

Wickwar Parish Council – Agenda Report 1st September 2021

8.2 To CONSIDER and take a DECISION on quotations for repairing safety surfacing at the King George's Field play area under the roundabout and igloo plus other maintenance work.

Quotation 1

To dress ground around Roundabout

Supply and install approx. 12m² Grass-Lok Matting tying into the existing mats Igloo

To dress ground under Igloo

Supply and install approx. 6m² Grass-Lok Matting tying into the existing mats

Replace missing cap under spring rocker

Tighten loose eye bolts on Tango Seat

Tighten loose fixings on poles attached to Ixo Unit

£ 1,587.00 NET £ 317.40 VAT

Other quotations

- A second quotation has been requested and should be available at the meeting.
- The Clerk sought a recommendation from Glos Playing Fields Association for a third contractor to approach. The contractor was one that has not been reliable when engaged by the Council previously.

8.3 To CONSIDER and take a DECISION on extending the King George's Field Play Area and tree area strimming contract to include strimming some small additional areas detailed in the Agenda Report and APPROVE the expenditure.

Background

Councillor Carroll has been developing a proposal to install additional benches at King George's Field using Community Infrastructure Levy (CIL) funding. Several residents responding to a survey about proposed new benches in village locations (done in spring 2021) asked if more benches and picnic benches could be provided at King George's Field. Councillor Carroll is in the process of obtaining quotations and preparing a location plan to be discussed at the next meeting of the CIL/ S106 Working Group, planned for late September.

Councillor Carroll has asked the contractor who strims the play area and tree area at King George's Field (three year contract which started in Spring 2021) if he can start to cut the overgrown area by

the tin shed and the area opposite this on the other side of the football pitch, so that it is ready for future bench installations (subject to Council agreement) or other projects e.g. wildflower planting.

The cost of strimming these extra areas regularly can be added to the contract price subject to the Council agreeing to this. (See Financial Regulations – 11.)

The Clerk has requested a price for strimming the additional areas to be presented at the Council meeting.

Decisions required

1. APPROVE strimming the additional areas detailed above.
2. APPROVE additional expenditure as part of the exiting contract – Clerk to advise cost.

8.4 To CONSIDER and take a DECISION on quotations for the electricity supply to the King George's Field pavilion (current contract end 16th September 2021) and Town Hall (current contract ends 22nd September 2021)

Pavilion- Quotation 1

Octopus (100% renewable energy)

	12 month fixed	24 months fixed	36 months fixed
Estimated monthly cost	£39.00	£36.44	£37.34
Estimated annual cost	£468.05	£437.30	£448.13
Daily standing charge	30.65p	32.65p	36.19p
Unit rate KWH	20.41p	18.23p	18.11p

Please note, to ensure the most up to date prices the Clerk will present two further comparison quotes at the meeting.

Town Hall - Quotation 1

Octopus (100% renewable energy)

	12 month fixed	24 months fixed	36 months fixed
Estimated monthly cost	£14.88	£14.90	£15.94
Estimated annual cost	£178.59	£178.77	£191.30
Daily standing charge	30.65p	32.65p	36.19p
Unit rate KWH	20.41p	18.23p	18.11p

Please note, to ensure the most up to date prices the Clerk will present two further comparison quotes at the meeting.

8.5 To CONSIDER a report from the Council's insurance provider re repairs to the Town Hall clock following suspected storm damage and take a DECISION on whether to fund the repairs from reserves, and quotations to complete the repair.

Our Principal's Insured/Your Client: Wickwar Parish Council

Date of Incident: 13 March 2021 (Discovered) – Damage to clock external connecting wire

Dear xxx.

We refer to the above, together with our previous exchanges in the matter.

Having completed our initial enquiries in the matter, we would advise that the damage to the subject clock external connecting wire is said to have been discovered on 13 March 2021, this by the Insured's retained daily clock winder.

We are informed that xxx attends to wind the clock on a daily basis and that, at the time of her most recent attendance on 12 March 2021, all appeared in order.

The following day, 13 March 2021, it is reported that the clock was unable to be wound and the Insured were informed.

