

# Carterton Town Council

Town Hall  
Alvescot Road  
Carterton  
Oxon OX18 3JL  
Tel: 01993 842156  
Email: [clerk@carterton-tc.gov.uk](mailto:clerk@carterton-tc.gov.uk)  
[www.carterton-tc.gov.uk](http://www.carterton-tc.gov.uk)

6<sup>th</sup> March 2024

**Chair:** Cllr King  
**Vice Chair:** Cllr Brooks  
**Members:** Cllr Baylis, Cllr Croft, Cllr Leverton, Cllr McBride, Cllr Crapper, Cllr K Wood  
Ex-officio Members: Cllr Godwin, Cllr L Wood

You are hereby summoned to attend an ORDINARY meeting of the **AMENITIES and ECONOMIC REGENERATION COMMITTEE** on **Tuesday 12<sup>th</sup> March 2024 at 6.00pm** at the Town Hall.

Simon Garwood  
Town Clerk

## AGENDA

### 1 APOLOGIES

MOTION: Committee to receive apologies for absence.

### 2 DECLARATIONS OF INTEREST and DISPENSATIONS

With reference to items on the agenda, Members are reminded of their responsibility to declare interests and to update their Register of Interest as required.

### 3 MINUTES OF THE PREVIOUS MEETING

MOTION: Committee to approve and sign the minutes of the previous meeting held on 14.11.23.

### 4 PUBLIC PARTICIPATION

Members of the public are invited to speak on issues relating to this agenda. The period of time designated for public participation in accordance with Standing Orders 3(e) and (f) shall not exceed 15 minutes, maximum of 3 minutes per person, and will be under the direction of the Chair.

### 5 NOTES OF THE PLAY PARKS WORKING GROUP

Committee to note the notes of the Play Parks Working Group held on 27.02.24

### 6 TOWN HALL WORKS PLAN

MOTION: Committee to consider and recommend replacement chairs in the main hall.

MOTION: Committee to consider and recommend replacement tables in the main hall.

MOTION: Committee to consider and recommend conversion of 1<sup>st</sup> floor lighting to LED in the town hall.

MOTION: Committee to consider and recommend the expansion of the reception area and office.

**7 WORKS FOR AUTHORISATION**

Committee to consider and recommend repairing the fence panel at the ARR.G.  
Committee to consider and recommend the annual grass cut at Willow Meadows.

**8 TOWN CENTRE PARTNERSHIP**

MOTION: Committee to consider and recommend working with West Oxfordshire District Council and other key stakeholder to develop a Town Centre Partnership

**9 MAINTENANCE CONTRACTS**

Committee to discuss options for the renewal of maintenance contracts

**10 CLOSURE OF MEETING TO THE PRESS AND PUBLIC**

MOTION: Pursuant to s1(s) of the Public Bodies (Admissions to Meetings) Act 1960, and Standing Order 3d, Council to consider and approve the meeting to be closed to the press and public in order to consider the next agenda item on the grounds of confidentiality.

**11 ASSETS REVIEW: LEASE UPDATES**

Committee to receive an update from the clerk on leases due for renewal

**12 DATE OF NEXT MEETING**

Committee to consider and agree the date of the next meeting. The meeting is scheduled for 06.08.24 but given that traditionally council do not meet in August do they want to bring the meeting forward to 23.07.24 at 6pm.

**Members of the press and public welcome.**

**Please click on any heading underlined to be taken to the relevant supporting information.**



## Carterton Town Council

**An ORDINARY MEETING of the AMENITIES AND ECONOMIC REGENERATION COMMITTEE was held on Tuesday 14<sup>th</sup> November 2023 at 6.00pm in the Town Hall and was attended by the following:**

Chair: Cllr N King  
 Vice-Chair: Cllr R Brooks

Town Councillors: Cllr R Crapper, Cllr C Croft, Cllr N Leverton, Cllr M McBride, Cllr K Wood, Cllr S Bayliss, Cllr C Croft  
 Ex-officios - Cllr K Godwin, Cllr L Wood

In attendance: 5 members of the public, including Cllr P Godfrey, Cllr D Melvin

Locum Clerk: Mrs S Haywood

| ITEM               | MINUTE   | VOTE / ACTION  |
|--------------------|--|--|
| <b>2023/AER/28</b> | <b>APOLOGIES</b>   |  |
|                    | Cllr McBride – leave early for personal reasons.<br>Cllr Leverton – leave at 7.30pm for personal reasons.  |  |
| <b>2023/AER/29</b> | <b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>  |  |
|                    | Cllr King – she had obtained quotes for the pump track.  |  |
| <b>2023/AER/30</b> | <b>MINUTES OF THE PREVIOUS MEETING</b>   |  |
|                    | IT WAS RESOLVED that the minutes of the Ordinary Amenities & Economic Regeneration Committee meeting held on 12.09.23 be approved as a true and accurate record of the meeting and be signed by the Chair.<br><br>Cllr Leverton would seek clarification on whether there is a charge for salt to refill the grit bins. It was noted that the bins seemed to be full at the moment and there is a supply of salt at the Town Hall. | Proposed: RB<br>Seconded: CC<br>All in favour<br>Clerk<br><br>NL |
| <b>2023/AER/31</b> | <b>PUBLIC PARTICIPATION</b>  |  |
|                    | Mrs Little advised that she is a member of the Play Parks Working Group and was pleased to see that a working group  |  |

