

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 4th AUGUST 2022

COMMITTEE REPORT

Note the numbers below refer to the item number on the agenda:

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Committee or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45 pm whichever is the earlier

3. To receive any Declarations of Interest from Members of the Committee

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber, unless they have received a dispensation.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

5. Chairman's Announcements - For information and noting only.

Report from Facilities Officer that allotment holders have been dumping their waste at the edges of the allotment boundaries again. The Committee Clerk has written to allotment holders regarding this matter.

One of the RMH Caretakers advised that a group of young people had gained access to the roof, the group left the area when approached. It is thought that the group climbed on equipment left out by one of the local retailers, the local retailer has been contacted and asked not to leave equipment by the back wall. This occurred a second time and again the group were told to leave the premises. The Clerk has spoken with the PCSO who will regularly patrol the area in an attempt to deter this happening again. In gaining access some of the deterrent grippers on top of the wall have been pulled off. These have now been re-attached and anti-vandal paint has been applied to the areas accessed by the group.

The Deputy Clerk advised the resident in Amberley Road that requested a large tree to be cut back as it was encroaching their property, as per the conditions stated in the minutes of 9th June 2022, PR/016/22 refers, they replied to say they were surprised that

they were being asked to do the work at their expense and they will not be taking the advice given. They advised that the tree continues to grow and branches are low to the ground, with children swinging on them. The Deputy Clerk advised the resident that this tree has not been highlighted in the recent tree survey report and reiterated the conditions if they wanted to cut the tree back themselves.

Earles Meadow – Oak Tree: Although this item is usually under confidential business, there is just a small update to report from NHPC's insurers, who have advised that their communication with the insurers is continuing.

Decision: To note any announcements.

6. Finance

See Appendix A & the detailed I & E report circulated via email with the agenda.

Decision: To note the Committee Budget to 30th June 2022.

7. Completed Works

Members are asked to note that the following works have been completed since the last meeting in June 2022.

(a) Roffey Millennium Hall and surrounding area

- (i) New access point to improve broadband signal in the building installed
- (ii) Cistimiser installed in first floor gents toilet (Invoice came under budget)
- (iii) Fire extinguishers tested
- (iv) Anti - climb grippers re-attached and anti - vandal paint re-applied
- (v) Light switch replaced in corridor
- (vi) Padlock fitted to secure roof ladder
- (vii) Lift service

(b) North Heath Hall and surrounding area

None

(c) Holbrook Tythe Barn and surrounding area

- (i) Hedge Cutting
- (ii) Car park post replaced x 2
- (iii) Staked leaning memorial tree
- (iv) Extra bark added to perimeter area and border added to prevent slippage
- (v) Men's toilet repaired
- (vi) Toilet seat replaced

(d) All buildings

- (i) Pruning and cutting back shrubs and borders

(e) Play Areas

- (i) Amberley – 2 x new goal posts installed (CIL)



- (ii) Birches Road & Amberley- Wet pour repaired
- (iii) Birches Road –2 x grass mats at playground entrance installed
- (iv) All - ROSPA inspection – awaiting report
- (v) Amberley– Replaced chain on trim trail
- (f) **Multi-Courts**
 - (ii) Regular maintenance visit
- (g) **Tree Work**
 - (i) Tree survey completed –report received, awaiting quotation for recommended works
- (h) **Open Spaces**
 - None
- (i) **Bus Shelters**
 - None

Decision: To note the completed works.

8. On-going Works

Members are asked to note that the following works are on-going: (**NEW** = since last meeting)

