



MIDDLETON CHENEY

Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

PARISH COUNCIL GENERAL MEETING

Venue: Parish Meeting Room

20th May 2024, 7:15pm

Minutes

Present: Cllr Alan Youel
Cllr Nina Truman
Cllr Mark Alan
Cllr Kristian Burgess
Cllr Peter Cook

Cllr Ruth Hoose
Cllr Richard Solesbury-Timms
Pip Davis, Clerk and RFO
5 members of the public

Meeting started 19:15PM

24/114 Apologies for absence

Apologies received: Cllr Washer

Absent without apologies: Cllr Edward Jerrams Coughtrey has been expelled from the Council.

On the proposition of Cllr Hoose it was **RESOLVED**: to approve apologies for absence

24/115 OPEN MEETING

A resident: 24/136 Petition gathered, 249 signatures, to keep the walkway between Queen Street and High Street open. The resident read out a statement about their views on the need for the footpath. Petition will be passed to Cllr Solesbury-Timms for WNC.

A resident: 24/136 Believe previous decision should stand. 24/128 Section 13. Playing Field – to be classed as a green space, welcome discussion with Council on this. 24/133 Commented that this now only related to a cemetery tidy. 24/101 minutes 7th May disputed record of “none” regarding representations on items on the agenda.

Open meeting closed.

24/116 Members' declaration of interest in items on the agenda

24/121 – Cllr Truman, planning application known association.

24/133 – Cllr Burgess, as Chairman of the PFA.

24/132 – Cllr Solesbury-Timms, Cllr Cook, interests as RBL members.

24/117 Co-option of candidate to fill casual vacancy

Stuart Howard was co-opted to the Council.

24/118 Approval of minutes of the Annual full council meeting 7th May 2024

On the proposition of Cllr Allen it was **RESOLVED**: to approve the minutes of the Annual meeting of the Council on 7th May 2024.

24/119 Approval of minutes of full council meeting 15th April 2024

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to approve the minutes of meeting of the Council on 15th April 2024, subject of amendment to 24/077 “noted” spelling error.

24/120 Receipt of committee minutes - attached

On the proposition of Cllr Allen it was **RESOLVED**: to receive the approved committee minutes 3rd April 2024.

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to receive the draft committee minutes.

24/121 Planning – letters, decisions and applications - attached

To consider planning applications as outlined:

[2024/2454/TCA](#) 3 Glovers Lane Middleton Cheney OX17 2NU Comment: Sits in a conservation area. The tree works would be at further detriment to biodiversity and further diminish the heritage aesthetic.

[2024/2411/FULL](#) 18 Longburges Middleton Cheney OX17 2QD The Council noted confusion as to which plan was being applied, comment to be sent directly to the case officer that the documents should be clearer to identify which is the final plan.

[2024/1939/FULL](#) 24 Queen Street Middleton Cheney OX17 2NP No comment

[2024/1243/FULL](#) 12 The Moors Drive Middleton Cheney OX17 2PN No comment

24/122 Reports from Ward Councillors

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Cllr Solesbury-Timms: Planning ranked 315th. Cllr Solesbury-Timms has stood down from the Conservatives and is now Independent due to objections to party behaviour. Clerk to liaise with Highways and Planning to comment on experiences of planning with WNC, both larger developments and delays to domestic applications.

24/123 Adoption of Financial Regulations - attached

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to adopt new Financial Regulations for 2024-25. Page 15 "At least once in each quarter, and at each financial year end, a member other than ~~the Chair~~ a member of the mandate..."

23/124 Receipt of the Annual Internal Audit Report, YE 31st March 2024 Section 3 - attached

On the proposition of Cllr Hoose it was **RESOLVED**: to receive the Annual Internal Audit Report provided by W J McL. Marshall, CiLCA
Councillors wished to formally minute their gratitude to the Clerk for supporting the Council in reaching the required control objectives.

23/125 Approval of the Annual Governance and Accountability Return, YE 31st March 2024 Section 1 - attached

On the proposition of Cllr Allen it was **RESOLVED**: to approve Section 1 of the Annual Return, Annual Governance Statement. *Chairman and RFO signed the Annual Governance Statement*

23/126 Approval of the Annual Governance and Accountability Return, YE 31st March 2024 Section 2 - attached

On the proposition of Cllr Burgess it was **RESOLVED**: to approve Section 2 of the Annual Return, Accounting Statements. *Chairman signed Statements.*

24/127 ICC - attached

On the proposition of the Chairman it was **RESOLVED**: to receive Internal Controls Checklist for April 2024.

24/128 West Northamptonshire The Local Plan Regulation 18 Draft (2024) - attached

On the proposition of the Chairman it was **RESOLVED**: to approve and submit response to Local Plan Draft as created by the Highways and Planning Committee.

24/129 Contracts tender – Christmas lights

On the proposition of the Chairman it was **RESOLVED**: to register the design, supply and management of Christmas lights as a tender on Contracts Finder. Clerk to draft tender document and bring to next Finance and Policy Committee meeting for recommendations to full Council meeting.

24/130 Contracts tender – Village maintenance

Finance and Policy Committee to discuss scheduled maintenance / adhoc responsive works.

24/131 Village maintenance

On the proposition of the Chairman it was **RESOLVED**: to approve the quote for stone wall repair pending confirmation of waste disposal for no more than an additional £250.

Quotes for repair of carousel to be sourced.

24/132 Remembrance Parade

On the proposition of Cllr Hoose it was **RESOLVED**: to approve quote from Traffic Management Company for road closure.

On the proposition Cllr Solesbury-Timms of it was **RESOLVED**: to approve the quote received from the Bagpipe band.

PA system to be considered by Finance and Policy committee for recommendation.

24/133 The Big Help Out

Cllr Solesbury-Timms queried who were the organisers of Big Help Out activities in the village. A resident stated Big Help Out initiative run locally by independent residents using PFA credentials as point of contact, not a PFA-organised event. Council commented that the memorial safety testing hasn't been completed. **On the proposition of the Chairman the request was declined, prioritising public safety.**

24/134 Energy supply contract

On the proposition of Cllr Hoose it was **RESOLVED**: to approve the Finance and Policy Committee recommendation of YU Energy for electricity supply contracts.

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24/135 Cemetery data upload

On the proposition of the Chairman it was **RESOLVED**: to allow up to £500 for data upload to EdgeIT.

24/136 Definitive Map Modification Order (DMMO) request, new right of way footpath.

On the proposition of Cllr Burgess it was **RESOLVED**: to ratify the support for the DDMO request.

24/137 Authorisation of Payments – (attached)

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: To approve and provide dual signatory on payments scheduled April 2024 – May 2024.

24/138 Matters for information

24/139 Exclusion of press and public

On the proposition of the Chairman it was **RESOLVED**: that, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and having regard to the confidential nature of the business to be transacted to consider, the Press and Public be excluded from the meeting for agenda items 24/140, 24/141, 24/142, 24/143.

24/140 Cemetery requirements

Cllr. Burgess – interest declared due to property proximity to one site being considered.

On the proposition of the Chairman it was **RESOLVED**: to engage with owners of three sites in the village.

24/141 Staffing Requirements

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to match hourly pay backdated to 1st April.

24/142 Operations management

On the proposition of the Chairman it was **RESOLVED**: HR Committee to continue investigations to present back to full Council.

24/143 Resolution process.

On the proposition of Cllr Solesbury-Timms it was **RESOLVED**: to authorise action for resolution processes with amendment.

Meeting reopened 22:06PM

24/144 Next meeting

4th June 2024 – Highways and Planning Committee, 5th June 2024 – Finance and Policy Committee.

17th June 2024 – Full Council Meeting.

Meeting closed 22:06PM

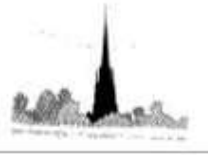
Signed:



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FINANCE & POLICY COMMITTEE MEETING

Location: Parish Meeting Room

1st May 2024

Minutes

Present: Cllr Mark Allen
Cllr Peter Cook

Cllr Ruth Hoose
Pip Davis

Meeting started 19:07PM

1.	Resolution to approve apologies for absence. Apologies received: Cllr Alan Youel, Cllr Nigel Mills, Cllr Richard Solesbury-Timms On the proposition of Cllr Cook it was RESOLVED: to approve apologies for absence.
2.	Declarations of interest. None
3.	Approval of minutes of meeting of 3rd April 2024 (attached). On the proposition of the Chairman it was RESOLVED: to approve minutes of meeting 3 rd April 2024.
4.	Utility services provision. Recommendation: full Council signs to YU Energy for energy supply for streetlights and Parish Meeting Rooms
5.	Review of policies <ul style="list-style-type: none"> • Lettings and Hire policy – Recommendation to Full Council accepting amendments as discussed.
6.	Review for Annual Parish Council Meeting <ul style="list-style-type: none"> • Standing Orders – Recommendation to Full Council including some amendments • Financial Regulations – deferred until NALC publication is released. • Terms of Reference – Recommend to Full Council • Scheme of Delegation – Recommend to Full Council
7.	Urgent Business. Hearing loop to go back on the agenda to clarify decision.

Signed:

Dated:

Clerk: 01295 713500 - Email: clerk@middletoncheney.org.uk

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FINANCE & POLICY COMMITTEE MEETING

Location: Parish Meeting Room

5th June 2024

Minutes

Present:
Cllr Mark Allen
Cllr Peter Cook

Cllr Ruth Hoose
Pip Davis, Clerk and RFO

1.	Election of Chair of Finance and Policy Committee On the proposition of Cllr Cook it was RESOLVED: to elect Cllr Allen as Chair of the Committee
2.	Resolution to approve apologies for absence. Cllr Hoose: Cllr Youe, Cllr Solesbury-Timms
3.	Declarations of interest. None
4.	Approval of minutes of Finance and Policy committee meeting of 1st May 2024. On the proposition of Cllr Cook it was RESOLVED: to approve minutes of Finance and Policy committee meeting 1 st May.
5.	Consideration of adoption of Open Space Seek cost of replacement for play equipment and life expectancy. Seek costs for grass-cutting and shrub/tree maintenance. Clerk and Chair to form estimations for next committee meeting.
6.	Review of policies Complaints Procedure – recommend to full Council Clerk to bring Press and Media Policy to next Council meeting.
7.	Invitation to tender: Christmas Illuminations To recommend draft invitation to tender and scope of contract to Full Council, £15,000-20,000
8.	Invitation to tender: General Parish Maintenance Draft a scheduled breakdown for maintenance tasks, estimated time. Change “officer” to “clerk”. £15,000-20,000. To next Full Council meeting.
9.	Urgent Business. Other - Clerk to add direct debit items to full council meeting.

Meeting closed 20:22PM.

Signed:

Dated:

Clerk: 01295 713500 - Email: clerk@middletoncheney.org.uk

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Applications Determined

Application Number	Comments due	Location	Proposal	Parish Council Comments
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Applications Received

Application Number	Comments due	Location	Proposal
2024/2579/TCA		Rosebank 57 Main Road Middleton Cheney OX17 2LU	Removal of 2 x Cherry trees
2024/2347/OUT		Land off Queen Street Middleton Cheney Banbury OX17 2NP	Outline application with all matters reserved for 4 no. bedroom dwelling with hardstanding for 3 cars on the land adjacent
2024/2753/FULL		27 & 29 High Street Middleton Cheney OX17 2PA	Minor alterations and replacement of windows to the front elevation of 27 & 29 High Street, Middleton Cheney
2024/2831/PNHPD		8 Washle Drive Middleton Cheney OX17 2PX	Determination as to whether prior approval is required (under Schedule 2, Part 1, Class A of the above Order) in respect of the impact on the amenity of any adjoining premises of a proposed single storey rear extension extending 4m beyond the rear wall of the original dwelling house, maximum height of 3.96m and height at the eaves 2.47m
2024/2833/FULL		8 Washle Drive Middleton Cheney OX17 2PX	Single storey front, part side extension with associated internal and external works.



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24/153 Hearing Loop

42930 – option 1 is a perimeter loop with ceiling boundary microphones

Commentary	I have specified a perimeter induction loop to cover the meeting room. The loop cable will be installed in the loft space . Two ceiling boundary microphones will provide general speech pickup in the room . All our equipment will be housed a wall cabinet at the back of the room .
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42984 – option 2 is a perimeter loop with wireless desk microphone

Commentary	I have specified a perimeter induction loop to cover the meeting room. The loop cable will be installed in the loft space. One wireless desk microphone will provide speech pickup in the room. All our equipment will be housed a wall cabinet at the back of the room .
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This is for supply and installation and will take one engineer one day to install.
We have added a 5% discount on 42984 option 2 for the parts due to the value of the quote.