|                    |  |  |
|--------------------|--|--|
|                    | <p>would be looking at the regeneration of the town centre. She had attended a workshop last week on the District's strategic analysis of Carterton and its regeneration, where topics included play parks and the lack of football pitches. Regarding the proposed pump track at the Skate Park, she urged the Council to ensure that a contract is in place with the company. Regarding the new doors for the Pavilion, she did not believe that a new building was needed if the current one could be repaired/maintained adequately.</p> |  |
| <b>2023/AER/32</b> | <b>WORKS FOR AUTHORISATION</b>   |  |
| <b>i.</b>          | <b>RoSPA Play Safety Inspection</b>  |  |
|                    | <p>IT WAS RESOLVED that Council approve the annual RoSPA Play Safety Inspection of all Council play areas, due December 2023, at a cost of £800 + VAT. It was noted that the play parks are also inspected monthly by WODC.</p>  | <p>Proposed: SB<br/>Seconded: CC<br/>All in favour<br/>Clerk</p> |
| <b>ii.</b>         | <b>Alvescot Road Recreation Ground (ARRG) - fencing</b>  |  |
|                    | <p>A resident who lives at Arkell Court, which is adjacent to the ARRG, has reported that youths have entered their garden through a hole in the fencing and caused damage to their wire mesh fencing. Quotes were obtained for repair to the fence and wire mesh for Council to consider.</p> <p>IT WAS RESOLVED that Council approve the Peplar Fine Fencing to repair the fence at a cost of £320 + VAT.</p>  | <p>Proposed: KW<br/>Seconded: KG<br/>All in favour<br/>Clerk</p> |
| <b>iii.</b>        | <b>ARRG – tree work adjacent to Peel Place</b>   |  |
|                    | <p>A resident who lives in Peel Place has reported that two trees growing on the ARRG are overhanging their property and requested that they are cut back. Quotes were obtained.</p> <p>IT WAS RESOLVED that a decision is deferred until the annual tree survey is carried out, so we have a report on the condition of the trees and a better understanding of priority works/cost for all Council trees.</p>  | <p>Proposed: NL<br/>Seconded: KG<br/>All in favour<br/>Clerk</p> |
| <b>iv.</b>         | <b>Town Hall - lighting</b>  |  |
|                    | <p>The existing lighting in the main meeting room is very old and replacement parts are no longer available. A quote has been obtained from Azura Networks, preferred supplier, to replace the lighting with LED lighting.</p> <p>IT WAS RESOLVED that Council approve Azura Networks to replace the lighting at the Town Hall with LED lighting at a cost of £689 + VAT.</p>  | <p>Proposed: KW<br/>Seconded: KG<br/>All in favour<br/>Clerk</p> |

| 2023/AER/33 | BUDGET 2024/2025   |  |
|-------------|--|--|
|             | <p>Following Council’s two recent strategy meetings, it was agreed that town regeneration be one of Council’s priorities. The Committee were asked to consider the budget requirements for 2024/2025, particularly with regard to town regeneration. It was suggested that Council also to consider a 1-year and 2-year plan, taking into account grant funding and s106 money.</p> <p>The Clerk and Cllr Melvin reported that WODC have been consulting the public on the regeneration of Carterton that would feed into the Local Plan. Cllr Leverton confirmed that Council will be consulted but resident consultations are taking place first.</p> <p>Cllr Godwin reported that there would be some s106 money for Carterton that would be released from the Brize Meadow development once a certain level of occupation was achieved. The Clerk to investigate further.</p> <p>The Clerk reported that WODC have confirmed that there is s106 money from the Stanmore Crescent development, which is earmarked for improving the landscaping of Upavon Way, signage contribution for the site, and £18,440 contribution towards the improvement of the town centre. Suggestions included improvements to the town centre planters, bus stops, play parks, pop-up shops for vacant properties, and market regeneration. Ideas to be passed to WODC once we are consulted.</p> <p>Cllr Leverton reported that WODC have re-evaluated the housing need and not as many houses are needed as initially thought. More land is being looked at for football pitches etc. Brize Norton have two extra pitches.</p> <p>IT WAS RESOLVED that the Clerk seek clarification from WODC on its plans for regeneration and report back to Council.</p> | <p>Clerk</p> <p>Clerk</p> <p>Proposed: NK<br/>Seconded: SB<br/>All in favour<br/>Clerk</p> |
| 2023/AER/34 | PUMP TRACK – SITE VISIT AND CONSULTATION   |  |
|             | <p>Cllr King had sought quotes, in close liaison with the Clerk, for a site visit and consultation for a new pump track at the skate park. C&amp;K Contractors quoted £600 + VAT to carry out a site visit and consultation, which includes measuring up and producing an initial drawing. Cllr King had since met with a representative from Bendcrete, who were the contractor that built the current skate park, and they had measured up and produced an initial drawing free of charge and estimated a cost for the work in the region of £60,000 but would work to any budget set by the Council. A third quote has not been possible to obtain.</p>   |  |