- (a) **Roffey Millennium Hall and surrounding area**
 - (i) Internal decorating required – (Booked for the 1st two weeks in August).
 - (ii) Front door + some other internal doors to have locks repaired or replaced – awaiting contractor to assess
 - (iii) Some windows catches to be repaired or replaced
 - (iv) Lights in North and South hall to be replaced (Scheduled August 2022)
 - (v) Roundel to be repainted
 - (vi) Consider upgrading all lift fluorescent lighting units in the motor room, shaft and car interior
 - (vii) **NEW** – Some roof tiles to be replaced and roof drains to be cleared
- (b) **North Heath Hall**
 - (i) **NEW** - Lock for room 3 needs repair – requested locksmith to check- awaiting date
- (c) **Holbrook Tythe Barn and surrounding area**
 - (i) **NEW** – To install LED car park lights – awaiting date
- (d) **All Buildings**
 - (i) **NEW** – Fire and Intruder alarms service – booked for 17.08.22
- (e) **Play Areas**
 - (i) Zip wire seat and shackle to be replaced – parts on order
- (f) **Multi-Courts**
 - None
- (g) **Tree Work**
 - (i) Veteran Oak tree to be reviewed at Earles Meadow
- (h) **Open Spaces**
 - None
- (i) **Bus shelters**
 - (i) 3 x bus shelters to be repainted – Lambs Farm Rd, North Heath Lane x 2 (Scheduled for August 22)
 - (ii) Bus information unit to be installed at Crawley Rd bus stop
- (j) **Street Lights**
 - (i) **NEW** - Structural inspection and testing – awaiting date

Decision: To note the on-going works

9. New Nets for Multi-Court Goals

A multi-court user advised that the goal nets are not in very good condition and some children have tripped on them. The Facilities Officer has checked them and advised that two of the nets are very badly ripped in multiple places and the other two are very brittle and beginning to break. The cost to replace 4 nets is £185.00 + vat, which, if agreed, will be funded from the 'Play Area and Multi Courts Maintenance' budget.

Decision: To consider replacing 4 goal nets for £185.00 + vat to be funded from the 'Play Area and Multi Courts Maintenance' budget.

10. To Ratify Additional Costs for the Periodic Electrical Test (PET) of the Multi-Court Floodlights Remedial Works

Remedial works were required after the PET of the multi-court floodlights to bring them up to the required standard and were ratified at the property meeting on 07.04.22 (PR/165/22) at an estimated cost of £2000.00 + vat. However, the test and remedial works came to a total cost of £2940.00 + vat, so an additional cost of £940.00 needs to be ratified, which will be funded out of the 'Play Area and Multi Courts Maintenance' budget.

Decision: To ratify the additional cost of £940.00 + vat to be funded out of the 'Play Area and Multi Courts Maintenance' budget.

11. Decorating at Roffey Millennium Hall

Following the approval of the decorating for three areas at the last Property Committee meeting, it has come to light that there was a quotation of £200.00 for additional works, which consists of painting 5 x frames and sills (materials and labour). If agreed, this cost will be funded from the 'General Maintenance' budget (RMH).

Decision: To consider carrying out additional decorating works, totalling £200.00, to be funded from the 'General Maintenance' budget (RMH).

12. Allotment Fence & Gate

The allotment gate is in a poor condition and the fence posts it is attached to are rotten – see photos.





A quote for the following work has been obtained from our usual contractor, totalling £1130.00, which, if agreed, will need to be funded out of the 'Repairs & Renewals' reserve as there is no budget allocated:

Replace 1 x 5ft high feather edge and 2 4x4 9ft posts.

Supply & fit new gate including door furniture.

Repair: Supply & fit 4 4x4 repair spurs to existing fence posts and tidy up feather edged bays.

Undergrowth clearance, disposal of old gate and fence.

Decision: To consider carrying out the works as described above, totalling £1130.00 to be funded out of the 'Repairs & Renewals' reserve.

13. Review of Parish Council Documents

Members are asked to review and, if acceptable, approve the following documents (to be circulated separately by email) with any proposed amendments in red:

- Health & Safety Risk Assessment (for recommendation to Council when due).
- Open Spaces Policy (for recommendation to Council)
- Terms & Conditions of Hire for Halls & Multi-Courts

Decision: To approve the listed documents and recommend as required to Council.

14. Lift Lighting Upgrade at Roffey Millennium Hall (RMH)

During the last lift service, it was recommended that future consideration should be given to upgrade all fluorescent lighting units to LED units in the motor room, shaft and lift car as fluorescent lights have become obsolete, so will need to be replaced by LED lights as and when they stop working. A quote from the lift service company has been obtained totalling £1841.68 + vat, which, if agreed, would be funded from the 'Repairs & Renewals' reserve as there is no budget allocated.