Description	Product Code	Price Each	Qty	Total Price
V7 Hearing Loop Driver - UK <i>MEETING ROOM</i>	V7-UK	£ 341.50	1	£341.50
V-SERIES 1U SINGLE RACK MOUNT	MBR-V1	£ 22.00	1	£22.00
BI 1.5mm Sq Tri Rated White	CABLE-1.5TRI-WH	£ 57.50	1	£57.50
SJTC MIC/AUDIO CABLE in black	CABLE-SJTC-1	£ 135.00	1	£135.00
Suspended Semi rigid Cardioid	MC-90-01-W	£ 167.50	2	£335.00
BI 3 PIN XLR SOCKET	SOCKET-3PIN-XLR	£ 12.00	2	£24.00
XLR M to Twin XLR F splitter	LEAD-XLR-1M2F	£ 18.00	1	£18.00
Wall Mounted Cabinet 1U	RL-SLRACK	£ 141.00	1	£141.00
BI 4 Way power strip 3m lead	IR-EXTLEAD-4W3M	£ 15.50	1	£15.50
Induction loop listener	IL-RX20	£ 58.50	1	£58.50
Standard Delivery - up to 20kg	D	£ 12.50	1	£12.50
Labour - Day Rate - Mon/Fri <i>1 ENGINEER 1 DAY</i>	LABOUR5	£ 492.00	1	£492.00
Quotation Total				£1,652.50

Notes:
EQUIPMENT - NEW (NO PREVIOUS EQUIPMENT)
MIDDLETON CHENEY - MEETING ROOM
OPTION 1 CEILING MICROPHONES
1 X PERIMETER LOOP
SUPPLY & INSTALL
SURVEY COMPLETED

Description	Product Code	Price Each	Discount%	Discount	Qty	Total Price
V7 Hearing Loop Driver - UK	V7-UK	£341.50	5.00	£17.07	1	£324.43
V-SERIES 1U SINGLE RACK MOUNT	MBR-V1	£22.00	5.00	£1.10	1	£20.90
BI 1.5mm Sq Tri Rated White	CABLE-1.5TRI-WH	£57.50	5.00	£2.87	1	£54.63
Wireless boundary mic 2.4GHz	STS-M10-2.4	£555.00	5.00	£27.75	1	£527.25
ATW-RU13 Receiver 2.4GHz	RL-REC-UNIT	£642.00	5.00	£32.10	1	£609.90
ATW-RC13 Receiver Chassis	RL-REC-CHASSIS	£699.50	5.00	£34.97	1	£664.53
BI 0.5m XLR Extension Lead	EXTLEAD-0.5-XLR	£9.00	5.00	£0.45	1	£8.55
Wall Mounted Cabinet 2U	RL-SLRACK-2	£143.00	5.00	£7.15	1	£135.85
BI 4 Way power strip 3m lead	IR-EXTLEAD-4W3M	£15.50	5.00	£0.77	1	£14.73
Induction loop listener	IL-RX20	£58.50	5.00	£2.92	1	£55.58
Standard Delivery - up to 20kg	D	£12.50	0.00	£0.00	1	£12.50
Labour - Day Rate - Mon/Fri <i>1 ENGINEER 1 DAY</i>	LABOUR5	£492.00	0.00	£0.00	1	£492.00
Discount Amount						£127.15
Quotation Total						£2,920.85

Notes:
EQUIPMENT - NEW (NO PREVIOUS EQUIPMENT)
MIDDLETON CHENEY - MEETING ROOM
OPTION 2 WIRELESS DESK MICROPHONES
1 X PERIMETER LOOP
SUPPLY & INSTALL
SURVEY COMPLETED



MIDDLETON CHENEY PARISH COUNCIL

LETTINGS and HIRING POLICY

1) INTRODUCTION

1.1 This document sets out the Lettings and Hiring Policy in relation to the letting of the premises, facilities and equipment of the Parish Council.

1.2 The primary intention of letting of the premises and equipment is to act as a resource to the community of Middleton Cheney and to be self-financing. ~~In the event that~~ additional income is raised this will be used to help provide additional services for the community.

1.3 The Council's attitude towards an application for the use of our premises, facilities and equipment will be a positive one and will endeavour to let out premises, facilities and equipment as much as possible

1.4 We will seek to encourage local organisations, including businesses, not for profit organisations and particularly registered charities to use the premises, facilities and equipment for meetings and activities, where such meetings and activities are complementary to the well-being of the community.

1.5 The Council will not permit lettings to any organisation if this creates an effective business or permanent address for the organisation at a Parish Council premise, facility or open space. Any requests for lettings that are permanent will require approval by Full Parish Council.

2. BOOKINGS

2.1 The hire rates payable are the rates prevailing at the date of the booking, as determined by the Parish Council.

2.2 The Premises & Hiring Request Agreement forms part of this Policy document (**shown as Appendix A**), must be completed and signed in respect of every booking of the premises – including the hire of kitchen, equipment or storage. All verbal requests must be confirmed in writing using the form.

2.3 Bookings and hiring will be administered by the Council. We will not accept bookings or hiring from persons less than 18 years of age or "Third party bookings" unless otherwise agreed by the Council, under special circumstances.

2.4 On receipt of a signed booking or hiring form, the Council will send a confirmation email to the hirer. No booking/hiring will be deemed to be confirmed until the hirer has received confirmation of acceptance of the booking, from the Clerk to the Council.

2.5 The Clerk, on behalf of the Council reserves the right to refuse an application for booking/hire and shall not be required to offer any reason or explanation, for refusal.

2.6 The Council will not normally permit lettings for a period of more than 12 months. We may also request references from a new user before agreeing a booking.

2.8 The hire of the premises does not entitle the Hirer to enter or use the premises other than during the specific hours for which are hired, unless prior arrangements have been made with the Council.

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2.9 The person signing the Premises Hiring Agreement shall be known as "the Hirer" and shall accept full responsibility for the due observance in all respects of the Terms and Conditions as set out in this Policy document.

2.10 The Hirer is responsible for complying with the conditions of hire and will be in attendance for the duration of the event.

2.11 All charges include the use of furniture which hirers will need to erect and dismantle. After use, floors must be swept to remove debris, tables must be wiped clean and together with the chairs be neatly stacked away in the storage areas provided.

2.12 Use of the premises is non-exclusive and the Council will allow other users in other parts of the building at the same time. The agreement only licences the use of the Designated Room(s) of the Premises, hired by the named Hirer, and does not create a legal lease or a landlord/tenant relationship.

2.13 Any additional requirements must be requested at the time of the booking. Unless permission is explicitly granted the hire does not include the use of equipment, storage or any other rooms within the venue and excludes the use of kitchens unless booked.

2.14 The hirer may not use the premises for any other purpose other than that requested and must not sub-let the premises, the grounds or any part of them or allow their use for any illegal purpose.

2.15 CAPACITY The capacity of the meeting room is **60** and the Hirer undertakes that these limits **will not** be exceeded.

2.16 INSURANCE /INDEMNITY?? The hirer is responsible for securing whatever insurance they require to cover his/her liabilities and the Council's insurance does not extend to the Hirer's liabilities.

2.17 DISCLAIMER The Parish Council, as owner of the premises shall not be liable or responsible for any loss or damage to any property arising out of the hiring, nor for the loss, damage or injury which may be incurred by or be done or happen to any person, or persons resorting to the premises during the hiring arising from any cause whatsoever or for any loss or breakdown of machinery, failure of electrical supply, leakage of water, fire, government restriction or act of God, which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer will indemnify the owner against any claims which may arise out of the hiring or which be made by any persons resorting to the premises during the hiring in respect of such loss, damage or injury.

3. PAYMENT OF HIRE FEES AND OTHER CHARGES

3.1 PAYMENT AT TIME OF BOOKING – where the application for hire is in respect of one off or a series of one off events, payment must be made within 7 days of receipt of invoice. Failure to do so may result in all bookings being cancelled and the dates re-let to other hirers.

3.2 PAYMENT METHOD – payment Can be made by Bank Transfer, where this is not possible the Council can accept cheque payment made 5 days in advance of the hire.

3.3 LETTING HIRE RATES - will be published by premise, facility and equipment by the Council. These prices are not subject to negotiation without the express permission of the Parish Council. A full list of charges is shown as **Appendix** [E](#)

3.4 HIRE CHARGES for Premises, Facilities and equipment will be reviewed each year by the Council. The rental agreement form will also be reviewed annually. |

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In the event of any damage found to be caused during the hire period, the Parish Council reserves the right to seek repair, replacement, renumeration or court action at the discretion of the Parish Council.

3.7 CANCELLATIONS If the Hirer wishes to cancel the booking before the date of the event and the Parish Meeting Room is unable to obtain a replacement booking, the question of the payment of the fees shall be at the discretion of the Clerk to the Parish Council, retaining all or part of any deposit or balance as deemed appropriate depending on notification period.

The Parish Council reserves the right to cancel this hiring by written notice to the Hirer in The premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election b- The Parish Council reasonably considering that

(i) such hiring leading to a breach of licensing conditions, if applicable, or other legal or statutory requirements.

Or

(ii) unlawful or unsuitable activities will take place on the premises as a result of this hiring the premises becoming unfit for the use intended by the Hirer, including, but not limited to, premises repair or refurbishment.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Parish Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

4. ACCESS AND SECURITY FOR PREMISES

4.1 Any letting of the premises will require a responsible person to be present, at the beginning and end of each letting period that takes place, to check that the facilities are in order. The premises must not be left unattended during the period of the booking.

4.2 Where a key is provided it must be safeguarded at all times and returned to the Parish Council (or to the Council's representative where agreed) at the end of the letting period or as soon as is reasonably possible. The keys must **NOT** be given or lent to any third party. If keys are provided, it is the Hirers responsibility to ensure that the premises have been vacated, that all fire doors and windows are closed, all doors locked and all lights switched off (including the toilets) at the end of the letting period and heating turned down

4.3 The Council reserves the right for a representative of the Parish Council or their appointed officer to enter any part of the building at any time.

5. SUPERVISION

5.1 The Council requires the Hirer to:

- Ensure all persons under 18 years of age are properly supervised by an adequate number of responsible adults;
- Have access to a mobile telephone in case of emergencies;
- Be responsible for the administration and organisation of the event as well as the conduct and behaviour of those persons attending;
- Leave the premises at the end of the specified session;
- Ensure that all fire exits remain free from obstruction and Fire appliances not removed or tampered with.

5.2 RISK ASSESSMENT. The Hirer shall be responsible for undertaking a Risk Assessment of their facilities, equipment and activities as appropriate.

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5.3 FIRST AID AND ACCIDENTS – there is a Parish Meetings Room accident book and a first aid kit in the cabinet at the back of the meeting room. Any accident involving personal injury, during a hiring, must be recorded in the Council's Accident Book and reported to the Clerk.

5.4 IN THE EVENT OF AN EMERGENCY – the hirer should contact a member of the [Council](#). [Emergency](#) contact numbers will be provided to the Hirer

5.5 [FIRE](#) MARSHALL – The Hirer must arrange for a nominated person to act as the Fire Marshall who will ensure that, in the event of a fire, the emergency services are called immediately and the premises are cleared of all persons, using fire evacuation procedures. Please refer to the attached fire plan (Appendix C).

5.6 All entrances and exits must be kept clear at all times and the number of people attending must be declared at the time of booking to ensure that this does not exceed the maximum number allowed.

5.7 PROPERTY All property belonging to or associated with the [hirer](#) or their agent must be removed immediately at the end of the hiring unless permission is given in writing by the Council. This includes disposal of any associated packaging and rubbish resulting from activities undertaken or from items brought onto the premises.

5.7 Where the hirer fails to remove these items, the Council reserves the right to charge fees for each day or part day until the same is removed.

5.8 Lost property that is handed in to the Clerk or found by staff will be kept in the Parish Office for a period of 3 months and if not claimed will be disposed of.

6. DAMAGE

6.1 Damages and breakages occurring [during the course of](#) the hiring must be reported, as soon as possible, to the Clerk. Whilst the Hirer is responsible for all damage to the premises and its equipment and for all damage or loss of any property in the premises occurring during the period of hiring or while persons are entering or leaving, a subsequent assessment will be undertaken by the Council. Depending on the outcome, may result in a deduction being made against the deposit or an invoice [raised](#) or other action taken to cover the damage or loss.

7. GENERAL BOOKING CONDITIONS

7.1 [Users park](#) their cars/vehicles in the car park entirely at their own risk. They should also observe and respect any designated persons spaces are reserved for disabled users.