|                    |  |   |
|--------------------|--|---|
|                    | <p>Two young people had made the initial presentation to Council for a pump track and it was suggested opening this up to include more youngsters. It was also suggested to see if grant funding is available.</p> <p>IT WAS RESOLVED that C&amp;K Contractors are contracted to carry out a site visit and consultation at a cost of £600 + VAT, to accept the free quote received from Bendcrete, and not to pursue a third quote in order not to hold up the process. This would then be taken to the Play Parks Working Group for further work, to include consultation with young people, and then brought to Full Council.</p>   | <p>NK</p> <p>Proposed: MMcB<br/>Seconded: NL<br/>All in favour<br/>NK</p> |
| <b>2023/AER/35</b> | <b>TREE INSPECTION</b>   |   |
|                    | <p>The town tree inspection is overdue and needs to be carried out as a matter of priority. It is estimated that there are around 800 trees, possibly more, including those in the cemetery.</p> <p>The three quotes obtained are based on the following requirements:</p> <ul style="list-style-type: none"> <li>• Inspection of Carterton Town Council Trees – circa 800.</li> <li>• Recommendations with work schedule.</li> <li>• Every tree to be tagged.</li> <li>• Clear concise virtual map of the trees.</li> </ul> <p>The Locum Clerk recommended that the Committee approve MPL Tree Consultancy to carry out the tree survey as they provide a detailed clear map that easily references the tree locations, are reasonably priced, provide tree tagging, and a comprehensive report of the tree types and condition which is very much needed so we have clear and concise records.</p> <p>IT WAS RESOLVED that Council approve MPL Tree Consultancy to carry out the tree survey at a cost of £6,780 (no VAT).</p> | <p>Proposed: KW<br/>Seconded: LW<br/>All in favour<br/>Clerk</p>          |
| <b>2023/AER/36</b> | <b>ADOPTION OF LAND / MAINTENANCE OF TREES AT EDGEWORTH DRIVE</b>  |   |
|                    | <p>To consider whether Council should attempt to adopt the land and maintain the trees adjacent to the sub-station and garages at Edgeworth Drive. A quote was obtained from the Council's preferred contractor to fell the three trees at a cost of £1,700 + VAT.</p> <p>The Locum Clerk recommended that, as Council do not own the land and are not responsible for it, and there could be considerable financial liability on possible subsidence to the garages, costs for existing and ongoing tree maintenance, that Council do not pursue adopting the land, or maintaining the land/trees. Council need to consider the cost v the number of residents who will benefit.</p>  |   |

|                    |  |  |
|--------------------|--|--|
|                    | <p>It was noted that the land consisted of small parcels rather than one large area. The land was never handed over as the developer ceased trading.</p> <p>A discussion took place as there was mixed views as to whether Council should maintain land that it is not responsible for. It was suggested that the land could be sold to residents but as Council do not own it we cannot sell it.</p> <p><i>Cllr McBride left the meeting.</i></p> <p>IT WAS RESOLVED that a letter is written to residents in the Richens Drive/Edgeworth Drive/Lavender Place area to consult them on the future of these pieces of land and ask for options and ideas. Responses to be brought back to Committee.</p>   | <p>Proposed: NK<br/>Seconded: KG<br/>All in favour<br/>Clerk</p> |
| <b>2023/AER/37</b> | <b>REPLACEMENT DOORS AT THE PAVILION</b>   |  |
|                    | <p>The replacement of two steel doors at the Pavilion has been identified as Priority A work in the Quinquennial Report. Three companies were asked to quote for the replacement doors. Now the result of the asbestos testing has come back as negative the work can proceed.</p> <p>The Locum Clerk recommended that the Committee agree to contract JDS Property Renovation to replace the doors as they are our preferred supplier and have provided the best value quote at a cost of £2,900 + VAT.</p> <p>It was raised whether it was wise to spend more money on the building whilst awaiting a decision on whether or not the building should be replaced.</p> <p>IT WAS RESOLVED that a decision as to whether to replace the doors is deferred for one month so the legal opinion on the pavilion can be received and considered.</p> | <p>Proposed: KG<br/>Seconded: NL<br/>All in favour<br/>Clerk</p> |
| <b>2023/AER/38</b> | <b>DATE OF NEXT MEETING</b>  |  |
|                    | Tuesday 12 <sup>th</sup> March 2024 at 6pm.  | All to note  |

The meeting closed at 6.56pm.