Having contacted the Cumbria Clock Company (CUMBRIA), retained under an annual maintenance contract, it is reported that they attended and took the attached photograph, from ground level, this clearly showing a break in the external connecting wire.

CUMBRIA have also presented the attached estimate, dated 20 May 2021. Whilst this confirms their attendance following a reported fault in the aftermath of a storm, the report itself remains silent on, and does not confirm, the believed cause of damage.

The most recent annual inspection of the clock, by CUMBRIA, took place around September 2020, as per the attached invoice. The invoice does not include any specific detail regarding maintenance works carried out at that point.

Having reviewed weather records for 12/13 May 2021, these would not tend to support damage by the reported cause of storm, particularly given we are dealing with an external cable.

Following a review of Google Street View images, as per the attached, which depicts the wire resting upon the coping stone, we consider that it is instead possible that the damage has been caused by wear and tear and/or gradual deterioration to the wire, as a result of friction every time the wire moves up and down, which would render the damage specifically excluded under the terms of the policy.

We would however caveat that, at this juncture, it would appear that no person/s have actually accessed the roof and/or formally inspected the damage to the wire in an effort to confirm causation.

In order to give the claim further consideration, and on the assumption that the Insured shall be proceeding with the work regardless of the insurance position, we would recommend that the Insured proceeds to arrange the necessary repairs, on an entirely without prejudice basis, during

which more detailed photographs should be taken of the damaged wire and an opinion formed by CUMBRIA as to the exact cause of the damage to the wire.

Upon removal, we would also ask that the connecting wire be retained, should it become necessary for us to arrange an inspection in due course.

In general, we are content that the estimated costs of repair are reasonable at £525, excluding VAT, albeit which may contain some unconnected maintenance works relating to servicing the hammer and checking the bell fixings, which would fall outside the scope of the policy.

We also trust CUMBRIA would seek perhaps two estimates for comparison in relation to cherry picker/working at height access before they proceed.

In general, the claim shall be subject to a policy excess of £400 in respect of "All Other Damage", whilst we note the Insured are also in a position to recover VAT.

We trust you shall discuss the foregoing with the Insured and we shall await your further advices in due course. Alternatively, if you wish for us to discuss the above with the Insured directly, we are happy to do so.

In the interim, should you have any queries, or wish to discuss the matter, please do not hesitate to contact me.

Kind regards

xxxTechnician
Agriculture, Rural Industries and Estate Losses (ARIEL)
Crawford & Company

From: xxx
Sent: 30 June 2021 15:23
To: 'clerk@wickwarparishcouncil.gov.uk' <clerk@wickwarparishcouncil.gov.uk>
Subject: FW: Your Ref: 8206468 Our Ref: 1603454 Wickwar Parish Council

Good afternoon Rachel,

We refer to the above mater and further to previous exchanges.

I have receive the email below from Crawford & Co, you will note Crawfords are leaning towards the damage being caused by wear & tear as opposed to a single event, i.e a storm. However, Crawfords are not ruling out the cause being a storm.

It is clear a closer inspection of the failure is required to establish the cause, and it would be of assistance if Cumbria did not dispose of the old wire once it is replaced.

In addition, Crawford & Co have requested Cumbria to provide their opinion on the failure once they have access to the tower.

I assume work will go ahead regardless, but if the Parish Council could obtain a couple of quotes for the Cherry picker before proceeding, it will assist with the claim if it established that this was NOT wear & tear.

I appreciate there is a lot to digest within Crawford & Co's email, so please do not hesitate to contact me if you wish to discuss further.

Best regards,

From xxx on 2021-08-04 11:39

Good morning Rachel,

Thank you for your email.

The loss adjusters were satisfied with the quotation provided, as long as it was confirmed that the damage was caused by a single event, i.e storm.

Please ensure the successful contractor takes photographs, and provides expert opinions etc as per my previous email.

Please do not hesitate to contact me should you wish to discuss further.

I look forward to hearing further in due course.