7.2 NOISE - The Hirer must ensure that their use of the premises is considerate to residents in the neighbourhood and should not cause nuisance and annoyance.

7.3 The Hirer should ensure that nothing is done in relation to the premises in the contravention of the law relating to gaming, betting and lotteries.

7.4 CLOSING TIMES – ALL functions must [end](#) and the premises be vacated by 11PM

7.5 CLEANLINESS - The Hirer shall leave the premises and the equipment, including toilets and kitchens in a clean and tidy condition. The Hirer should ensure that all work surfaces are wiped clean, crockery/cutlery or other equipment is adequately washed and replaced, as appropriate.

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7.6 KITCHEN FACILITIES – the Council provides a limited amount of equipment for use. The hirer should therefore take steps to ensure that there is sufficient equipment to fulfil their needs prior to their event so they can then arrange to bring additional items, as required.

7.7 DISPOSAL OF WASTE - All food waste and rubbish must be bagged and removed from the kitchen and placed in the large refuse bin at the rear of the building. N.B. hirers should provide their own rubbish bags/sacks as they are not provided by the Parish Council. A key for the large waste bin is attached to the entry key for the building.

7.8 SMOKING AND VAPING are strictly prohibited in all areas of the premises throughout as use of these will activate the Fire Alarm system.

7.9 ALCOHOL – under no circumstances can alcohol be sold in the building without first submitting an application and receiving agreement from relevant authority and a copy provided to the Clerk.

7.10 PUBLIC PERFORMANCE LICENCES All users who play copyright music must provide the Parish Office with a copy of their PPL licence in relation to their specific group and activities.

7.11 NOTICES AND FIXINGS - The Council does not allow anything to be put up or secured onto the walls – this includes notices, placards, decorations, pictures or fixtures etc. and reserves the right to refuse any future bookings or to cancel any bookings already made by the Hirer, if any damage to the premises is found after the previous use by the Hirer.

7.12 ELECTRICAL – The hirer is not permitted to bring in supplementary heating appliances. If electrical equipment is to be used, the Hirer shall be responsible for ensuring the electrical equipment is in safe conditions and complies with current electrical safety guidelines including Portable Appliance Test Certificates (or be under one year old). No additional lights or extensions from existing light fittings shall be used without prior consent from the Council.

8.0 COMPLIANCE

8.1 The Hirer is required to comply with all legislation including: Health and Safety, Equality and safeguarding. 7 days prior to the event, the Hirer must supply the Council with a copy of relevant documentation/ certification for the following, where applicable:

- **Insurances** – e.g. Public Liability Insurance;
- **Risk Assessments** - relative to the type of activity to be undertaken (template risk assessments can be requested from the Clerk);
- **Food handling** – as applicable;
- **Portable appliance testing** – *where hirers use their own electrical equipment*;

8.2 SAFEGUARDING - The hirer is responsible for ensuring that all relevant Safeguarding requirements are in place and maintained, as per their own respective Safeguarding Policy and Procedures. This may include confirmation that relevant safeguarding/criminal record checks have been carried out through the Disclosure & Barring Service (DBS) for all staff and volunteers that work with children, young people and/or other vulnerable groups.

8.3 Failure by the Hirer to comply with any or all of the terms of this Policy document where applicable, whether intentionally or not, may be deemed by the Council to be just cause for immediate cancellation of a room hire or series of hirings and may result in forfeiture of the entire security deposit.

9. REVIEW

MIDDLETON CHENEY

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9.1 This Policy will be reviewed annually by the Clerk on behalf of the Council and any amendments will be considered for approval by the full Parish Council. However, the Council reserves the right to change these Terms & Conditions at any time, without prior notice.

9.2 Hire charges for Premises and Facilities will be reviewed annually.

New Councillors
Induction pack 2024

MIDDLETON CHENEY
Parish Council



MIDDLETON CHENEY

Parish Council



MIDDLETON CHENEY

Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

Category: Information	Status: Draft
Responsible: Clerk, Chairman, HR Committee	Adoption minute ref:
Applicable to: Councillors	Adoption date:
Version: 1.0	Next review:

Induction for new Middleton Cheney Parish Councillors

Welcome

Congratulations on being elected or co-opted as a Parish Councillor and welcome to Middleton Cheney Parish Council.

This document is to help you understand your role and obligations as a councillor and to explain the rules and procedures for council business. If you have any queries during your term of office your first point of contact is the Parish Clerk who can be contacted at:

Pip Davis, Parish Clerk, Email: clerk@middletoncheney.org.uk

Preliminaries

Declaration of Acceptance of Office

Once elected/co-opted, you must sign a Declaration of Acceptance of Office which validates your appointment and confirms that you agree to fulfil your duties of office, including maintaining a level of behaviour whenever you are on Council business, this is outlined in the Code of Conduct

The Code of Conduct is based on the 7 principles of public life (Nolan Principles, see Appendix). Councillors have a duty to disclose their interests that are pecuniary or otherwise relevant, as part of this Code.

Members of the public can make an official complaint if they believe the behaviour of a member has breached the Code of Conduct. Conduct complaints are submitted to the Unitary Authority for investigation.

The signing of your Declaration of Acceptance of Office may be done in the Parish Office or immediately prior to a Council meeting. It should be done in the presence of the Clerk.

Register of Interests

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As a councillor you are required to complete a Register of Disclosable Pecuniary Interests which is held by the Clerk, You are required to declare interests held by yourself and your spouse/civil partner under the following headings:

- Employment;
- Sponsorship;
- Contracts held with the Council;
- Land held in the parish (owned, rented or leased including house ownership);
- Licences;
- Tenancies;
- Securities and Capital held in bodies which have a place of business in the parish;
- Gifts and hospitality.

Getting Started

Email

Once the Declaration of Acceptance of Office and Register of Interests has been completed you will be issued (by the Clerk) with a Parish Council specific email address and you will be required to use this for all official Parish Council correspondence with the Clerk, other councillors, residents and others.

Due to General Data Protection Regulations all Parish Council related correspondence should be made through this address; personal/work email addresses must not be used.

Induction training

Following your appointment you will be allocated a mentor (a more experienced councillor) whose role is to meet with you and talk through the key points in the induction pack, to try and answer any questions you may have and to explore your experiences and skills and how they may be best put to use in the council and the committees. Your mentor may also be able to help in reviewing queries on agenda items prior to meetings, providing background information on any key items being discussed, reviewing the outcome of meetings or an agenda item with you. The mentor's role should last between six and twelve months. The mentor will be available as an informal resource if queries or issues arise in your first months as a councillor,

You will be expected to attend the Full Council meetings once a month but you also may wish to observe a Committee meeting to see how they operate before joining one. You will be expected to join two Committees if possible.

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In the first few weeks of becoming a councillor you will be encouraged to meet with the Clerk to talk through her role and responsibilities and discuss how she can support you in your new role.

You will also be offered introductory training courses. These are offered by NCALC the (Northamptonshire County Association of Local Councillors) and are mostly online courses with options for day time or evening sessions. The 'Off to a Flying Start' course is strongly recommended as a good introduction to the role of a parish councillor, as is, the 'Finance for Councillors'. If you inform the Clerk she will book you onto the courses and you will then receive email instructions of how to access the course.

The Clerk will also provide with the full list of NCALC courses for the coming twelve months and you are encouraged to take on other courses which you think could be relevant to you in your councillor and committee member roles.

Another useful induction exercise is to visit another local Parish Council to observe how they operate or just to look at their websites.

Website

The Parish Council has a website which includes details of up and coming meetings, agendas, minutes and council policies, documents and other resources. It will also have a page devoted to new councillors which will provide links to relevant documents and information.

<https://www.middletoncheney.org.uk/>

Roles and Responsibilities

Statutory Powers and Duties

All Parish Council activities must be linked to a legal 'power' (something they choose to do) or 'duty' (something they are obliged to do). In all cases, both Councillors and Officers must work within the law. The Clerk will act as advisor to the Council to ensure that it always acts legally. Any activity undertaken beyond these powers and duties could have legal/financial consequences.

The Role of Councillors

Councillors are collectively responsible for making Council policy, for which they are accountable to the electorate. Councillors are not directly involved in the day-to-day provision of services to the public. This does not of course mean that there should be no contact between Councillors and the Clerk.

Councillors may often find that they are asked by electors to pursue matters on their behalf. However, Councillors have no executive authority and will need to deal with all matters either through their collective Council membership or in liaison with the Clerk concerning a local problem. It therefore follows that there are no circumstances where an

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Parish Council

individual Member can issue an instruction to the Clerk or a Contractor. Likewise, a Councillors must never act 'on behalf of the Council' in the organisation of any function or service. Particular care should be taken in letters/comments to the press, to ensure they understand that you speak as a 'Councillor in a personal capacity' and not on behalf of the Council as a whole. Generally, the Clerk, on behalf of the Council issues press statements.

The Role of the Clerk

The Clerk is the Officer of the Council providing objective advice and ensuring that the Council is operating within the law. They are also the executor of Council policy, i.e. they carry out the instructions of the Council. Some of their main responsibilities may include:

- arranging meetings; including the writing of agendas, supporting paperwork and reports, minutes, publications etc.
- responding to correspondence sent to the council
- actioning any decisions made by the council
- researching into potential projects, issues raised, strategic plans
- planning/facilitating organised council events
- managing projects, facilities and services
- line-managing other members of staff.
- undertaking any decisions delegated by the Council, particularly in urgent/emergency situations.

It should be noted that many Clerks are also the Responsible Finance Officer (RFO) of the Council and are also responsible for the Council's finances, ensuring that they are managed in line with the Financial Regulations and relevant legislation.

The Role of the Chair To preserve order and manage the running of council meetings. Also, to be the figurehead for the Council at civic events. The Chair is elected by the Council. Some of their main responsibilities include:

- liaising with the Clerk regarding the setting of agendas.
- managing discussion at meetings ensuring that all members get the opportunity to put forward their comments/points of view and that voting is undertaken in line with Standing Orders.
- making the casting vote at meetings when there is an equality of votes.

Meetings

You can only attend your first meeting once you have completed your Declaration of Office and your Register of Interests.

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Parish Council

You will receive a summons to attend meetings. This will be sent by email (at least three clear working days before the meeting) and will include an agenda for the meeting and a web link to the pre-reading papers. You should familiarise yourself with these items prior to the meeting. You will sometimes notice that a report paper is marked 'CONFIDENTIAL'. Any information on such a report is to be treated as confidential and should not be divulged to anyone who is not a member of the Council; where the paper relates to a Committee meeting this may also include other councillors who are not members of that particular Committee.

If you wish to have an item included on an agenda for discussion, please contact the Clerk. If you cannot attend a meeting, you should submit your apologies, as soon as possible, to the Clerk, specifying the reason for your absence. This will be reported and voted on by the Council at the meeting.

The Council has a fifteen minute public session at the beginning of every meeting; where members of the public can attend to express their view on matters relevant to the agenda or the parish in general.

Full Council Meetings

Meetings are generally held on the third Monday of each month, they take place in the Parish Meeting room and commence at 7.15pm (unless otherwise specified). Some items will appear on the agenda each month e.g. planning applications, reports from Outside Bodies and Committees, etc. Other irregular items will be project work, consultations from Unitary Council, issues raised by residents etc.

Annual Meeting of the Full Council

The Annual Meeting of the Parish Council is held in May. Its main purpose is to formalise policies and procedures for the year ahead. The agenda must include certain items, which includes:

- The election of the Chair and Vice-Chair for the year;
- Confirmation of the Council's Standing Committees;
- Appointment of members to the Standing Committees;
- Appointment of representatives to Outside Bodies.

Standing Committee Meetings

Parish Council members will normally be expected to serve on at least two of the committees appointed by the Full Council to carry out the day to day running of the various activities that are the administrative responsibility of the parish. You will receive copies of all agendas, and most papers, relating to the Council's Standing Committees. All recommendations made at Committee meetings must be considered and adopted by the Full Council, unless specific authority is granted by the Full Council to a committee to make

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a decision. If you have been formally appointed to one of these Committees, you will be expected to attend (the summons will list your name). These include Finance and Policy, Human Relations, Highways and Planning.

Task and Finish Groups

The Parish Council makes use of less formal groups called Task & Finish Groups to aid the process of information gathering and free discussion in order to support their governance decisions. These groups can benefit from the presence of residents who are not councillors and from external consultants. While less formal than Council and its committees, they are nevertheless formally constituted with terms of reference, statements of aims and other agreed characteristics. T & F groups may be formed for limited periods and will report to the relevant standing committee or Full Council.