[Back to agenda](#)

**Carterton Town Council Play Parks**  
**Regeneration Project.**

**Minutes:**

Date: 27.02.24

Time: 1:30 – 2:30pm

Location: Carterton Town Hall

**Working Group Members:**

- Councillors: Natalie King, Mike Tarpe, Jo Guest, Emma Leeming, Carole Croft.

- Residents: John Armstrong and Lynn Little.

**Attendees:** Natalie King, Carole Croft, Martin McBride (substitution for EL), John Armstrong, Lynn Little and clerk.

**Apologies:** Mike Tarpe, Emma Leeming and Jo Guest.

1. **Play Park Regeneration background recap/update with PowerPoint, spreadsheet and print outs of PowerPoint.**

NK provided two presentations to the group. The play parks regeneration project which shows visuals of all play park sites as they are currently are and the ideas to develop them and a spreadsheet which was created with the previous working group and clerk, regarding a survey of all the play park sites placed into a priority order and all park equipment listed in each site. The working group all thanked NK for her detailed hard work and the information provided at the end of the meeting.

2. **Budget, Grants, Fundraising and S106 for project spending.**

NK highlighted her understanding of the funds available see below: until the Clerk joined just after 1pm.

1. Carterton Town Council funds with a potential of £108k earmarked – clerk to confirm at next meeting.

2. S106 moneys received:

- £81,241 for Swindbrook Park.

- £78,787.58 for Stanmore Crescent Play Park.

- Additional S106 earmarked for other areas of CTC, but could request to WODC to relocate these monies for deserving projects.

3. WESTHIVE opportunity from WODC, however this will need to be set up by a resident's group and the group would like to explore this, however Councillors cannot set this up or be on the group as by the terms and conditions set by WODC.



4. New Deputy Clerk/RFO will be able to look into grant funding.

3. Swindbrook Play Park.

NK presented the two designs by Playdale and Komplan to the group and explained why Playdale was the strongest design. However, since November 2023 when NK put the play park on the agenda she was advised by the locum clerk to withdraw for no particular reason and on the December Agenda the Locum Clerk had not supplied all the information, so wasn't able to be discussed and again withdrawn. Unfortunately now the prices with both companies has gone up due to an annual review 23/24 and the S106 will not cover the costs first quoted. NK will discuss with Clerk the next steps and try to get a new solution on the Marchs Full Town Council Agenda.

4. Skate Park and pump track.

JA brought some fantastic visual ideas and information to the meeting and showed us what the current skate parks potential could be and where it is lacking. He recommended that ash felt was a better surface than concrete for the new pump track, it is durable and good to use in all weathers and Clark Kent was a good supplier with a strong portfolio for this. JA enquired to put the pump track in other locations? However, Councillors explained that this wouldn't be possible and we need to work within our skate park site preferably.

He highlighted good and bad points of other local skateparks such as Farringdon, Evesham, Cirencester, Church down in Gloster.

Collaboratively with the current ideas NK had presented from Clark Kent and Bendcrete suppliers, the working group came up with a new concept to the skate park and pump track than initially thought. The Clark will be looking into the surrounding land and exploring the idea to expand into the Dell and develop existing skate park to include a bowl and more varied slopes and make it a higher quality skate park for all ages and abilities.

This idea is an exciting one and is wanted by the children and residents to make it a HUB for skaters and if we can make this happen will be a fantastic asset to the Town Council and bring fun and exercise to our community.

Funding this project of expansion and the pump track was discussed and the Clerk joined into this conversation. The clerk is looking into what funding the Council will be able to put towards the project and will feedback at the next meeting and this includes the S106 money we have allocated to Carterton Town Council, which we may be able to request WODC to move and spend on this project instead of what it has been allocated for.

Next Steps to meet back within two weeks with updates from the clerk in regards to the land available in around the skate park and what the Town Councils funds are to proceed. Clark Kent need to be paid to do the site survey as per agreed in the previous Amenities meeting.

5. REC Play Park.

Two suppliers Kompan and Playdale who quoted for Swinbrook also have presented ideas for the new play park at the REC. This play park needs to have a public consultation held with a survey to receive the feedback of what is required for our town residents. We need to collate this information as a group and put into a brief and tender this out to other play park specialists.

In regards to funding we will need to grant fund this project and hopefully our new Deputy Clark starting shortly will assist us with this. The clerk and NK will look at how we can begin a consultation for the public.

6. Updates from the Clerk.

Clerk gave information regarding the S106 funding which has been mentioned as above. Next steps are:

- Discuss with NK the next steps for the Swindbrook park and place onto March agenda.
- To check land boundaries for the skate park expansion.
- To pay Clark Kent to do site survey and new alternative design expansion.
- Speak to Bendcrete about surface options and design capability to design the expansion to the skate park.

End Meeting.

[Back to Agenda](#)

## AGENDA ITEM 6: TOWN HALL WORKS PLAN

### Replacement Chairs - Main Hall (Town Hall)

The chairs in the main hall used for council meetings and various groups are in a bad state, the grey chairs, in particular. There are 20 x red chairs and 9 grey chairs.