Best regards,

Stuart

xxx

Claims Technician

Tel: xxx

Quotation 1

Using a cherry picker, our local clockmaker will make the required repairs to the bell hammer. Whilst we are unsure of the exact problem until we access the bell hammer, we believe the problem will be caused by a broken linkage from the hammer wire to the bell hammer tail. This may require new hammer wire, re-drilling of the hammer tail or installation of a new linkage.

Whilst we have the availability of the cherry picker, a full service will be made to the bell hammer. This will include cleaning, polishing and lubricating of the pivot to ensure this is in good, free, working order. The hammer and bell fixings will also be checked, to ensure these are secure for many years to follow.

Please note, should further repairs be required, which cannot be completed without the hammer being returned back to our Debry workshop, a further proposal and quotation will be submitted.

Hammer Repair: £797 +VAT.

Access Equipment (per day): £1,366 +VAT

Total: £2,163 +VAT

Quotation 2

Return to site, approach the strike hammer position using a cherry picker / hoist provided by others at no cost to this company, check the hammer, lubricate the bearings & ensure it is operating on the bell correctly & inspect the bell fixings. Replace the hammer wire with stainless steel wire, back to the movement. Set up & leave all in good order.

£525 [Five Hundred & Twenty Five Pounds] net plus VAT.

The additional cost for one days hire, to provide a suitable hoist to access the bell position would be £720 [Seven Hundred & Twenty Pounds] net plus VAT.

The parking spaces would also need to be suspended to enable this to be suitably positioned.

Total: £1,245

Decisions required

1. Decide whether to fund the repairs from reserves (an earmarked reserve for possible repairs was approved at the 1st July meeting – **£2,805.65**) bearing in mind that the insurance claim may be unsuccessful.
2. Decide which quotation to accept.

8.6 To CONSIDER feedback from residents regarding a proposal to refurbish the Town Hall clockface using Community Infrastructure Levy (CIL) funding and take a DECISION on quotations to undertake the project. APPROVE use of CIL funding.

Background

A possible CIL project that was put forward at the S106 & CIL Working Group meeting on 26th May was to refurbish the Town Hall clockface. This was last done to celebrate the Queen's Silver Jubilee in 1977. It is now looking a little worse for wear.

The Clerk has contacted the CIL Officer at South Gloucestershire Council to check if this project would be suitable for CIL. He confirmed that it would be.

The Clerk has obtained two quotations to carry out the work - see below. It has not been possible to obtain three due to the very specialised nature of the work.

Please note that the Council is likely to be undertaking a repair on the broken Town Hall Clock connecting wire in the next few months, which will mean a cherry picker/ hoist is on site. It will be possible to get the clock face removed at the same time, thereby saving the cost of cherry picker hire to access the clockface. HOWEVER, it will be necessary to pay for a cherry picker for the clockface to be reinstated.



Consultation feedback

An article was placed on the website ([Wickwar Town Hall Clock & the Platinum Jubilee – tell us what you think! – Wickwar Parish Council](#)) and in the August edition of the Parish News requesting feedback from residents on this proposed project. The deadline for responses is 1st September 2021, to enable residents to attend the Parish Council meeting to make representations if they so wish.

15 comments were left on the website under the article and eight emails were received by the Clerk. All of the comments and emails were in favour of the project going ahead. However, one respondent also commented that they did not feel this was the best use of CIL funding and other finding should be used.

The vicar has offered to do a rededication ceremony once the project has been completed.

All of the comments and emails are copied below:

Comments left on the website

1. I think it's an excellent idea to get the face restored at the same time it's being repaired. As a resident of the High Street, I have noticed the deterioration of the face of the clock, therefore I would be in favour of the suggested project. This would certainly be a fitting time to mark the jubilee next year.
2. Having lived in Wickwar all my life i feel preserving such a central monument like the clock is a must, to have the accolade of oldest working town hall clock only exists if its actually working. This is a great idea to restore the clock face at the same time else it would be false economy to have to do it separately in a few years time.
3. Excellent idea to have the clock face restored for the Queen's Platinum Jubilee. Definitely in favour of this.
4. Just have to have my say! I would love to see the clock face repainted..