The Annual Parish Meeting is a meeting of open to the residents of the Parish which must be run and paid for by the Parish Council, but it is not a formal council meeting. The purpose is to enable the electors to discuss parish affairs and is a good opportunity for the Parish Council to report on their actions over the past year also for community groups to provide reports on their activities. Any registered elector may ask a question of the Council (often submitted in advance).

Minutes After each meeting minutes are issued by the Clerk usually within eight working days of the meeting. They will also be published on the Parish Council's website. All Councillors should read these minutes and report any discrepancies back to the Clerk as soon as possible.

Other Assistance

Reference Information and Further Reading

All new councillors will be provided with online access to the following documents forming an induction pack via the Parish Council website.

- Standing Orders
- Financial Regulations
- Committee Structure and Terms of Reference and Delegations Document
- Code of Conduct and the 7 Principles of Public Life
- Calendar of Council Meetings
- NALC publication Good Councillors' Guide
- Copy of Current Budget
- Latest Parish Council newsletter 'Cheney Chatter'

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Appendix

The following is a list of principles, should govern the conduct of Councillors.

The accepted code of conduct for those in public life called the Seven Principles of Public Life or the Nolan Principles:

- **Selflessness** – Councillors should act solely in terms of the public interest.
- **Integrity** – Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity** – Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** – Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** – Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** – Councillors should be truthful
- **Leadership** – Councillors should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

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Parish Council

Police Liaison Representative (PLR) Role Description

Information booklet:

<https://www.northantscalc.com/web/content/3095?unique=020d1cd14392eb90c7ffc739aecb6464f5bf7f&download=true>

Appointment

At its annual meeting, the parish council will appoint a Police Liaison Representative (PLR) who shall hold office until the next annual meeting unless the appointment is terminated by the council. A person may be re-appointed from one year to the next. The Police Liaison Representative may be a member or officer of the council or a member of the public.

Role

The role of Police Liaison Representative is non-statutory and has no authority to make decisions that bind the council to taking, or not taking, any particular course of action. The role of the Police Liaison Representative shall be to:

- Establish contact with the relevant members of the Neighbourhood Policing Team.
- Attend an annual meeting of Police Liaison Representatives.
- Promote awareness of 101 and Crime Stoppers.
- Understand the role and impact on councils of the Crime and Disorder Act.
- Monitor crime statistics for the area and report to the council on any significant trends.
- Where there is a council-sponsored PCSO, communicate as appropriate with the council's Single Point of Contact (SPOC) for the PCSO.
- Act as the point of contact between the Neighbourhood Watch Co-ordinator and the council and help promote the Neighbourhood Watch.
- Receive news and information from the Neighbourhood Policing Team (general and related to specific local incidents) and disseminate it in the council's area as appropriate.
- Liaise with other groups/persons in the council's area on the broader community safety agenda, including fire prevention and emergency planning and bring items of interest to the attention of the council.
- Liaise and engage with the Northamptonshire Independent Advisory Group (IAG).

Time commitment

Hours will vary from community to community and person to person, but it is envisaged that the role will require between five and ten hours per month.

Commitment to electronic working

The vast majority of information will be shared electronically (e-mail and social media). Police Liaison Representatives should be comfortable working electronically.

Limit of role

Police Liaison Representatives are not involved in operational policing and are not an appropriate person to receive reports of incidents or crimes from members of the public, who should use 101 or 999 as appropriate.



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Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

24/158 Green space nominations

1. Name of the green space: The Bullring
2. Describe the green space and how it is used by the community: A small green used for leisure.
3. How accessible is the local green space to the community? Very accessible. Access is flat and the green is circled by a road. The site is level.
4. Is the green space:
 Open to the public all the time
 Only open to the public at certain times
5. Name of the owner of the green space:
 Grand Union Housing Group
6. Have you told who owns the green space about the nomination (if applicable)?
 Yes
 No
 Not applicable
7. If the green space is already covered by a statutory or local designation, please provide details below:

Examples include asset of community value, village or town green, common land or local wildlife site.

8. Please provide details of how the nominated green space meets the three National Planning Policy Framework (NPPF) criteria below:

The NPPF criteria

Section 106 of the National Planning Policy Framework:

The Local Green Space designation should only be used where the green space is:

- a) in reasonably close proximity to the community it serves;
 - b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - c) local in character and is not an extensive tract of land.
- a) The site is within the Parish boundaries, central location.
 - b) The "Bullring" takes its name from the history of cattle farming in a area, also reflected in the naming of "Bull Baulk", the form of the green reflects the shape of a bullring. The history of cattle farming links to the significant history of neighbouring town Banbury as a market town.
 - c) The green is bullring-shaped, honouring the local history of the land.
9. Please provide the exact location of the green space including road name/s. Where possible please also send a map to the below email address.

Location: The Bullring, Bull Baulk, Middleton Cheney OX17 2QQ.

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1. Name of the green space: Village Green, Main Road
2. Describe the green space and how it is used by the community: A small village green used for leisure.
3. How accessible is the local green space to the community? Very accessible. Access is flat and is fronted by a footpath and encircled by a road spurring off the Main Road. The site is level.
4. Is the green space:
 - Open to the public all the time
 - Only open to the public at certain times
5. Name of the owner of the green space:
 - Owner a resident of foreign continent, contact details unknown at time of application
6. Have you told who owns the green space about the nomination (if applicable)?
 - Yes
 - No
 - Not applicable
7. If the green space is already covered by a statutory or local designation, please provide details below:

Examples include asset of community value, village or town green, common land or local wildlife site. Village green.

8. Please provide details of how the nominated green space meets the three National Planning Policy Framework (NPPF) criteria below:

The NPPF criteria

Section 106 of the National Planning Policy Framework:

The Local Green Space designation should only be used where the green space is:

- d) in reasonably close proximity to the community it serves;
 - e) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - f) local in character and is not an extensive tract of land.
- a) The site is within the Parish boundaries, central location adjacent to village hall and parish council office.
 - b) It is the only green not managed by another organisation that is able to support small parish events (e.g. the annual plant sale). A prominent tree on the green was used as a designated site for floral tributes at the passing of Her Majesty Queen Elizabeth II.
 - c) The green sits within a conservation area and is surrounded by historical properties.
9. Please provide the exact location of the green space including road name/s. Where possible please also send a map to the below email address.

Location: The Green, Main Road, OX17 2LR/2LT.

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Parish Council

1. Name of the green space: Archery Road "D" green
2. Describe the green space and how it is used by the community: A small green used for leisure.
3. How accessible is the local green space to the community? Very accessible. Access is flat and the green is circled by a road and fronted by a footpath. The site is level.
4. Is the green space:
 Open to the public all the time
 Only open to the public at certain times
5. Name of the owner of the green space:
 Grand Union Housing Group
6. Have you told who owns the green space about the nomination (if applicable)?
 Yes
 No
 Not applicable
7. If the green space is already covered by a statutory or local designation, please provide details below:

Examples include asset of community value, village or town green, common land or local wildlife site.

8. Please provide details of how the nominated green space meets the three National Planning Policy Framework (NPPF) criteria below:

The NPPF criteria

Section 106 of the National Planning Policy Framework:

The Local Green Space designation should only be used where the green space is:

- g) in reasonably close proximity to the community it serves;
 - h) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - i) local in character and is not an extensive tract of land.
- a) The site is within the Parish boundaries, central location on the route to the village secondary school.
 - b) Archery Road is a historical reference to the profession of "Archer", the green reflects this in it's bow-shape. The space provides turning opportunities for heavy school traffic and a visual break from linear housing.
 - c) The bow shape honours the local history linked to the profession of "archer".
9. Please provide the exact location of the green space including road name/s. Where possible please also send a map to the below email address.

Location: Archery Road, Middleton Cheney OX17 2QP.

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Parish Council

1. Name of the green space: Old allotment grounds, (BT site) Bull Baulk
2. Describe the green space and how it is used by the community: The site was used for allotments for residents of Bull Baulk who have smaller gardens. The site was purchased for potential expansion of telecoms but the need was never established.
The site became derelict for some time after BT no longer leased the land for allotments.

3. How accessible is the local green space to the community? Accessible. Access is via Arrow Close (off Bull Baulk), adjacent to the cemetery entrance. There is a footpath to the entrance (except the last 8-10meters, which is a miniscule grass area/verge).

4. Is the green space:

Open to the public all the time

Only open to the public at certain times

5. Name of the owner of the green space:

Telereal Trillium / British Telecoms.

6. Have you told who owns the green space about the nomination (if applicable)?

Yes

No

Not applicable

7. If the green space is already covered by a statutory or local designation, please provide details below:

Examples include asset of community value, village or town green, common land or local wildlife site. Historically used for allotments.

8. Please provide details of how the nominated green space meets the three National Planning Policy Framework (NPPF) criteria below:

The NPPF criteria

Section 106 of the National Planning Policy Framework:

The Local Green Space designation should only be used where the green space is:

- j) in reasonably close proximity to the community it serves;
- k) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
- l) local in character and is not an extensive tract of land.

- a) The site is within the Parish boundaries, central location adjacent to secondary school and cemetery.
- b) It was a popular allotment space that served residents with small gardens. BT's decision to cut down the treeline during nesting season was not popular with many residents due to it's impact on the established wildlife in the area. The parish council has received a number of enquiries from residents who were eager to be able to use the site for allotments / protect it from development.
- c) The space is not landscaped and was left derelict for a time.

9. Please provide the exact location of the green space including road name/s. Where possible please also send a map to the below email address.

Location: BT building old allotment space, Bull Baulk, OX17 2SP.

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1. Name of the green space: Playing Fields, Astrop Road
2. Describe the green space and how it is used by the community: A recreational ground used for sports, leisure and events.
3. How accessible is the local green space to the community? Very accessible. Access is flat and there are two entrances, a car park and accessible by footpaths. The site is level.
4. Is the green space:
 Open to the public all the time
 Only open to the public at certain times
5. Name of the owner of the green space:
 Memorial Hall and Playing Fields - Middleton Cheney, Charity Committee.
(Middleton Cheney Parish Council – custodian trustees only)
6. Have you told who owns the green space about the nomination (if applicable)?
 Yes
 No
 Not applicable
7. If the green space is already covered by a statutory or local designation, please provide details below:

Examples include asset of community value, village or town green, common land or local wildlife site. Childrens' play area, Memorial Hall.

8. Please provide details of how the nominated green space meets the three National Planning Policy Framework (NPPF) criteria below:

The NPPF criteria

Section 106 of the National Planning Policy Framework:

The Local Green Space designation should only be used where the green space is:

- m) in reasonably close proximity to the community it serves;
 - n) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - o) local in character and is not an extensive tract of land.
- a) The site is within the Parish boundaries
 - b) It is the only significant recreation ground (asides from school fields) that is able to host sports and larger events. The construction of adjoining Memorial Hall was funded by resident contributions. The children's play area is the closest park to the primary school and pre school.
 - c) The landscape of Middleton Cheney is flat with mowed grass, the playing fields is also flat with mown grass.

9. Please provide the exact location of the green space including road name/s. Where possible please also send a map to the below email address.

Location: Playing Fields, Astrop Road, Middleton Cheney ox17 2PG

MIDDLETON CHENEY

Parish Council

1. Name of the green space: Stanwell Play Area, Stanwell Drive
2. Describe the green space and how it is used by the community: A recreational ground heavily furnished with children's play equipment, skate ramp, sports hoop and goal posts, partially edged by a dog-walker's route.
3. How accessible is the local green space to the community? Accessible. Access is flat with front entrance from footpath though no opportunity for designated parking. The site is level.
4. Is the green space:
 Open to the public all the time
 Only open to the public at certain times
5. Name of the owner of the green space:
 Middleton Cheney Parish Council
6. Have you told who owns the green space about the nomination (if applicable)?
 Yes
 No
 Not applicable
7. If the green space is already covered by a statutory or local designation, please provide details below:

Examples include asset of community value, village or town green, common land or local wildlife site. Childrens' play area.

8. Please provide details of how the nominated green space meets the three National Planning Policy Framework (NPPF) criteria below:

The NPPF criteria

Section 106 of the National Planning Policy Framework:

The Local Green Space designation should only be used where the green space is:

- p) in reasonably close proximity to the community it serves;
 - q) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - r) local in character and is not an extensive tract of land.
- a) The site is within the Parish boundaries, accessed through a main residential estate.
 - b) It is a significant recreational ground supporting play for baby - young teens as well as small sports activities. The park has a number of benches and picnic benches for leisure, supports dog walking with designated waste bin and has some established trees and hedging to support wildlife.
 - c) The site is appropriately landscaped as a children's play area.