#### Option 1

#### Supplier – Just for Schools

#### Principle 2600 – 36 Upholstered Folding Chairs & 2 Row Trolley Package

Principal 2600 36 Upholstered Folding Chairs & 2 Row Trolley Package

PRINCIPAL FURNITURE

- 36 x 2600 Upholstered Folding Chair
- 1 x Transport Trolley

£1,874.67 ex VAT  
£2,245.60 inc. VAT

Buy now with PayPal

Cost:

£1,874.67 + VAT

#### Principal 2600 Comfort Steel Folding Chair with Upholstered Seat (Pack of 4)

[More from Folding Chairs](#)



PRINCIPAL FURNITURE

- Lightweight and easy to set up
- Available in 3 colours
- Strong steel construction
- 5 year warranty
- Riveted front and rear coes for added strength

£157.25 ex VAT  
£188.70 inc. VAT

Buy now with PayPal

Cost:

£1,338.00 + VAT

#### Price based on purchase of 8 x packs of 4 chairs (32 chairs in total)


- Strong and durable 2600 Blue Back Folding Chair is designed for comfort and support – five-year warranty.
- Upholstered seat.
- Folds for compact storage, stacked or on a trolley.

**Option 2:**

**Supplier – Office Boffins**

**Ecton Black Frame Vinyl Stacking Conference Chairs**

- Vinyl Material - the chairs can be wiped down after use, meaning no staining and more hygienic.
- The chairs feature a hardwearing outer shell for extra strength and stability.
- Five-year warranty.

|  |             |  |              |            |                           |
|--|-------------|--|--------------|------------|---------------------------|
| <b>Quote Reference Q11699(AW251023)Ver.1</b><br>25 October 2023<br>Carterton Town Council<br>Lyndy Dennis<br>01993842156<br><b>Dear Lyndy Dennis</b>                                     |             |  |              |            |                           |
| Thank you for your enquiry - please find your discounted prices below.   |             |  |              |            |                           |
|   | <b>Code</b> | <b>Item</b>  | <b>Price</b> | <b>Qty</b> | <b>Total</b>              |
|  | 16287776    | <b>Ecton Black Frame Vinyl Stacking Conference Chairs</b><br>Colour: Blue<br>Normal price £65.95 Save <b>£11.95</b> per item | £54.00       | 20         | £1,080.00                 |
| Prices Exclude VAT, But Include FREE Delivery To Ground Floor*<br>*Items with installation are delivered and installed anywhere in your building provided that access is not restricted. |             |  |              |            | <b>Total £1,080.00</b>    |
|  |             |  |              |            | Total Saving      £239.00 |

**Available in a variety of colours**





**Price based on a purchase of 20 - 30 chairs at discounted price £54.00 per chair (usually £65.95)**

|                        |                 |
|------------------------|-----------------|
| <b>Cost:</b> 20 chairs | £1,080.00 + VAT |
| <b>Cost:</b> 30 chairs | £1,620.00 + VAT |

---

**Option 3**

**Supplier: Bestbuy Office Chairs**

|  |                      |   |   |            |                           |
|--|----------------------|---|---|------------|---------------------------|
|   | <b>office chairs</b> |   | <b>Quote Reference Q11273(JM04032024)Ver.1</b>                          |            |                           |
|  |                      |   | 04 March 2024<br>Carterton Town Council<br>Lyndy Dennis<br>0199384 2156 |            |                           |
| <b>Dear Lyndy Dennis</b>   |                      |   |   |            |                           |
| <b>Thank you for your enquiry - please find your discounted prices below.</b>  |                      |   |   |            |                           |
|  | <b>Code</b>          | <b>Item</b>   | <b>Price</b>  | <b>Qty</b> | <b>Total</b>              |
|   | OC90763              | <a href="#">Mac Mesh Chrome Frame Conference Chair (Pack of 4)</a><br>Normal price £283.00 Save <b>£43.00</b> per item<br>Estimated lead time: 2-5 working days | £240.00   | 8          | £1,920.00                 |
| Prices Exclude VAT, But Include FREE Delivery To Ground Floor*<br>*Items with installation are delivered and installed anywhere in your building provided that access is not restricted. |                      |   |   |            | <b>Total £1,920.00</b>    |
|  |                      |   |   |            | Total Saving      £344.00 |

- Breathable mesh backrest allows airflow for cool and comfortable use
- Seat upholstered in black fabric
- 2-year manufacturers guarantee

**Cost:** £1,920.00 + VAT

---

**RECOMMENDATION: That the council approves Office Boffins as its supplier.**

Officer Lyndy Dennis suggests that to save money, rather than replace all of the chairs, dispose of the grey chairs which are in the worst state, use the least damaged red chairs for the members of the public and purchase 20 x new chairs for Councillors. This will give a small surplus, should any of the older red chairs break.

The big selling point is that the material is vinyl, therefore easy wipe clean and hygienic, whereas the others are upholstered fabric.