Decision: To consider carrying out the lift lighting upgrade, totalling £1841.68 + vat to be funded from the 'Repairs & Renewals' reserve.

15. Refurbishment of Hexagonal Information Display (Roundel)

The hexagonal information display, known as the roundel, on Crawley Road, is in need of 12 new lockable notice boards as they are rusty and the seals leak, making notices wet. The rest of the display unit needs painting as the current paint is very chipped and faded and the lettering around the header panels also needs replacing.

A quotation for the new notice boards and new lettering has been obtained (including disposal of existing notice boards) from Bel Signs, totalling £2280.00 + vat, which, if agreed, would be funded from the 'Repairs & Renewals' reserve as there is no budget allocated. However, Members should note that Bel Signs have advised that their supplier will be increasing the material costs by 10 to 15% on average from 1st August 2022, which could, potentially, increase the quote up to £2622.00 + vat.

Once the notice boards are taken out and before new boards are installed, our usual contractor, is able to paint the roundel for the cost of £410.00, which, if agreed, would be funded from the 'Notice Board Maintenance' ear marked reserve.

Decision: To consider replacing new notice boards, totalling £2280.00 + vat (with an unconfirmed price increase due) to be funded from the 'Repairs & Renewals' reserve and to consider painting, totalling £410.00 to be funded from the 'Notice Board Maintenance' ear marked reserve.

16. Tree Work Requests

See Appendix B

The resident that requested the height of some trees be reduced as it is interfering with their Sky dish, min no PR/019/22 refers, has sent details of the works to be carried out at their own expense and would like confirmation that the works can go ahead.

The same resident has also asked to have the height of a poplar tree in the corner of Holbrook Tythe Barn next to their garden fence reduced as it is very tall. The Deputy Clerk advised of the Parish Council's Tree Policy and confirmed to the resident that this tree is not on the list of recommended tree works following the recent tree survey. The resident has therefore sent in details of proposed works to be carried out at their expense and would like confirmation that they can carry out the works.

Other residents have requested the following tree works to be carried out and our usual Tree Surgeon has been asked to provide a report and a quotation for the requested works as follows:

- A resident in Cherry Tree Walk has requested a Hornbeam Tree to be cut back as it "has become an obstruction". The Parish Council reduced the tree by 3 metres in 2016. This tree has a TPO on it.
- A resident In Whitehorse Road has requested a Hornbeam Tree to be cut back in size as it has "grown back so much". The Parish Council reduced the tree by an overall 4m in 2016. This tree has a TPO on it. The resident also sent in a photograph of 2 other trees, but did not comment on these during their telephone conversation.

Members should note that the Council's Tree Policy, adopted in March 2019, does state that the Parish Council will only undertake work required for health and safety reasons on their land and these trees have not been identified as needing any works in the recent tree survey.

Members should also note that whilst there are funds currently available in the 'Open Spaces' budget and earmarked reserves for tree works, the recent tree survey recommendations still have to be considered at the September Property Meeting, so it is

unclear at this stage if there will be sufficient funds for any further tree works.

Decision: To consider the resident requests.

17. Fire at Earles Meadow and Request for Signage

There have been two reports made of fires being lit in the Forest School area of Earles Meadow. The two incidents have been reported to the PCSO and he will include the area in his patrols.

An initial request from the Earles Meadow Conservation Group (EMCG) has been made for a sign with the NHPC logo on, at the entrance to the Forest School, advising that the lighting of fires is not allowed. The Deputy Clerk sent this request to the property committee via email for approval ahead of this meeting and 5 Members agreed to the request and so a sign has been sent to the EMCG for them to laminate and erect.

A further request from the EMCG has been made asking for a permanent sign, confirming ownership and indicating “the more important restrictions on use of the area, like the lighting of fires”.

Decision: To note the incidents at Earles Meadow and consider the request for permanent signage.

18. Access to Parish Council Owned Land - Licences

At the property meeting on 09.06.22, Members discussed the need for residents with access gates onto Parish Council land to have a licence drawn up and be charged a fee for that licence, min ref PR/015/22 refers.