5. I think it would be an excellent idea to have the clock face repainted at the same time as being repaired. A lovely way to mark the the Platinum Jubilee.
6. Excellent idea to get it restored at the same time as the rest is being repaired.
7. It totally makes sense to get the face restored whilst other works are being carried out to the clock . The fact the jubilee is next year makes this the perfect time to for it to be done , tying in with the last repaint .
Go for it I think
8. I would like to see the clock face repainted to smarten it up for the next 50 years and this would be an ideal opportunity to complete this along with the repair.
9. I agree it is a great idea while the clock is being fixed. It should be an integral part of the village history and therefore should be restored when appropriate.
10. Sounds like an excellent idea. We need to maintain the clock and it will look fab.
11. I certainly agree with the other comments made already, it makes perfect sense to spruce up the clock face whilst the other works are being carried out. TheTown Hall clock is a landmark that is definitely worth preserving in our ever changing village. I'll be looking forward to its completion in due course.
12. I think it's a great idea to repaint the clock face in time for the jubilee
Looking forward to the clock tower open day!
13. Great idea to tie it in with the jubilee!
14. I fully support the proposal. The Town Hall clock is an historical treasure at the heart of our community. As its current custodians it is our privilege to maintain it for future generations to enjoy.
15. I also support this as a grand idea. If you would like a re-dedication ceremony I'm happy to think that through or help in some way.

Emails

1. Hi, I think it is a great idea to renovate the clock face and well worth the cost, however funded.
2. Yes, Definitely go ahead with the restoration of the dial and chimes.
3. Hi , just to support your idea of getting the clock face painted . Hope it will be back way before June 2022
4. Personally, I think it would be a wonderful idea to renovate the clock face, whilst the clock mechanism itself, is being repaired. It kills two birds with the one stone, and will leave the village with a very smart looking and fully functional town hall clock. Using CIL funds to further enhance the village, for the benefit of all the parishioners of Wickwar, will, in my opinion, bring a great deal of pleasure to us all. We are very blessed in having such a

wonderful time piece in the village, and it falls upon us all to look after it for future generations of the village to come.

5. I think the planned improvements are a wonderful idea and get my full support.
Given the heritage of the clock I feel it is vital that we maintain a fully functional clock that will continue to enhance the village and give Wickwar a sense of identity.
6. Hi Rachel,
I have been thinking further about the proposals to renovate the clock/your current consultation. My personal view is that whilst the clock shouldn't be allowed to fall in to disrepair, it is more important at the moment that tangible community benefit is secured from CIL, in a manner that is fitting of the true purpose of CIL (or to put it another way, new housing development and the increase in residents it generates doesn't have any impact on the clock or vice versa). I'd prefer to see a decent sum of money go to the community rooms, to support the needs of the school club and other users of that facility. In short, I'd rather see people being supported over heritage assets at the moment.
Many thanks for giving us the chance to provide our views, and all the best with whatever you decide.
7. Hello Rachel.
I write in response to the item in the Parish News concerning the Town Hall Clock.
It is an important part of our history and as such should be well looked after. As such I fully support the idea of funding the repair and restoration project from the CIL.
It will be money well spent for future generations to enjoy and hopefully continue to care for.
8. Dear Rachel,
What a good idea to celebrate HM's Platinum Jubilee by refurbishing the Town Hall clock.
When we moved in opposite 22 years ago, with our bedroom directly facing the Town Hall, we were worried that the clock striking might keep us awake at night. Of course, we soon got used to it, and once the time was past midnight it was no problem! In fact, being so close, it was a useful check on the time of day, whether we were in the house or in the garden.
The picture of Roy Millard reminds me that quite soon after our arrival he took us up to look at the clockwork, of which he took care for so long, and we are grateful to xxx and family for carrying on the job.
We look forward to the refurbishment, and to the return of the striking mechanism. The clock is a historic one, as you say, and the village should be proud of it.. Thank you for including so much information in the Parish News, which we hope will arouse interest among recent "incomers". (To OIs we probably belong in this category!)