9. Please provide the exact location of the green space including road name/s. Where possible please also send a map to the below email address.

Location: Stanwell Play Area, Stanwell Drive, Middleton Cheney OX17 2RE.

- To exit full screen, press **Esc**

**MIDDLETON CHENEY
CHRISTMAS
ILLUMINATIONS:
*INVITATION TO TENDER
2024-2027***

MIDDLETON CHENEY
Parish Council



MIDDLETON CHENEY

Parish Council



MIDDLETON CHENEY CHRISTMAS ILLUMINATIONS: INVITATION TO TENDER

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

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INTRODUCTION

Middleton Cheney Parish Council wishes to provide a programme of Christmas illuminations centred along its High Street. This will involve the introduction of a small annual 'Switch On' expected to be held on the last Saturday of November. The Council is tendering with a view to agreeing a contract with a supplier from 20th August 2024.

The contract will then run for three years to include Christmas 2024, 2025 and 2026 and will end on 31st January 2027.

REQUIREMENTS

The Parish Council is seeking a contractor to provide Christmas light motifs for High Street, "Middleway" alleyway and consider decorative options for the village green, which has no electrical power source. The successful contractor will be expected to meet the following requirements:

1. Provision of a design to furnish lamp posts along the High Street, alleyway and potentially other lamp posts around the village with festive illuminations operating from commando socket supply points. The design must consider limitations of the areas (no over-highway decorations or low-hanging motifs) and will be agreed in collaboration with the Parish Council and Clerk.
2. A scheme of approximately 20 LED lamp post motifs in total. These shall be supplied by the contractor on a lease/hire agreement. The Council may consider hire or purchase of solar items for the village green. For the purpose of this tender, the Parish Council require a proposed lighting scheme to be submitted, including locations of the lighting and imagery of the designs of the proposed motifs. See Appendix A.
3. All electrical components shall be tested pre-delivery and all wiring, connections etc. should be certified safe.
4. The contractor shall arrange for the carriage, installation, testing, maintenance, switching on/off and dismantling and storage of festive illuminations.

MIDDLETON CHENEY

Parish Council



MIDDLETON CHENEY CHRISTMAS ILLUMINATIONS: INVITATION TO TENDER

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

5. The Institute of Lighting Professionals' Guide PLG-06 ("Guidance on installation and maintenance of seasonal decorations and lighting column attachments") states that the contractor should be HERS registered. Preference will be given to contractors who have evidence of HERS registration.
6. The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.

The Council may agree to additional costs only by resolution to increase the scope or extent of the illumination scheme. These will be negotiated should the need arise. Any considerations not identified in this document may be addressed with the Council at the point of tender, or negotiated with the clerk and Council as they arise. Any queries or questions raised prior to the contract award will be shared with all parties that have indicated a wish to tender.

The requirements herein shall form the basis of the contractual agreement and no subsequent information provided shall override the specification unless the Council gives written approval to any such changes. The award of the contract is dependent on the receipt of evidence of appropriate public liability insurance, professional qualifications and policies.

The point of contact is the clerk to Middleton Cheney Parish Council and the contractor should be prepared to work harmoniously with the Council's employees and other service contractors.

TENDER SUBMISSION

Tenders are to be submitted and received by the Council by 12 noon on 5th August 2024.

The tender pack must be sealed so as to prevent the contents becoming known. The packs shall have **no** external means of identifying the potential supplier. The completed pack must be marked 'Confidential : Christmas Lights Tender' and sent to:

The Clerk, Middleton Cheney Parish Council
Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

Email submissions are also accepted and should be sent to clerk@middletoncheney.org.uk with the subject 'Confidential: Christmas Lights Tender'. The same deadline applies for electronic submissions.

The tender should include:

- a) Tender Form : A completed document confirming the total price for the three year period. The annual contract value shall be taken as one third of the total price. This form must include the names and contact details of two references who have received a similar service in the past 12 months.

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MIDDLETON CHENEY CHRISTMAS ILLUMINATIONS: INVITATION TO TENDER

Parish Meeting Room
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Banbury
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- b) Declaration and Company Details Form : By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

EVALUATION PROCEDURE

Each compliant tender will be judged against the following criteria (each objective marked out of 10):

General: 40% of overall score

Evidence of the experience, capability and qualifications of key personnel
Technical capacity
Demonstration of understanding of brief and subject matter knowledge
Creativity and innovation of the proposal and its fit with the town

Commercial Suitability: 30% of overall score

Supply time
Compliance to Invitation to Tender requirements
Acceptance of terms

Value: 30% of overall score

Value for money
Affordability
Quality, fit for purpose, ability to deliver to the required standard

FURTHER INFORMATION

Payment for services will be made upon the receipt of a satisfactory annual VAT invoice following the completion of works (January). Full terms are to be agreed once the contract has been awarded.

The Council will award the contract at its meeting on 19th August 2024.

The contract will expire on 31st January 2027.

MIDDLETON CHENEY
Parish Council

- To exit full screen, press **Esc**

**GENERAL PARISH
MAINTENANCE**
INVITATION TO TENDER
2024-2027

MIDDLETON CHENEY
Parish Council



MIDDLETON CHENEY

Parish Council

A. Invitation to Tender: Parish Maintenance Contract 2023-2026

1. Pevensey Parish Council ("the Council") hereby invites tenders for the carrying out of the Services of Parish Maintenance in the areas within Pevensey and Pevensey Bay in accordance with the Contract documents attached, which comprise:

a) Invitation to tender

b) Site plans

c) Tender form and Declaration & Company Details form

The service is to cover the period:

1st September 2024 – 31st August 2025, with options to extend the contract.

2. The Prices submitted must indicate the hourly rate for fulfilling the Contract. Materials used in the fulfilment of the Contract will be charged separately directly to the Council.
3. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
4. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Clerk by no later than two weeks before the closing date.
5. The tender shall be submitted ONLY on the attached Form of Tender.
6. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.
7. The successful tender/s together with the Council's written acceptance shall form a binding agreement in the terms of Contract documents.
8. If having examined the tender documents you wish to submit a tender you should:
 - a) Fully complete and return the following documents:
 - I. Tender Form
 - II. Declaration & Company Details Form
 - III. Current 10 Million Public Liability
 - IV. Health & Safety Policy

MIDDLETON CHENEY

Parish Council

V. Risk Assessment

The documents can either be found on the Parish Councils website or via the Clerk at the above address.

Pip Davis
Clerk and RFO
Middleton Cheney Parish Council

Contents

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EVALUATION PROCEDURE	4
FURTHER INFORMATION	5

INTRODUCTION

Middleton Cheney Parish Council wishes to provide a programme of general maintenance across the parish. This will involve routine visits to undertake regular maintenance as well as ad hoc, responsive remedial works. The Council is tendering with a view to agreeing a contract with a supplier from 20th August 2024, to begin work in September 2024.

The contract will then run for three years and will end on 31st August 2027.

REQUIREMENTS

The Parish Council is seeking a contractor to provide general maintenance across the village, primarily to its play areas and equipment and street furniture. The successful contractor will be expected to meet the following requirements:

1. Skill set to undertake the following tasks:
 - a. Street cleaning: signs, bus stops, graffiti
 - b. Building maintenance: Parish Meeting Rooms
 - c. Grounds Maintenance and clearing: ad hoc litter clearances
 - d. Asset Maintenance: Play equipment, street furniture
 - e. Ad hoc general Parish tasks: Relocation of Vehicle Activated Sign, supporting events set-up

MIDDLETON CHENEY

Parish Council

2. Schedule:
 - 4-weekly defib checks
 - 4-weekly litter bin and dog waste bin review and remedials
 - 6-weekly Vehicle Automated Sign relocation.
 - 3-monthly graffiti clearance
 - 6-monthly noticeboard and bus shelter review and remedials
 - 6-monthly cemetery review and remedials
 - 6-monthly play area and street furniture review and remedials
 - Annual play area re-stain
3. The Contractor will have suitably skilled and experienced staff to be able to undertake routine grounds and property maintenance tasks that will be required and provided on an hourly ad hoc basis; such tasks will include but are not limited to: replacing damaged guttering and downpipes, minor buildings repairs and maintenance, painting and decorating, dismantling and fitting new parts to play equipment, minor fence repairs, installing small items of fixtures and fittings, gardening tasks (hedge cutting/tree pruning, attending to orphaned graves). These tasks will be advised by the officer.
4. The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes.
5. All work is to be carried out to the satisfaction of the officer. Upon inspection, should the works be deemed unsatisfactory, as a whole or in part, the unsatisfactory area is to be reworked, at no additional cost, on the next working day.
6. The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.

The Council may agree to additional costs only by resolution to increase the scope or extent of maintenance scheme. These will be negotiated should the need arise. Any considerations not identified in this document may be addressed with the Council at the point of tender, or negotiated with the clerk and Council as they arise. Any queries or questions raised prior to the contract award will be shared with all parties that have indicated a wish to tender.

The requirements herein shall form the basis of the contractual agreement and no subsequent information provided shall override the specification unless the Council gives written approval to any such changes. The award of the contract is dependent on the receipt of evidence of appropriate public liability insurance, professional qualifications and policies.

The point of contact is the clerk to Middleton Cheney Parish Council and the contractor should be prepared to work harmoniously with the Council's employees and other service contractors.

MIDDLETON CHENEY

Parish Council

TENDER SUBMISSION

Tenders are to be submitted and received by the Council by 12 noon on 5th August 2024.

The tender pack must be sealed so as to prevent the contents becoming known. The packs shall have **no** external means of identifying the potential supplier. The completed pack must be marked 'Confidential : Parish Maintenance Tender' and sent to:

The Clerk, Middleton Cheney Parish Council

Parish Meeting Rooms

Main Road

Middleton Cheney

OX17 2LR

Email submissions are also accepted and should be sent to clerk@middletoncheney.org.uk with the subject 'Confidential: Parish Maintenance Tender'. The same deadline applies for electronic submissions.

The tender should include:

- a) Tender Form : A completed document confirming the total price for the three year period. The annual contract value shall be taken as one third of the total price. This form must include the names and contact details of two references who have received a similar service in the past 12 months.
- b) Declaration and Company Details Form : By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

EVALUATION PROCEDURE

Each compliant tender will be judged against the following criteria (each objective marked out of 10):

General: 40% of overall score

Evidence of the experience, capability and qualifications of key personnel

Technical capacity

Commercial Suitability: 30% of overall score

Compliance to Invitation to Tender requirements

Acceptance of terms

Possession of relevant certificates (e.g. waste disposal)

Value: 30% of overall score

Affordability

MIDDLETON CHENEY

Parish Council

FURTHER INFORMATION

Payment for services will be made upon the receipt of a satisfactory annual VAT invoice following the completion of works (monthly). Full terms are to be agreed once the contract has been awarded.

The Council will award the contract at its meeting on 19th August 2024.

The contract will expire on [...] 2027.