The Clerk has obtained costs for a Solicitor to draft a licence and provide a covering letter at an estimated fee of £825.00 + vat and disbursements, which would be for 3 hours work for 27 licenses. However, the licences required may be more than 27 as a survey of the number of gates needs to be carried out as this number is an estimate taken from a few years ago. Members should note that there is no budget for this expenditure, so would have to be funded from general reserves.

Members should also note that if licenses were sent to properties with access gates, it will be difficult to ascertain the correct property numbers of the houses as the house number cannot be easily seen from the rear of the properties where the gate is.

Decision: To consider instructing a Solicitor to draft a licence and if approved agree the licence fee for each resident, with total expenditure being funded from general reserves.

19. Veteran Oak Tree at Earles Meadow

The Tree Surgeon responsible for the management of the oak tree recommended last year that the tree is surveyed this summer to see how it is responding to the latest prune. A quotation for the survey has been obtained from Strutt Tree Care, totalling £580.00, which, if agreed, would be funded from the ‘Open Spaces’ budget.

Decision: To consider carrying out a full visual tree assessment report on the Oak Tree at Earles Meadow, totalling £580.00 to be funded from the ‘Open Spaces’ budget.

20. Disabled Access Front Door at Roffey Millennium Hall (RMH)

See Appendix C

At the property meeting on 9th June 2022, min no PR/010/22 refers, the Deputy Clerk was asked to look at options for the front door at RMH to include a disabled access button to be funded using CIL monies.

As the existing front door is unaligned and has difficulty locking, a quotation was obtained for a new front door with a disabled access system installed (Company A).

Other companies advised that they could only supply the new doors and a separate company would have to install the disabled access system, but no further quotations have been received. However, two further quotations were received (Company B & C), to supply the disabled access system onto the existing doors.

Members should note that if they wish to recommend this expenditure to the CIL Working Party, the amount currently available, after previously agreed expenditure has been deducted, is £13,500.

Members should also note that if they wish for this project to be recommended to the CIL working party, the VAT limits would need to be reviewed to ascertain when this project could proceed, which may affect the quoted prices as quotations only valid for a limited period – a full VAT report will be received by the Finance & Administration Committee at their next meeting for consideration.

Decision: To review and consider the options to install a disabled access front door at RMH and make a recommendation to the CIL Working Party.

21. Date of next Meeting.

Decision: To note the next meeting to be held on Thursday 8th September 2022.

**Lisa Underwood - Deputy Clerk
28th July 2022**

North Horsham Parish Council
Property Committee Meeting – 4th August 2022

APPENDIX A
Agenda Item 6

Committee Budget to 30th June 2022

1. Finance Report to show income, expenditure and reserves to 30th June 2022

Period covering 1st April 2022 to 31st March 2023

Funding at 30th June 2022

Precept (full year)	174,506
Environmental Grant (full year).	5,339
Community Infrastructure Levy (CIL) Payment	11,805
Compensation from complaint relating to backdated NDDR	23,072
Total	214,722

Income to 30th June 2022

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th June*
Admin	65	100	25
Allotments**	952	900	920
North Heath Hall	18,096	50,000	12,500
Holbrook Tythe Barn	9,994	25,000	6,250
Multi Court Lettings	4,854	20,000	5,000
Roffey Millennium Hall	10,855	57,000	14,250
Total	44,816	153,000	38,945

Expenditure to 30th June 2022

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th June*
Admin**	21,483	52,670	27,093
Grants	500	10,000	2,500
Burial***	1,865	7,460	1,865
Personnel	81,294	326,000	81,500
Planning, Env, Trans	0	1,500	375
Allotments****	45	1,580	395
Amenity, Recs and Open Spaces	16,461	52,270	13,068
North Heath Hall	5,024	27,207	6,802
Holbrook Tythe Barn	4,437	21,830	5,458
Roffey Millennium Hall	7,061	37,074	9,269
Total	138,170	537,591	148,323

Net expenditure	-93,354	-384,591	-109,378
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* Total cost centre budget for 2022/23 divided by 3/12th.