Quotation 1

3' copper convex dial, hands and dialworks will be removed and returned to our Derby workshop so a thorough restoration can be completed. The dial will be removed at the same time as the repairs to the bell hammer, as described above, to save on travel costs and extra visits with a cherry picker.

A template will be taken of the clock dial, prior to the restoration commencing, to ensure that exact gold markings are applied once again upon completing. The dial and hands will then be non-aggressively abraded back to their bare metal base, removing all existing paint and gold leaf.

An undercoat, topcoat and blue gloss coat paint will be applied to the dial and hands, with an 80° baking process taking place between paint coats to ensure the paint hardens and this is a project of significant longevity. The hands and original gold areas of the clock dial will then be sized and gilded using 23½ carat, double-thickness, English gold leaf.

The dialworks, ratio gearing located behind the clock dial, will be dismantled and cleaned, before all pivots are polished and lubricated to ensure these turn freely. The hands and dialworks will then be balanced, ensuring they are in good condition. Finally, new stainless-steel dial fixings will be fabricated to ensure the dial safely adorns the building for many years to follow.

Our local clockmaker will return to site and install the clock dial, hands and dialworks back in their original position using the new stainless-steel fixings to secure. The clock will then be set-up, commissioned and left in good working order.

Access to remove and replace - £2,732 (£1,366 x 2)

Dial restoration - £2,794

Total - £4,160 if the removal can be done at the same time as the repair to the connecting wire

Quotation 2

The dial is a copper convex design, with roman numerals & minute marks with a painted blue background; all are in a poor & faded condition in need of restoration. We would propose removing the dial using the hoist when replacing the strike hammer connecting wire & bring it back to our works, where it would be fully restored. We would take details of the roman numerals & minute marks, clean down the dial surface, apply a coat of primer, undercoat & finish in a quality blue gloss paint, the exact colour to be confirmed. The roman numerals, minute marks & hands would then be restored using 23-¾ carat double thick English gold leaf. We would also dismantle & clean the dial motion work paying particular attention to the outer ends, which protrude through the dial thus being exposed to all weather elements. We are pleased to provide a quotation for this work based on it being carried out with the other work to replace the hammer connecting wire

To attend on site, approach the dial using the hoist in the when replacing the hammer connecting wire, remove the hands, withdraw the dial motion works internally, lower the dial to ground level. Bring all parts back to our works. In our works to take details of the roman numerals, minute marks & clean down the dial surface, apply a primer, undercoat & finish in a blue gloss paint [the exact colour to be confirmed]. Remark the numerals all as original, re-gild using 23-¾ carat double thick English gold leaf. To dismantle the dial motion works, wash, clean, check the bearings for wear, polish all working surfaces, re-grease & re-assemble. Return to site, approach the dial position with a suitable hoist; lift the dial back into position re-fix using non-ferrous fixings. Fit the dial motion works & hands, synchronise the hands with each other & the clock movement. Set up & leave all in good order.

£3,130 [Three Thousand, One Hundred & Thirty Pounds] net plus VAT

The additional cost for one days hire for the second visit, to provide a suitable hoist to access the dial position would be £720 [Seven Hundred & Twenty Pounds] net plus VAT. The parking spaces would also need to be suspended to enable this to be suitably positioned. We use the best quality materials including 23¾-carat double thickness English gold leaf, which we would expect to last in excess of 20 years.

Total - £3,850

Decisions required

1. The Parish Council is asked to take a decision on whether it wishes to pursue the project.
2. The Parish Council is asked to decide between the quotations.

8.8 To CONSIDER and take a DECISION on a request from the Wickwar Playing Fields Association to use the pavilion power, water and toilet facilities for the Wickwar Games event on 25th September 2021.

Email from clerk@wickwarparishcouncil.gov.uk <clerk@wickwarparishcouncil.gov.uk>

Sent: 24 August 2021 10:32

Good morning,

As you will know the Wickwar Games are being held later this year on Saturday 25th September. I have received the request below from xx, to use the pavilion. They need access to the ladies loo via the back door and use of water and power for the stalls that are held behind the pavilion on the WPFA side of the field.