**Note:** Supplier price is the same for 20 – 30 chairs should you wish to replace all of them.

[Back to agenda](#)

## Replacement Tables – Main Hall (Town Hall)

There are a total number of eleven conference tables in the main hall that are used daily for council meetings and outside bookings. They were purchased in 2016. Four of the tables have recently broken; no spare parts are available to repair them. The choices are:

1. Replace all the conference tables, as they are showing wear and tear and are likely to fail in the near future.
2. Replace the four broken tables and replace as and when the others fail.

### Option 1

**Supplier: Aston & James Office Supplies Ltd**

- UCR168-T Reunion Boardroom Tilting Table
- 1600 x 800 x 700mm
- 5 Year Warranty



**Cost:**

(per table)

£273.69 + VAT

---

### Option 2

**Supplier: Aston & James Office Supplies Ltd**

- DFLP16-S-O – Rectangular deluxe fliptop meeting table with silver frame
- 1600 x 800 x 700mm
- Superior quality, highly discounted as a regular best seller
- 3 Year Warranty



**Cost:** (per table) £422.33 + VAT

---

### Option 3

**Supplier: Office Supply Store**

- Jemini Tilting Rectangular Table
- 1600 x 800 x 720mm
- Cost: £367.92 + VAT per table
- Five-year warranty



**Cost:** (per table) £367.92 + VAT

---

**RECOMMENDATION:** That council approve the purchase of 4 x Option 1 - UCR168-T Reunion Boardroom Tilting Tables at £273.69 + VAT per table. Total cost: £1094.76 + VAT. This is a quality, robust table at the most competitive price from Aston & James Office Supplies Ltd.

Alternatively, the council approve to replace all 12 twelve tables currently in the hall at a cost of £270.00 + VAT per table. Total cost: £3,240.00.

## Conversion of 1<sup>st</sup> Floor lighting to LED at Town Hall

### CTC Preferred Supplier: Azura Networks Ltd

- Replacement of 4 no. 116w fluorescent fittings with 3 no. 52w LED and 1 no. 52w combined Emergency LED in main office.
- Replacement of 1 no. 140w fluorescent fittings with 1 no. 63w LED in photocopier room.
- Replacement of 4 no. 116w fluorescent fittings with 3 no. 52w LED and 1 no. 52w combined Emergency LED in Mayor's office.
- Replacement of 6 no. 116w fluorescent fittings with 4 no. 52w LED and 2 no. 52w combined Emergency LED in Mayors parlour.
- Remove 6 wall lights and make safe / blank off in Mayors parlour.
- Remove dimmer control for wall lights and make safe / blank off with Antique brass blank plate in Mayors parlour
- Remove 8w fluorescent emergency bulkhead and make safe / blank off in Mayors parlour.
- Replacement of 2 no. 140w fluorescent fittings with 2 no. 63w LED in small office.
- Replacement of 3 no. 140w fluorescent fittings with 3 no. 63w combined Emergency LED on landing & stairs.
- Remove 3 no. 8w fluorescent emergency bulkhead and make safe / blank off on landing & stairs.
- Replacement of 2 no. 58w fluorescent fittings with 1 no. 30w LED and 1 no. 30w combined Emergency LED in attic storage area.

**Azura Networks estimate that this conversion would save 1.5kw hours of electricity. This would result in an average saving (4 hours a day as not all lights are on all of the time) of 6kw hours per day.**

**Cost:**

£1688.00 + VAT

---

**RECOMMENDATION:** That council approve CTC preferred supplier Azura Networks to replace the LED lighting to reduce the electricity costs in the long term at a cost of £1688.00 + VAT

[Back to agenda](#)



## Town Hall Works – Expansion of Reception Office

**MOTION: Committee to discuss and consider recommending for approval, the proposed building work to the existing Reception Office at the Town Hall.**

The proposal is to knock through the existing hatch window in the reception office to make a walk through into the space adjacent to it and erect a stud wall – see images below.

This area was originally used by the Town Hall Job Club in 2011. Laptops were spaced out on the tables and job seekers could look online for opportunities. The interest gradually waned and was phased out in 2017. That was the last time the space was used for anything of note.



The plan is to bring the Town Council Administration Team into one office. They are currently spread out over two floors. This would create a more versatile working space on the 1<sup>st</sup> floor to include hot desk working and a breakout room which would act as an extra meeting /staff room.

**Benefits include:**

- Reception is always manned to provide a more professional service.
- Customers dealt with in a timely manner.
- Accessibility, at the moment, the council only has one accessible workspace – reception, which isn't ideal for an equal opportunity employer.
- Reduces risk to officer working alone – provide immediate support if a customer becomes abusive.

**Option 1**

**Supplier: H&OB Building Ltd**

Building Your Vision.  
Creating Your Dream.