** Includes Annual Insurance Premium of £13,925 paid May 2022

*** Paid quarterly in Months 2,5,8 & 11

**** Allotment invoices are sent out annually. The full income is expected by the end of April.

Income

At the end of Month 3 of the 2022/23-year, the difference between anticipated and actual income continues to grow from just over 10% at the end of month 2 to 15% at the end of Month 3 (£5,871). Whilst income from all the halls combined is greater than the anticipated, the income from Roffey Millennium Hall continues to be lower than would be expected, with the gap increasing from of 18% at the end of May to 24% at the end of June, although this is still below the deficit earlier in the year at the end of Month 1 which was 50%.

The funding for 2022/23 has also been bolstered by the receipt of a compensation payment from HDC of £23,072 in relation to the Parish Council's complaint regarding the backdating of NDDR for which a rate relief had initially been applied. Receipt of this payment was noted at the Finance and Administration Committee Meeting held 23rd June 2022. These funds have been returned to General Reserves.

Expenditure

Expenditure is 7% (£10,153) lower than the anticipated levels at the end of the month – a very small increase on the 6% at the end of Month 2.

Reserves

As at 30th June 2022 remaining funds, including the 1st half year precept payment received and General Reserves, stood at £324,935.

In addition, there are additional Earmarked Reserves of £272,771 a reduction of £1,621 from the end of Month 2, due to expenditure of £371 from the R&R EMR for the agreed repairs to the RMH men's toilets and £1,250 from 2021/22 CIL EMR for the deposit for the Real Time Passenger Information (RTPI) unit for the bus stop on Crawley Road.

Summary

As mentioned above, there is £5,871 more income than budgeted for at the end of Month 2 and expenditure is under than expected by £10,153.

Repairs & Renewals Reserve

As at 30.06.22, the balance is £93,518.16.

APPENDIX B
Agenda Item 16

**Correspondence and Quotations for
Requested Tree Works**

Correspondence & details of proposed works for trees at Holbrook Tythe Barn

Email from resident

This is the quote for removing the trees interfering with our satellite dish. I will also forward his other quote for reducing the height of the large poplar tree in the corner of Tythe Barn next to our garden fence.

Could the latter be considered by your committee to give permission for this to be done at our cost. None of the trees have a TPO, our tree surgeon has checked this for us.

We would like to go ahead with the satellite trees quickly and believe there are no birds nest in those trees.

I hope that this provides enough information for you and the committee.

BEN ALDRICH TREE SERVICES

Description

Poplar tree just the other side of the fence to reduce in height to approximately 3 meters.

Group of 3 Poplar trees in the way of the satellite receiver to reduce in height by approximately 50%.

All waste created to be removed from site leaving the site clean and tidy.

Description

The bigger Poplar tree in Tythe barn to reduce in height by approximately 50% and shape.

All waste created to be removed from site leaving the site clean and tidy.

Email from Forestview on 18.07.22:

Hornbeam at 15 Cherry Tree Walk-this needs reducing by 4m overall. It has a TPO so I will need to apply for planning permission. £560.



Hornbeam at 20 Whitehorse Road- this also needs reducing by 4m overall. It has a TPO so I will need to apply for planning permission £560. The home owner did enquire about 2 other trees near the verge but to be honest I cannot justify reducing them.



APPENDIX C
Agenda Item 20

**Quotations for a Disabled Access Front Door
at RMH**

Company A

QUOTATION

subject to survey

Dear Lisa,

Thank you for your enquiry.

The quoted price is to remove existing entrance doors to office building and replace with new high quality commercially graded aluminium system as attached. Trim, seal and weather as required. Clearance of all debris. **10 years insurance backed guarantee** and FENSA certification.

COMMERICAL GRADE ALUMINIUM SPECIFICATION:

- Slim sightlines
- RAL coloured blue – please provide RAL code
- Secured by design (see www.securedbydesign.com for more information)
- High security multipoint locking
- Single glazed with 8.8mm laminated glass
- Fensa certification

*Front door with top lights, push button system both inside and out for disabled access installed and automated - £11,000+VAT = **£13,200***

To ensure the highest standard of work our installers have passed MTC (minimum technical competencies) and NVQ training. We are FENSA certified and also proud members of Checkatrade.

Lead time is currently circa 10 weeks from receipt of deposit

Deputy Clerk Comments: A disabled access system can be added onto the existing doors and we can request a contractor to align the doors in a better way, however we have been advised that seasonal movements do affect metal, so the doors may align better after the summer.