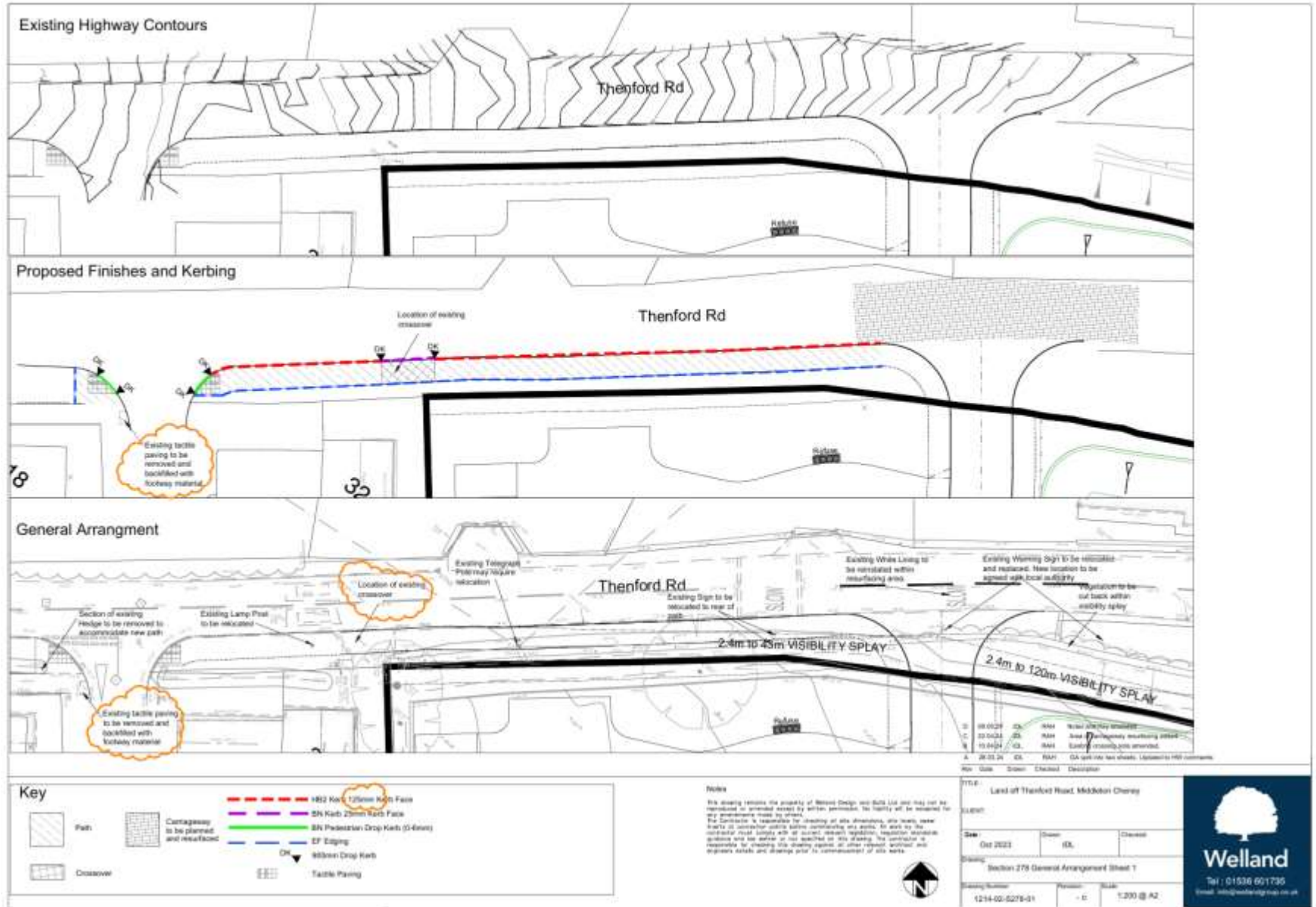


MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

24/162 Adoption of lights, Thenford Road

“Could you please confirm if this will be accepted by the Parish Council for ongoing Management and Maintenance. Drawing 1214-02-278-01 Rev D indicates the existing lighting pole at the access junction which is to be relocated to the back of the proposed footpath. Drawing 8400-3186 indicates the proposed lighting column positions within the development site and provides details of their specification. There are no commuted sums associated with the street lighting for this development.”



MIDDLETON CHENEY Parish Council



Notes:

- All works and equipment to be carried out in accordance with the Parish Council requirements as the adopting lighting authority.
- All columns to be connected to DNO or IDNO mains electrical supply and sited as per schedule.
- Numbering system is indicative only. Final site numbering if required to be provided by Parish Council at adoption stage at cost to developer.
- The contractor must comply with CDM regulations.
- The designer has not been made aware of any environmental issues on site that may affect the street lighting installation.
- Contractors disposal must comply with WEEE directive and COSHH regulations.
- COSHH assessments to be provided for all hazardous materials.
- All electrical works to be in accordance with BS7671 (Current edition).
- All works in the vicinity of underground and overground utilities including excavation, digging and erection etc. must be in accordance with HSE guidance notes HSG47, HSG6 and NUGS guidelines.
- Columns to be tubular steel galvanised with glass flake root protection to 250mm above planting depth. Minimum design life to be 40 years. Minimum door opening size 500mm x 100mm. Where no vehicle access is possible for maintenance, then a suitable hinged column must be provided.
- 3-core flexible cable to be provided from isolator to luminaire. Cable size to be 1.5mm² for column height up to 6 metres.
- The contractor must acquire statutory undertaker plans prior to commencement of any works on-site. Where there are services identified in the area of the works the contractor must comply the statutory undertakers requirements such as hand digging in the area.

Qty:

Quantity 5
Column - 6m Tubular Steel Galvanised with glass flake root protection
Luminaire - DW Windsor Kirium Mini 15 x 3k LED with Philips Maxium CLO enabled CDM compatible LED driver & 10W surge protection, RAL 7040 Mid Grey Polyester Powder Coat Finish & 7 pin NEMA socket.
Mounting - Flat top on 10mm spigot.
Tilt: 0 degrees
Array - 41 CLO 200mA 1.36km
UMSUG Code - 42 0010 000 100
Voltage - 10W
Control - One Point NEMA Photocell 25/18 lux switching

Quantity 2
Column - 6m Tubular Steel Galvanised with glass flake root protection
Luminaire - DW Windsor Kirium Mini 15 x 3k LED with Philips Maxium CLO enabled CDM compatible LED driver & 10W surge protection, RAL 7040 Mid Grey Polyester Powder Coat Finish & 7 pin NEMA socket.
Mounting - Flat top on 10mm spigot.
Tilt: 0 degrees
Array - CLO 200mA 0.71km
UMSUG Code - 42 0006 000 100
Voltage - 10W
Control - One Point NEMA Photocell 25/18 lux switching

Notes:

Lighting designed to BS EN15221-2:2003 & CIE115 lighting class P6.

Calculation Results

0.4 Lux Min ISO contour
2.0 Lux ISO contour

Revision A: 09/01/2024 - First three column positions moved to opposite side of road.

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DW Windsor Kirium Pro Mini



3000k Warm White LEDs

Schedule Of Proposed Apparatus - Land South of THENFORD ROAD, Middleton Cheney - Section 38 Street Lighting

Section 38	Column			Supply Point	Service Alteration Type	Luminaire	Notes
	Number	Height / Type	Set back				
Lighting Columns	LC01	6m	Back of Footway	DNO / IDNO	New Connection	Kirium Pro Mini 16 x 3k A1 CLO 200mA 1.36klm 10W	6A
	LC02	6m	Back of Footway	DNO / IDNO	New Connection	Kirium Pro Mini 16 x 3k A1 CLO 200mA 1.36klm 10W	6A
	LC03	6m	Back of Footway	DNO / IDNO	New Connection	Kirium Pro Mini 16 x 3k A1 CLO 200mA 1.36klm 10W	6A
	LC04	6m	Back of Footway	DNO / IDNO	New Connection	Kirium Pro Mini 16 x 3k A1 CLO 200mA 1.36klm 10W	6A
	LC05	6m	Back of Footway	DNO / IDNO	New Connection	Kirium Pro Mini 16 x 3k A1 CLO 200mA 1.36klm 10W	6A
	LC06	6m	Back of Footway	DNO / IDNO	New Connection	Kirium Pro Mini 8 x 3k C5 CLO 200mA 0.71klm 6W	6B
	LC07	6m	Back of Footway	DNO / IDNO	New Connection	Kirium Pro Mini 8 x 3k C5 CLO 200mA 0.71klm 6W	6B

Balfour Beatty
Living Places

Checker: CAG Date of Issue: 06/11/2023

Authorised: MM RO Draw Size: A1 Scale: 1:500 @ A1

Title: PRELIMINARY Revision: A

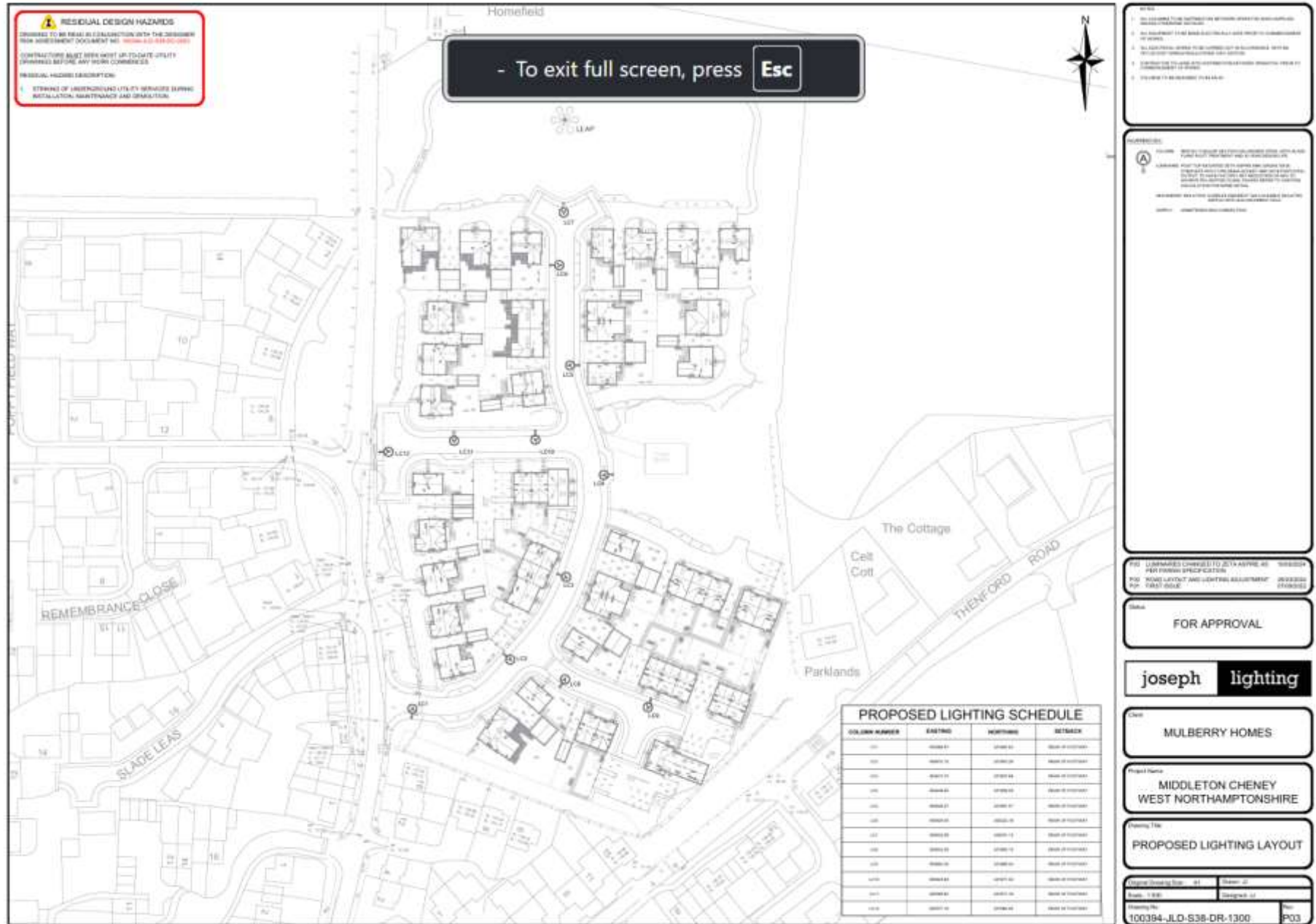
Drawing no: 8400-3186

Scheme Name and Ward:
Land South of Thenford Road,
Middleton Cheney.

Shown on drawing:
S38 Street Lighting Layout

MIDDLETON CHENEY Parish Council

24/163 Approval of Lighting Plan, Waters Lane





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Design

Client	Mulberry Homes		
Project Name	Middleton Cheney, Northamptonshire	Date	11/06/2024
Project Number	100394	Rev	B

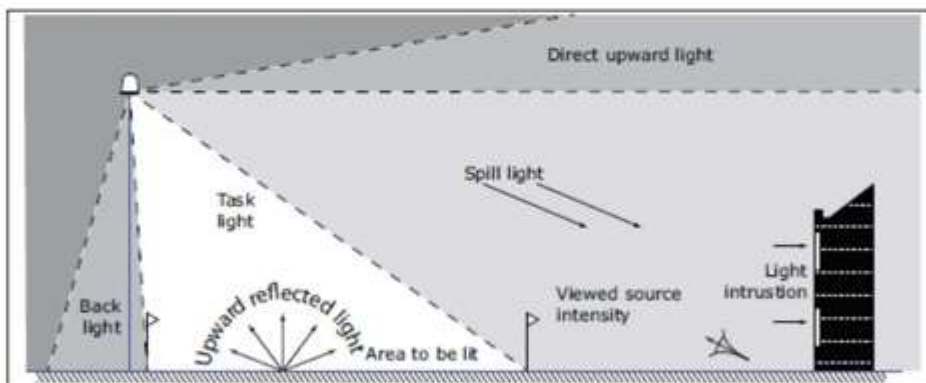
1. Introduction

- 1.1. This document has been created in support of the street lighting design for as detailed on drawing numbers 100394-JLD-S38-DR-1300.
- 1.2. The design has been carried out using equipment specified by Middleton Cheney Parish Council.