Unit 5, 154 Newland, Witney, OX28 3JH

07896664277

01993 705049

stuart@handobbuilding.co.uk

www.handobbuilding.co.uk

## Quote

Carterton town hall  
Town Hall  
19 Alverscot Rd  
Carterton  
OX18 3JL

**Date:** 04/03/2024

**Ref:** 101081

### Site Work



**General Preliminaries**

**£898.76**

**General Preliminaries.**

- ✓ Site Supervision for 1 x Day
- ✓ Supply and display construction sign boards. Keeping your construction site safe.
- ✓ Includes Health and Safety, First Aid, Protective clothing.
- ✓ We have allowed for 1 x 4 Yard Skip 1.8m(L) x 1.3(W) x 1.0(H)

## Structure

Internal Wall to form office £1,509.09

### Metal Stud Wall. Area - 10 m<sup>2</sup>

- ✓ Metal stud work using C-Stud 70 mm at 400mm centres with head and sole metal channels and 1 row of noggins
- ✓ Knauf Earthwool Frametherm Insulation Slab 38 90mm (8m<sup>2</sup>) or similar insulation fitted between studs
- ✓ Walls to be finished with 1 layer of 12.5mm Standard plasterboard, fixed with screws
- ✓ We have allowed for skim coat



Windows

£289.57

Windows

£289.57

### Windows. Quantity 1:

- ✓ Supply and install 1 x White uPVC Window 800(W) x 800(H), Clear glass
- ✓ Includes all ironmongery, double glazing fitting and sealing



Wall Openings office old/new

£494.11

Wall Openings office old/new

£494.11

### Wall Opening. Width 2m x Height 1.2m:

- ✓ Erecting and dismantling of temporary propping and shoring
- ✓ Forming opening in a Half a brick wall
- ✓ Provide 2 ~~acrow~~ props and ~~strongboys~~
- ✓ Remove surplus materials and provide 20 x Rubble Sack 30kg

- ✓ Precast concrete lintels bedded and pointed in cement sand mortar (1:3)

## Finishes



Floor Finishes remove old and fit new

£1,525.45



Floor Finishes remove old and fit new

£1,525.45

### ▲ Carpet Flooring to a total area of 25m<sup>2</sup>:

- ✓ Remove existing flooring - 25 m<sup>2</sup>
- ✓ Disposal surplus materials off site
- ✓ We have allowed for 0.7 x 2 Yard Skip 1.2m(L) x 0.61 (W) x 0.76(H)
- A Carpet allowance £8.00 + VAT per m<sup>2</sup>, labour included
- A Underlay allowance £3.00 + VAT per m<sup>2</sup>, labour included



Internal Decorating

£1,032.52

Internal Decorating

£1,032.52

### Decorating.

#### Decorating Walls to a total area of 60 m<sup>2</sup>

- ✓ Walls to be painted with two full coats emulsion in magnolia paint

#### Decorating ceiling to a total area of 25 m<sup>2</sup>

- ✓ Ceiling to be painted with two full coats emulsion in white paint



Skirting Boards

£658.09



Skirting Boards

£658.09

**Skirting Board I. MDF Torus skirting 144 mm, length 16m:**

- ✓ Supply and install MDF Primed Torus Skirting 144mm
- ✓ Apply 1 coat of primer, 2 coats of gloss, 1 coat of undercoat

**Other Costs**

|  |     |      |          |                  |
|--|-----|------|----------|------------------|
|  PC Sums electrical works |     |      |          | <b>£500.00</b>   |
| Description  | Qty | Unit | Rate (£) | Value (£)        |
| Electrical works   | 1.0 | each | £500.00  | £500.00          |
| Subtotal:  |     |      |          | £6,907.58        |
| VAT @ 20%:   |     |      |          | £1,381.52        |
| <b>Total :</b>   |     |      |          | <b>£8,289.09</b> |
|  PC Sums electrical works |     |      |          | <b>£500.00</b>   |
| Description  | Qty | Unit | Rate (£) | Value (£)        |
| Electrical works   | 1.0 | each | £500.00  | £500.00          |
| Subtotal:  |     |      |          | £6,907.58        |
| VAT @ 20%:   |     |      |          | £1,381.52        |
| <b>Total :</b>   |     |      |          | <b>£8,289.09</b> |

**Total Cost:**

**£6,907.58 excluding VAT**

**Option 2**

**Supplier: G&O Engineers**

**G&O Engineers (Building Services)  
Ltd**

Cotswold Business Park, Range Court,  
Range Road, Witney, Oxon, OX29 0YB

Carterton Town Council  
Town Hall  
Alvescot Rd  
Carterton  
OX18 3JL

**QUOTATION – WORKS TO RECEPTION AREA**

**7/3/24**

- **Site set up including protection of non – working areas – For the sum of £120.00 + VAT**
- **To remove window from office and desks and dispose of – For the sum of £180.00 + VAT**
- **To create opening approx. 2mt x 2.1mt and install concrete lintel – For the sum of £460.00 + VAT**

