><br><input type="checkbox"/> |
|---------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|-----------------------------------------------|

**If you disagree with any of the councils' proposals, including the areas that each new council would cover, or have any other views or additional comments, please explain. If you believe there is an alternative option that meets the government's criteria which the councils should consider instead, please explain what it is and why you think it would be a better solution. If you think there are any positive or negative impacts related to equalities or human rights that the councils should take into account, please also explain.**

Please answer in the text box below and continue on a separate sheet if necessary

## INFORMATION ABOUT YOU

**If you are responding on behalf of an ORGANISATION, which organisation do you represent?**

Please give us the name of the organisation and any specific group or department.

Please also tell us who the organisation represents, what area the organisation covers and how you gathered the views of members. Please answer in the box below

**If you are providing your own PERSONAL RESPONSE, please answer the questions below and overleaf.**

Warwickshire's councils have a duty to promote equality and want to make sure all parts of the community are included in this engagement activity, but these questions are optional. All responses will be taken fully into account when making decisions, regardless of whether you provide your details.

**What is your full postcode?**

This will help us understand views in different areas

Please tick ✓ only one box for each question (unless otherwise stated)

**What was your age on your last birthday?**

- |                                            |                                     |
|--------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Under 25          | <input type="checkbox"/> 55 to 64   |
| <input type="checkbox"/> 25 to 34          | <input type="checkbox"/> 65 to 74   |
| <input type="checkbox"/> 35 to 44          | <input type="checkbox"/> 75 to 84   |
| <input type="checkbox"/> 45 to 54          | <input type="checkbox"/> 85 or over |
| <input type="checkbox"/> Prefer not to say |                                     |

**What is your gender?**

- ☐ Male ☐ Female
- ☐ Prefer to self-describe \_\_\_\_\_
- ☐ Prefer not to say

**What is your ethnic group?**

- ☐ White
- ☐ Mixed or multiple ethnic groups
- ☐ Asian or Asian British
- ☐ Black, African, Caribbean or Black British
- ☐ Any other ethnic group
- ☐ Prefer not to say

**Do you consider yourself to have a disability?**

- ☐ Yes ☐ No
- ☐ Prefer not to say

**Are you employed by a local authority in Warwickshire, and/or any local authority which neighbours Warwickshire?**

- ☐ Yes ☐ No
- ☐ Prefer not to say

**If yes, which local authority/ies employ you?**

**Are you a councillor for any local authority or Town/Parish Council in Warwickshire?**

Please tick ✓ all that apply

- ☐ No
- ☐ Yes – County Councillor
- ☐ Yes – District/Borough Councillor
- ☐ Yes – Town/Parish Councillor
- ☐ Prefer not to say

**Which of the following local council services have you, or members of your household, used at least once in the last 12 months?** Please tick ✓ all that apply

- ☐ **Leisure and recreation** (e.g. libraries, parks/playgrounds, open spaces, leisure centres, activities for young people or families)
- ☐ **Education** (e.g. school admissions/transport, special educational needs - *does not include simply having a child at school*)
- ☐ **Environmental** (e.g. recycling centres (tips), environmental protection, pest control, noise complaints)
- ☐ **Housing** (e.g. homelessness prevention, affordable or council housing, housing waiting list, housing repairs, rent enquiries)
- ☐ **Planning and building** (e.g. planning applications, building control/safety)
- ☐ **Public health** (e.g. drug/alcohol dependency support, sexual health services, health improvement programmes)
- ☐ **Regulatory functions** (e.g. trading standards, council tax/housing/welfare benefits enquiries, using the Registrar)
- ☐ **Road, Transport, and Infrastructure** (e.g. reporting road/pavement/footpath repairs, public toilets, car parks, community transport)
- ☐ **Social Care and Support** (e.g. adult social care, children's social services, support for vulnerable people)

**THANK YOU FOR YOUR TIME**

Please return the questionnaire by **14 September 2025** to:  
Opinion Research Services • FREEPOST SS1018 • PO Box 530 • Swansea • SA1 1AF