2. Limitation of spill light

- 2.1. Sky glow – The lighting used will be LED luminaires set at 0 degrees with zero direct upward light spill.
- 2.2. Glare – Luminaires will be specified with a minimum G3 luminous intensity rating where possible to reduce glare/viewed source intensity for highway users.
- 2.3. Light trespass – Spill light through property windows will be limited through careful positioning of lighting i.e., not planted directly in front of properties where possible.
- 2.4. Diagram 1 from 'ILP Guidance Note 01/20 – Guidance Notes for the Reduction of Obtrusive Light' depicts the types of obtrusive light described above.

Diagram 1



MIDDLETON CHENEY

Parish Council

joseph

lighting

3. Lighting Standards

3.1. The lighting will be designed in accordance with the BS5489:2020 road lighting code of practice.

4. Environmental Zone

4.1. The environmental zone chosen for the purposes of this design is E2 which is defined in ILP GN01/20 as rural with a low district brightness i.e. sparsely inhabited rural areas, village or relatively dark outer suburban locations.

5. Lighting Class Selection

5.1. The lowest BS EN 13201 P6 road lighting classification has been chosen for this scheme. This corresponds to the same lighting level as used for the Northamptonshire road network. The minimum illuminance values for P6 are highlighted in table 1.

Table 1

P Class	Eav (lux)	Emin (lux)
P1	15.00	3.00
P2	10.00	2.00
P3	7.50	1.50
P4	5.00	1.00
P5	3.00	0.60
P6	2.00	0.40

6. Maintenance Factors

6.1. The following maintenance factors will be applied throughout the project.

Table 2

Maintenance Factor - 6m Mounting Height							
Luminaire Maintenance Factor - Table B.1 from BS5489-1							
Environmental Zone	Mounting Height	Cleaning Frequency					
		12 Months	24 Months	36 Months	48 Months	60 Months	72 Months
E1/E2	≤6m	0.96	0.96	0.95	0.94	0.93	0.92
E1/E2	>6m	0.96	0.96	0.95	0.94	0.93	0.92
E3/E4	≤6m	0.94	0.92	0.90	0.88	0.86	0.84
E3/E4	>6m	0.96	0.96	0.95	0.94	0.93	0.92

MIDDLETON CHENEY

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Maintenance Factors for LED Luminaires - Annex C from BS5489-1	
Lx @100,00hrs	0.90
Lamp survival factor (LSF)	1.00
Luminaire Maintenance Factor (LMF)	0.92
Overall Maintenance Factor (Lx X LSF X LMF)	0.83

7. Calculation software

7.1. Lighting Reality version 2.3.0 has been used to plot the horizontal illuminance values.

8. Results

8.1. Please refer to calculation report 100394-JLD-S38-DC-0002.

8.2. The calculation demonstrates that the recommended P6 lighting classes can be achieved.

9. References

BS5489:2020-1 Code of practice for the design of road lighting

Bs eb 13201-2:2015 Performance requirements

ILP Guidance Note 01/20 – Guidance Notes for the Reduction of Obtrusive Light

MIDDLETON CHENEY

Parish Council

DATE: 11 June 2024
DESIGNER: Julian Joseph
PROJECT No: 100394-JLD-S38-DC-0002C
PROJECT NAME: S38 Middleton Cheney, Northamptonshire

joseph lighting

Please also refer to document 100394-JLD-S38-DC-0001 for design information & drawing 100394-JLD-S38-DR-1300 for construction detail.

The minimum lighting class illuminance values can be found at the top of each grid page.

Outdoor Lighting Report

PREPARED BY: Joseph Lighting Design Ltd
Milton Keynes
(t) 01908 385 288
(m) 07812 159 929
(e) solutions@josephlighting.co.uk
www.josephlighting.co.uk

MIDDLETON CHENEY

Parish Council

DATE: 11 June 2024

DESIGNER: Julian Joseph

PROJECT No: 100394-JLD-S38-I PROJECT NAME: S38 Middleton Cheney, Northamptonshire

joseph lighting

Layout Report

General Data

Dimensions in Metres Angles in Degrees

Calculation Grids

ID	Grid Name	X	Y	X' Length	Y' Length	X' Spacing	Y' Spacing
1	Grid 1 - P6 Eav: 2.00 lux:...	450564.12	241887.46	41.47	68.54	1.48	1.49
2	Grid 2 - P6 Eav: 2.00 lux:...	450625.78	241913.21	28.85	60.46	1.44	1.47
3	Grid 3 - P6 Eav: 2.00 lux:...	450614.32	241973.04	41.19	76.33	1.47	1.50
4	Grid 4 - P6 Eav: 2.00 lux:...	450618.53	241886.10	50.01	42.89	1.47	1.48
5	Grid 5 - P6 Eav: 2.00 lux:...	450571.63	241947.28	57.35	33.81	1.47	1.47

Luminaires



Luminaire A Data

Supplier	Zeta
Type	Aspire Mini LENS04 3000
Lamp(s)	LED PCB
Lamp Flux (klm)	4.81
File Name	Aspire_Mini_LENS04_3000-Photometric_D ata-tes.ies
Maintenance Factor	0.83
Imax70,80,90(cd/klm)	399.2, 114.2, 0.0
No. in Project	12

Layout

ID	Type	X	Y	Height	Angle	Tilt	Cant	Out-reach	Dimmed to	Target X	Target Y	Target Z
1	A	450586.97	241883.63	6.00	85.00	0.00	0.00	0.20	32%			
2	A	450615.15	241903.29	6.00	314.00	0.00	0.00	0.20	32%			
3	A	450631.70	241927.68	6.00	341.00	0.00	0.00	0.20	32%			
4	A	450648.62	241958.09	6.00	182.00	0.00	0.00	0.20	32%			
5	A	450638.27	241991.57	6.00	183.00	0.00	0.00	0.20	32%			
6	A	450629.45	242022.18	6.00	1.00	0.00	0.00	0.20	32%			
7	A	450633.59	242041.12	6.00	270.00	0.00	0.00	0.20	32%			
8	A	450632.45	241893.10	6.00	55.00	0.00	0.00	0.20	32%			
9	A	450660.35	241889.44	6.00	250.00	0.00	0.00	0.20	32%			
10	A	450624.84	241971.55	6.00	271.00	0.00	0.00	0.20	32%			
11	A	450599.93	241971.16	6.00	270.00	0.00	0.00	0.20	32%			
12	A	450577.16	241965.05	6.00	359.00	0.00	0.00	0.20	32%			

MIDDLETON CHENEY Parish Council

DATE: 11 June 2024

DESIGNER: Julian Joseph

PROJECT No: 100394-JLD-S38-PROJECT NAME: S38 Middleton Cheney, Northamptonshire

joseph lighting

Horizontal Illuminance (lux)

Grid 1 - P6 Eav: 2.00 lux: Emin: 0.40 lux



Results

Eav	2.10
Emin	0.41
Emax	6.83
Emin/Emax	0.06
Emin/Eav	0.19

MIDDLETON CHENEY

Parish Council

DATE: 11 June 2024

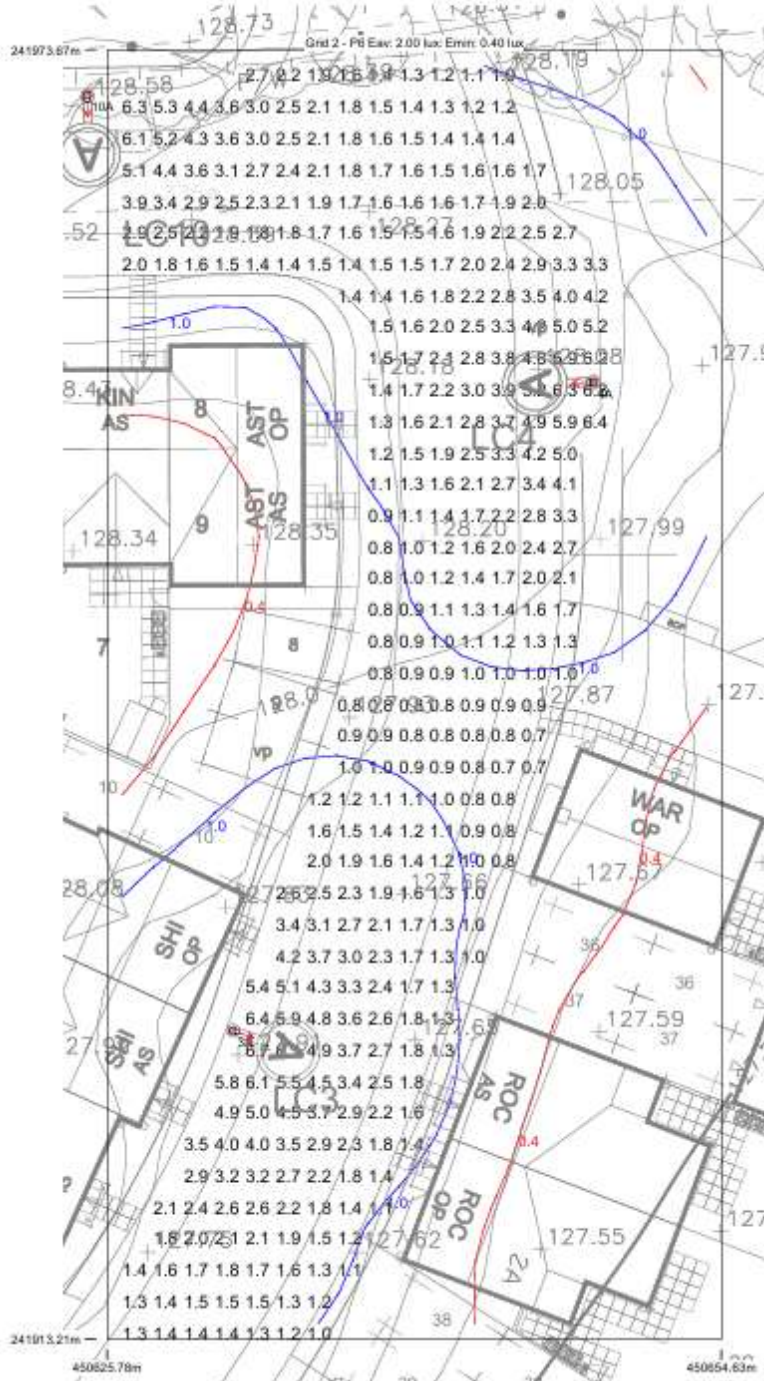
DESIGNER: Julian Joseph

PROJECT No: 100394-JLD-S38-PROJECT NAME: S38 Middleton Cheney, Northamptonshire

joseph lighting

Horizontal Illuminance (lux)