- To uplift floor coverings in both areas – For the sum of £180.00 + VAT
- To create new std wall from 4x2 timber, soundproof insulation, finished with 12.5mm plasterboard and skim finish – For the sum of £650.00 + VAT
- To create fixed toughened window within stud wall approx. 1mt x 1mt -For the sum of £375.00 + VAT
- To remove data point and drop 3 x double sockets to low level – For the sum of £250.00 + VAT
- To supply and fit 25mt of skirting – For the sum of £240.00 + VAT
- To paint both rooms complete in diamond matt, colour TBC – For the sum of £790.00 + VAT
- To supply and lay carpet tiles spec TBC – For the sum of £750.00 + VAT

**Total Cost: £3995.00 + VAT**

---

### Option 3

**Supplier: A&N Building Solutions**



## *A&N Building Solutions Ltd*

*Tradition, Innovation & Performance*

**A&N BUILDING SOLUTIONS**  
**15 Sellwood Drive**  
**Carterton, Oxfordshire**  
**OX18 3AZ**

Hello

Ref: ground floor new office

Please find the quote/breakdown for proposed work

- 1.cut new opening in existent wall (2 meters)
- 2.install new concrete lintel above new opening
- 3.takeout and dispose existent table
- 4.build new stud wall using timber frame and two layer of plasterboard
- 5.supply and install fix window (1000/1200)
- 6.tape&joint, rub down and paint new office
- 7.paint existent office

8. supply and fit new skirting in new office

9. paint new skirting

10. 4 sockets above office table to be extended down in their new position 300mm above floor

-we supply all materials

-we supply 6 yards skip

-we supply labour as necessary

All work to be carried out of hours (weekend)

Our quote comes to £5,800.00+vat (+ **£875.00 + VAT**) for the flooring – see note below.

All extra work required is subject of quotation

**Note to Committee:**

**Due to time restrictions, the company were unable to provide the amended quote but gave us a verbal figure of £875.00 + VAT to remove old flooring and fit a mid-range tile. They will send us the revised quote in due course.**

**Total cost:**

**£6,675.00 + VAT**

---

**RECOMMENDATION:** That the committee approve H&OB Building Ltd to carry out the building renovation of the reception office extension. Although the more expensive of the quotes, the company were very thorough when inspecting the space, produced the quote in the desired timeframe and produced the most detailed estimate. We were impressed with their professionalism and attention to detail and felt confident that they would produce the best results.

L Dennis 07.03.2024

[Back to agenda](#)

## Fence Panel Replacement – ARRG

A fence panel has been vandalised in the top left-hand corner of the Rec and needs to be replaced - see images below.



Postcode Title number  
OX18 3JL

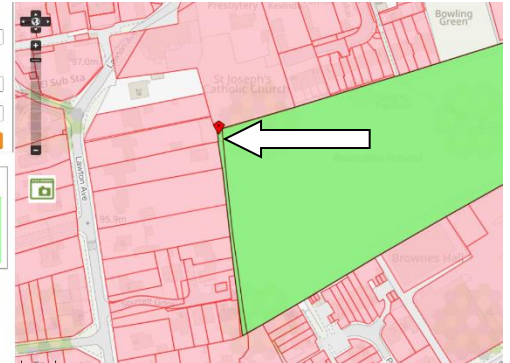
LVESCOT RECREATION GROUND

SARTERTON

Search

Titles (1 of 1 loaded)

| Title number | Estate information | Address   |
|--------------|--------------------|---|
| OX287824     | Freehold           | ALVESCOT RECREATION GROUND, ALVESCOT, SARTERTON |



### Option 1

#### CTC Preferred Supplier – Pepler Fencing

To replace one 6ft larch lap panel and remove old fence waste including all materials and labour.

Cost:

£200.00 + VAT

---

### Option 2

#### CTC – Preferred Supplier – McCracken & Son Ltd

To carry out Fence repair on ARGG.

Cost:

£120.00 + VAT

---

**RECOMMENDATION:** That council approve CTC preferred supplier McCracken & Son Ltd as they have provided the most competitive quote and undertaken similar maintenance work in the past.

## **Annual Cut/s – Willow Meadows**

CTC Preferred Supplier – D&S New & Son LLP

For cutting the grass in Willow Meadows (Topping and Mulching). Carried out as soon as possible after the 15 July due to rare orchids flowering.

**Cost:** £600.00 + VAT

Second cut later towards the end of the summer months – if needed.

**Cost:** £400.00 + VAT

To cut along the edges of the main tarmac path and various other paths that crisscross diagonally across the meadow where people walk from the main gat and kissing gate. this could be done either once only in middle May, or twice – end April/beginning of May and end of May/beginning of June – much of this will depend on grass growth.

**Cost:** £100.00 per time + VAT

---

**RECOMMENDATION:** That council approve CTC preferred supplier D&S New & Son LLP to carry out the required cuts to Willow Meadows. The farmer is very knowledgeable as to what rare species grow there and needs to manages the meadow carefully to ensure bio-diversity.

[Back to agenda](#)