This company has not considered the non-compliant barrier that would need changing if a disabled access system was installed on the existing doors.

If this expenditure was recommended to the CIL working party, it would leave the CIL monies balance quite depleted.

VAT limits would need to be considered when deciding on the timing of this project.

Company B

Quantity	Description	Selling price	VAT %	VAT	Gross amount
2.000	RECORD DFA127 Complete with drive unit and control pcb	900.00	20.00	360.00	2160.00
2.000	RECORD DFA127 RC Door mounted safety sensor - 700mm long	175.00	20.00	70.00	420.00
2.000	RECORD DFA127 RC Door mounted safety sensor - 340mm long	175.00	20.00	70.00	420.00
2.000	LARCO 4.5 'Disabled Push to Open' Push Pad (Wireless)	93.26	20.00	37.30	223.82
1.000	LARCO Receiver	43.60	20.00	8.72	52.32
1.000	Aluminium Mounting Plate in RAL 5003	107.14	20.00	21.43	128.57
2.000	AXIM 8800 Series Free Swing Dummy Unit Only	67.11	20.00	26.84	161.06
1.000	Engineer attendance IN HOURS	485.00	20.00	97.00	582.00
1.000	Engineer attendance IN HOURS (2 Hours)	195.00	20.00	39.00	234.00
1.000	Flat Bar Profile Wall to Floor Barrier, 900mm Mill & Glazed RAL 5003	404.03	20.00	80.81	484.84
1.000	RECORD BDE-D Slim (Neutral)	150.00	20.00	30.00	180.00

Further to your enquiry

Client Reference: Lisa Underwood

Door location: Main entrance

Risk: High Safety/Medium Operational

Engineers notes:

Attended site to carry out site survey to automate the main entrance doors .

Spoke with site explained what they would like to happen .

Both doors to open when wireless round push buttons . 1 next to departure clerk off (inside) 1 near the intercom corner of wall (outside) There will be a barrier needed for the one side as the current one does not comply as there is no infills , doors have hold open closers in that would require dummy ones fitting a aluminium back plate will also be required to mount the operators to . Doors will need removing and refitting to replace door closer

Quotation note:

To supply and fit 2no. DFA127 operators with full safety c/w wireless Disabled push button access

****Please note****

Attendances required by others:

1. Double pole fused spur to BS7671 18th Edition.

Total ex VAT	£4,205.51
Total Tax	£841.10
Total	£5,046.61

Deputy Clerk Comments: This company specialises in entry systems and have advised that the wall to floor barrier outside of the door would need to be changed to an infill barrier as the current one is not compliant. They offer an annual service and a call out service if required. As the doors need removing this may solve the aligning issue.

VAT limits would need to be considered when deciding on the timing of this project.

Company C

This is the quote for the disabled door opening system (see picture of kit below). I guess this is the kind of thing you were thinking of? I've only had time to have a brief look at it but it seems to come with everything you need to install.



Quotation for electrical work at Millennium Hall, Horsham.

Thank you for your invitation to quote for electrical work to be undertaken. Detailed below is confirmation of my estimate for the cost of the work, which includes the supply of all materials unless stated.

Disabled Access Door Entry System:

- Install a new door access system with push button release inside and outside.
- The system allows for the user to press the square chrome button to automatically open the entrance door into the lobby.

Total Cost: £1035.00

- *A deposit to cover the cost of the kit will be invoiced for beforehand, with the balance to be paid upon the date of completion of the work.*
- *Payments can be made via on-line bank transfer, in cash or by debit or credit card. We are unable to accept payment by cheque.*
- *This is a fixed price based on the work detailed above and is guaranteed for 30 days from today.*
- *All work undertaken to comply with IEE Wiring Regulations (BS7671) and Part P of Building Regulations, including provision of test certificates where appropriate.*
- *I regret that I will be unable to take away any rubbish generated; instead, it will all be placed in a box/bag and left for your disposal.*

I trust this is satisfactory and look forward to hearing from you.

Deputy Clerk Comments: This company is not specialist in this work and has not considered the non-compliant barrier that would need changing if a disabled access system was installed on the existing doors.