The PC has always agreed to this request in previous years, but the change of date this year means that the WWFC Senior reserves team is playing on that date at 2.30pm and require access to the pavilion. They will arrive at 1.30pm and leave by 5pm. I have contacted the coach and they are prepared to share the pavilion as it shouldn't impact them.

To accommodate both the football and the games we will need to do the following (subject to your agreement):

- allow use of the tables and chairs from the pavilion (to be collected before 1.30pm), but leave a table in each changing room. Two tables from the Town Hall can be brought up beforehand to be used instead.
- Close access to the front of the pavilion between 1.30pm and 5.00pm when it is being used by the footballers.
- WPFA has agreed to open up the gate by the allotments to allow overflow parking (if required) when the footballers arrive around 1.30pm.
- Request that WPFA open up their toilet as a back up as the pavilion one is not overly reliable.
- Close the pavilion toilet from 4.20pm when the showers will be in use.

The programme for the games is copied below for your information. I will add this to the September meeting agenda, but the games committee really need to know about the pavilion asap. Please let me know if you have any questions/ thoughts.

Thanks,
Rachel

Games programme

10:00 Fun Run Registration Opens

10:45 Under 8 - 1km Fun Run starts

11:00 5 km Fun Run Starts

13:00 Fun Run Presentations

13:00 Village Sports – Track Events (see centrefold)

15:00 Demonstration of Mixed Martial Arts & Brazilian Jiu Jitsu By IMPACT GYM

15:30 Tug o'War Heats

15:45 Tug o'War Final

16:00 "It's a Knockout"

8.10 To CONSIDER and take a DECISION on whether to light the King George's Field beacon as part of the Platinum Jubilee celebrations on 2nd June 2022 and AGREE who will lead the project.

[Letter regarding beacon lighting for the Queen's Platinum Jubilee – 2nd June 2022](#)

(The Guide to Taking Part has also been circulated with the meeting papers)

The Queen's Platinum Jubilee Beacons

2nd June 2022

Further to the announcement from Buckingham Palace on 2nd June 2021, regarding the Platinum Jubilee Weekend of 2nd - 5th June next year, which The Queen's Platinum Jubilee Beacons is part of, I have pleasure in confirming the Guide To Taking Part in this event is available to view and download from - www.queensjubileebeacons.com

[Queen's+Platinum+Jubilee+Beacons+2021+08+27.pdf \(squarespace.com\)](#)

and will be updated on this site at the end of each month as more and more communities, individuals and organisations etc, join the event over the next ten months.

The beacon lighting and associated activities will take place throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and for the first time, in each of the Capital Cities of all the Commonwealth Countries on 2nd June next year.

Pages 11, 12, 13 and 14 show the various types of beacons to be used for this historic occasion that can be lit in farmers fields, on country estates, on the top of high hills, around our shorelines on cliff tops and on beaches, with gas fuelled beacons on church towers and castle battlements and permanent beacon braziers made and lit by craftsmen and women in the centre of town and village greens, providing a lasting reminder of this historic moment in the history of The Queen's reign.

Those wanting to take part are being asked to go to page 10, and provide us with the information requested in Step 1, enabling us to include them in the monthly guide updates over the next ten months, along with being able to send them further information in due course.

Many of those receiving this communication will already have permanent beacons in place, so please light them for this occasion but remember to still register your involvement as soon as possible please.

From pages 16 - 35 you will see those, to date, that have already agreed to take part around the UK and the Commonwealth. These lists and pages in the guide will be added to over the next eleven months as more communities etc, join the project.

From the guide, you will see that we are involving town criers undertaking the Proclamation at 1pm announcing the lighting of the beacons that evening and pipers playing *Diu Regnare* at 9.09pm, before the beacons are lit at 9.15pm.

With this in mind, you may wish to consider sourcing a local piper to play this tune at your beacon location before you light your beacon at 9.15pm. If this is the case, please register your piper in a similar way to your beacon by no later than 1st June next year.