Grid 2 - P6 Eav: 2.00 lux: Emin: 0.40 lux



Results

Eav	2.24
Emin	0.68
Emax	6.75
Emin/Emax	0.10
Emin/Eav	0.30

MIDDLETON CHENEY Parish Council

DATE: 11 June 2024

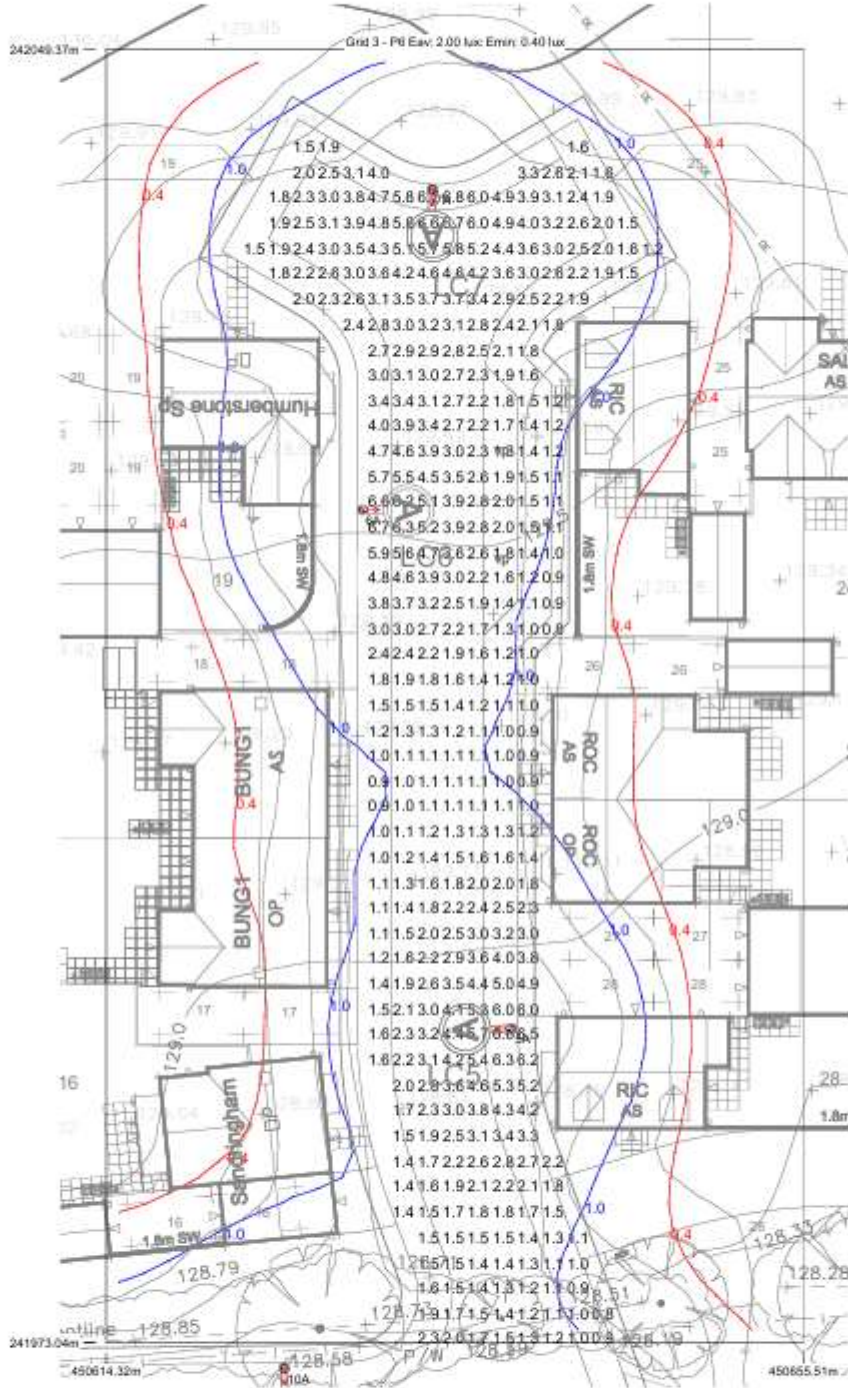
DESIGNER: Julian Joseph

PROJECT No: 100394-JLD-S38-[PROJECT NAME: S38 Middleton Cheney, Northamptonshire

joseph lighting

Horizontal Illuminance (lux)

Grid 3 - P6 Eav: 2.00 lux: Emin: 0.40 lux



Results

Eav	2.54
Emin	0.80
Emax	6.77
Emin/Emax	0.12
Emin/Eav	0.32

MIDDLETON CHENEY Parish Council

DATE: 11 June 2024

DESIGNER: Julian Joseph

joseph lighting

PROJECT No: 100394-JLD-S38-PROJECT NAME: S38 Middleton Cheney, Northamptonshire

Horizontal Illuminance (lux)

Grid 4 - P6 Eav: 2.00 lux Emin: 0.40 lux



Results

Eav	2.83
Emin	0.84
Emax	6.78
Emin/Emax	0.12
Emin/Eav	0.30

MIDDLETON CHENEY

Parish Council

DATE: 11 June 2024

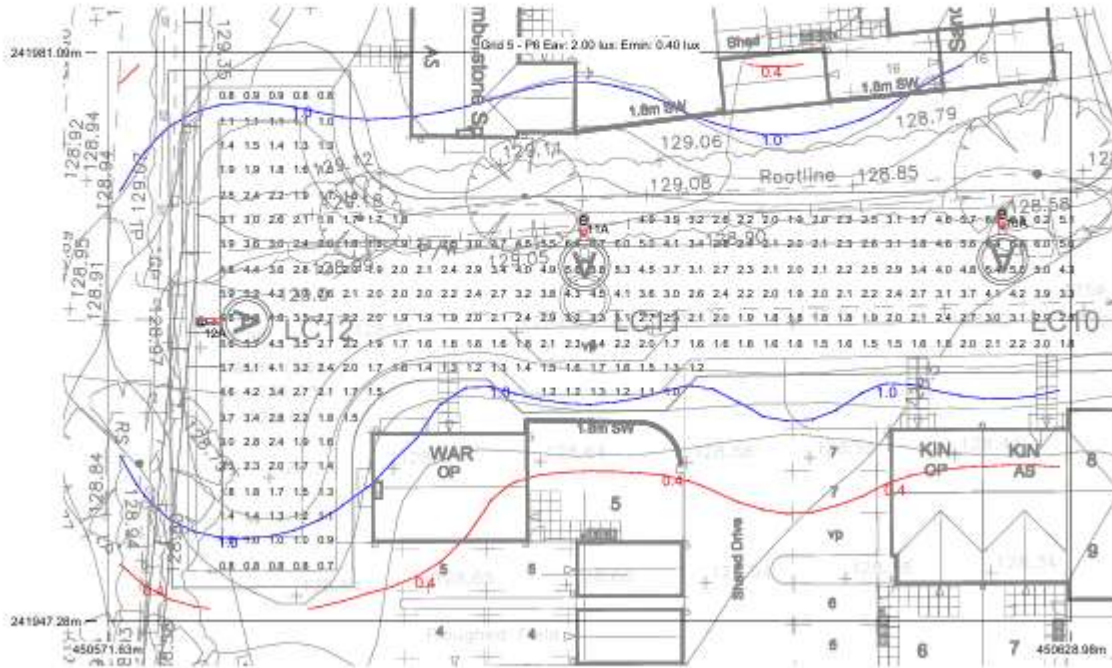
DESIGNER: Julian Joseph

joseph lighting

PROJECT No: 100394-JLD-S38- (PROJECT NAME: S38 Middleton Cheney, Northamptonshire

Horizontal Illuminance (lux)

Grid 5 - P6 Eav: 2.00 lux; Emin: 0.40 lux



Results

Eav	2.66
Emin	0.70
E _{max}	6.83
E _{min} /E _{max}	0.10
E _{min} /E _{av}	0.26



MIDDLETON CHENEY

Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
OX17 2LR

DESIGNER'S RISK ASSESSMENT

Project name	S38 Middleton Cheney, Northants.
Project number	100394
Drawing reference	100394-JLD-S38-DR-1300
Document Revision	A
Date	07/09/2022



Ref	Phase of Installation	Persons at Risk	Hazard or Risk Identified	Risk Level Before Designer Action	Risk Management Owner	Elimination and Mitigation	Designer Action	Risk Level After Designer Action
001	Construction, Maintenance and Demolition	Workforce	Striking of underground utility services during excavation	High	Contractor	<p>All works to be carried out in accordance with the HSE HS47 guidance - Avoiding danger from underground services</p> <p>Prior to commencing excavation works the contractor should obtain all service and statutory undertakers information.</p> <p>The contractor is to investigate and adequately protect & mark the location and determine the status of any underground services in close proximity to the site.</p> <p>The contractor shall utilise scanning equipment and hand excavation to identify exact location of any services.</p> <p>The contractor shall clearly mark existing underground service routes at surface level prior to commencing any excavation works.</p>	Where residual risk remains due to uncertainty of exact service routes, suitable warning notes have been added on relevant drawings	Medium



MIDDLETON CHENEY

Parish Council

Authorisation of Payments

May-24

Month 2 - Tax Year 2024-25

Banked							
Date	Invoice	Method	Net	VAT	Gross	Payee	Code
07/05/2024		Receipt(s) Banked		203	203	Edd Frost	
09/05/2024		Receipt(s) Banked		733	733	Edd Frost	
15/05/2024		Receipt(s) Banked		1,414.00	1,414.00	Humphris, Allotments, PMR rental	
01/05/2024		BACS	83.3333 3	16.6666 7	100	Middleton Cheney Village Hall	4650
01/05/2024		BACS	147.333 3	29.4666 7	176.8	Shield Group	4511
01/05/2024		BACS	150	30	180	Middleton Cheney Village Hall	4650
01/05/2024		BACS	192	38.4	230.4	Rialtas Business Solutions	4150
01/05/2024		BACS	238	47.6	285.6	Rialtas Business Solutions	4151
01/05/2024		BACS				Richard Coughtrey	4000
01/05/2024		BACS				Deborah Burdett	4000
01/05/2024		BACS	1068.75	213.75	1,282.50	Ma-Mites Toddler Group	4095
01/05/2024		BACS				Pip Davis	4000
01/05/2024		BACS	1523.61 7	304.723 3	1,828.34	NCALC Northants CALC	4061
01/05/2024		BACS	1626.13 3	325.226 7	1,951.36	Npower	4200

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Parish Council

01/05/2024		BACS	3512.467	702.4933	4,214.96	Slade Estate Services	4310, 4545, 4546, 4540, 4542, 4543, 4541	
02/05/2024		DD	25.5	5.1	30.6	SGW Payroll Ltd	4020	
02/05/2024		DD	129.9	25.98	155.88	Zoom	4132	
09/05/2024		DD	24.45	4.89	29.34	O2	4553	
17/05/2024		DD	119.975	23.995	143.97	Nest - Pensions	4022	
20/05/2024		DD	157	31.4	188.4	Tower Leasing Ltd	4550	
23/05/2024		DD	82.85833	16.57167	99.43	Rydal Security	4552	
24/05/2024		DD	31.5	6.3	37.8	SGW Payroll Ltd	4020	
29/05/2024		BACS	569	113.8	682.8	Rialtas Business Solutions	4152	
29/05/2024		BACS	25	5	30	Middleton Cheney Library	4120	
29/05/2024		BACS	311.875	62.375	374.25	West Northamptonshire Council	4320	
29/05/2024		BACS	575.2	115.04	690.24	Shield Group	4532	
29/05/2024		BACS	168.8	33.76	202.56	Shield Group	4500	
29/05/2024		BACS	165.6333	33.12667	198.76	Shield Group	Error	
29/05/2024		BACS	147.4167	29.48333	176.9	Shield Group	Error	
29/05/2024		BACS	2993.775	598.755	3,592.53	Slade Estate Services	4310, 4545, 4546, 4540, 4542, 4543, 4541	
29/05/2024		BACS	-165.633	-33.1267	-198.76	Shield Group	Correction	
29/05/2024		BACS	162.3	32.46	194.76	Shield Group	4500	

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29/05/2024		BACS	-147.417	-29.4833	-176.9	Shield Group	Correction	
29/05/2024		BACS	147.333 3	29.4666 7	176.8	Shield Group		4511
30/05/2024		DD	103	20.6	123.6	Siemens Fin.Services		4550
31/05/2024		DD	82.3916 7	16.4783 3	98.87	Onecom Systems		
31/05/2024		BACS				Deborah Burdett		
31/05/2024		BACS				Richard Coughtrey		
31/05/2024		BACS				Pip Davis		
April TOTAL			11196.3 8		£13,435.6 5	& Protected payments		

Upcoming Payments

June		DD		£82.39	Onecom	Broadband
June	490046	DD		37.8	SGW Payroll	Payroll services
June	490046	DD		188.4	Tower leasing	CCTV Rental
	3006625					
June	0	DD		29.34	O2	Mobiles
		BACS		£18.00	Pip Davis	Bird feeder, PMR
		BACS		£30.00	Pip Davis	Deposit, employee phone repair
June	7694	BACS		176.8	Shield	Dog waste bin collection
24/05/2024		BACS		£2,082.10	Balfour Beatty	Lamp post replacement and installation
20/05/2024		BACS		450	Best Area Magazine	Cheney Chatter print and distribution
10/05/2024		BACS		250	Pipe Band	RBL-PC commemorative events

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30/05/2024					
4	BACS	41.4	Cherwell office supplies		Reguse sacks
29/06/2024					
4	BACS	5388.81	Slade Estate Services		Grass cutting
24/04/2024					
4	BACS	50.4	NCALC		Training – Cllr
April	BACS	154.8	NCALC		Training – Cllr
Dec-Apr	BACS	652.27	HMRC PAYE		NIER/NEER contributions
Apr-Jun	BACS	619.57	HMRC PAYE		NIER/NEER contributions
June pay run	DD	TBC	HMRC PAYE		Authorisation requested for VDD
Feb-April	BACS	1065.67	Eon		Middleton Cheney Parish Council
June	BACS		Richard Jerrams		Salary
June	BACS		Deborah Burdett		Salary
June	BACS		Pip Davis		Salary, overtime <10%

Bank Balances as at 13/06/2024

Community Account	£100.00
Business Premium Account 360	£96,511.79
Business Premium Account 259	£320,831.85

Signature 1

Signature 2