This could well be the last chain of beacons lit during The Queen's reign, so we want to make it the largest and most dramatic the world has ever seen. We do hope therefore, that you will help us achieve this by taking part in lighting a beacon at 9.15pm on 2nd June next year.

My warmest regards, xxx LVO OBE OPR

Pageantmaster The Queen's Platinum Jubilee Beacons

Decisions required

1. Decide whether to light the King George's Field beacon as part of the Platinum Jubilee celebrations on 2nd June 2022.
2. Decide who will lead the project (a councillor).

8.11 To DISCUSS options for marking the Platinum Jubilee celebrations in June 2022.

Press release re Platinum Jubilee extended bank holiday weekend – Thurs 2nd – Mon 5th June 2022

The Queen's Platinum Jubilee Central Weekend 2022 In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old. There will be year-long Platinum Jubilee celebrations throughout the United Kingdom, the Commonwealth and around the world as communities and people come together to celebrate The Queen's historic reign. Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June - one year from today.

An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. Across the four days the celebrations will include public events and community activities, as well as national moments of reflections on The Queen's 70 years of service.

Thursday 2nd June

The Queen's Birthday Parade (Trooping the Colour): Over 1,400 parading soldiers, 200 horses and 400 musicians will come together in the traditional Parade to mark The Queen's official birthday, usually held on the second Saturday in June. Beginning at Buckingham Palace, the Parade will move down The Mall to Horse Guard's Parade, joined by Members of the Royal Family on horseback and in carriages. The Parade will close with the traditional RAF fly-past, watched by The Queen and Members of the Royal Family from the Buckingham Palace balcony.

Platinum Jubilee Beacons: The United Kingdom's long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons will be continued to mark the Platinum Jubilee. Beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories. For the first time, beacons will also be lit in each of the capital cities of the Commonwealth countries to celebrate The Queen's Platinum Jubilee.

Friday 3rd June

Service of Thanksgiving: A Service of Thanksgiving for The Queen's reign will be held at St Paul's Cathedral. Further events will be announced in due course.

Saturday 4th June

The Derby at Epsom Downs: Her Majesty The Queen, accompanied by Members of the Royal Family, will attend the Derby at Epsom Downs.

Platinum Party at the Palace: The BBC will stage and broadcast a special live concert from Buckingham Palace that will bring together some of the world's biggest entertainment stars to celebrate the most significant and joyous moments from The Queen's seven decade reign. Members of the public will be invited to apply to attend this special event and details of the ballot for UK residents to secure audience tickets will be released in due course.

Sunday 5th June

The Big Jubilee Lunch:

Every year since the idea began in 2009 The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little bit better, coming together in a spirit of fun and friendship. In 2022 The Big Lunch will bring the Jubilee celebrations into the heart of every community. People are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations. A Big Jubilee Lunch can be big or small - street party or picnic, tea and cake or a garden barbeque. The Big Lunch provides tips and ideas for hosting an event.

The Platinum Jubilee Pageant:

A pageant featuring over 5,000 people from across the United Kingdom and the Commonwealth will take place against the backdrop of Buckingham Palace and the surrounding streets. It will combine street arts, theatre, music, circus, carnival and costume and celebrate the service of Her Majesty's reign, as well as honouring the collective service of people and communities across the country.

Further announcements: Later this month details of a special Jubilee emblem competition, in conjunction with the Victoria and Albert Museum, the Design Museum and the Royal College of Arts, will be released. The winning entry will become the official emblem for the celebrations next year.

More information on the details of the central weekend and other celebratory events across the UK and around the Commonwealth will be made in the months to come. For further information please contact: Hannah Howard, Royal Communications, hannah.howard@royal.co.uk 020 7024 5832

Decisions required

1. Council is asked to consider ideas for marking the Platinum Jubilee celebrations e.g.

- Dedication of refurbished Town Hall clockface
- Grant scheme (similar to VE Day grant scheme launched in 2020) - [75th anniversary of VE Day – WPC grants available – Wickwar Parish Council](#)
- Decorating the Town Hall
- Other ideas, events etc.

11. To RECEIVE an update on progress with obtaining quotations for a ground water risk assessment for a potential cemetery extension into Park Field.

Background

CDS carried out a 'free' desk-based tier one risk groundwater risk assessment which is the first step in establishing the suitability of Park Field for a cemetery extension. The Environment Agency require this and they must approve any future planning application for a cemetery extension.

CDS concluded that a tier 2 assessment was required and quoted for the work in December 2020.

Site Specific Fee Proposal

Based on the preliminary risk assessment which has been identified above, we would recommend that a T2 groundwater risk assessment be carried out. This is largely due to the need to assess the depth to bedrock and groundwater on site.

Accordingly, the cost for undertaking these works would be **£4200.00** excluding VAT, the report would include the information laid out in the earlier summary table.

A T2 Assessment report comprises all of the information included in a Tier 1 report and includes the following additional work:

Intrusive investigation by trial pit

Detailed Soil Logging.

Assessment of groundwater/perched water encountered on site.

Refinement of Risk Assessment and Recommendations.

Progress with obtaining comparison quotations

Two companies have been approached.

1. The first company (Ground Investigation) quoted for a more extensive tier one assessment. The response is copied below.

From: xx
Sent: 07 July 2021 13:14
To: Andrew Pennington
Cc:
Subject: T3449 - Wickwar Cemetery

Andy,

Many thanks for the interest in this project.

Looking at the guidance, it seems sensible in the first instance to undertake a Tier 1 Assessment: Risk Screening.

This would involve desk based research to produce a Conceptual Site Model and Qualitative Risk Assessment.

It is possible that the overall risk from the source (buried bodies), to the receptor (Groundwater) is low due to the geology, number of burials per year likely to be less than 100, lack of drinking water boreholes etc.

If this proves to be the case, then a Tier 2/3 assessment will not be required. However, if they were required, then these would involve intrusive investigatory works, a topographical survey, meteorological data, percolation tests, groundwater data measured for a year, pollutant flux and water balance calculations, possible attenuation, groundwater sampling for baseline conditions including for example formaldehyde, organics, bacterial indicators and a broad range of potential contaminants of concern for 1 year before the site is developed and for 3 years after the first burial, surface water monitoring on a monthly basis, and consideration of body decay.

Given the above, and the timescales and likely costs involved, we strongly suggest that a Tier 1 desk based assessment is initially undertaken.

The costs for such are presented below.

WICKWAR CEMETRY EXTENSION – TIER 1 DESK BASED ASSESSMENT

7th July 2021

Item No.	Description	Est Qty	Unit	Rate (GBP)	Est Cost (GBP)
1.	Provide, examine and interpret Landmark Envirocheck reports, BGS mapping and historical OS mapping.	1	sum	275.00	275.00
2.	Review of information in the public domain. Magic maps, LA information, EA information	1	sum	175.00	175.00

3.	Site walkover.	0.5	day	450.00	225.00
4.	Return journeys to site.	1	visit	30.00	30.00
5.	Preparation and submission of desk based Tier 1 report. Production of a CSM and qualitative risk assessment in the context of controlled water risk.	1	item	1,250.00	1,250.00
Estimated Total Cost (GBP, Excluding VAT):					1,955.00

Best Regards,

Contaminated Land Specialist / Chartered Geologist

Unit 3, Westfield Court, Barns Ground, Kenn, Clevedon, BS21 6FQ

tel 01275 876903 | mobile 07980 731326

www ground-investigation.com

2. The second company (Peter Mitchell Associates Ltd) reviewed the CDS tier one assessment and recommended further assessment is required, but probably not a full tier 2 assessment. They recommended approaching a third party company for a quotation for this pared-down tier two assessment.

Re: Query from Wickwar Parish Council - groundwater risk assessment for cemetery extension

From [XXX](#) on 2021-08-24 10:47

Dear Rachel,

Your local geology is even more exciting than Charfield's! There are lots of narrow bands of different bedrock running north-south in the area of you cemetery. It is therefore possible that your existing cemetery lies over interbedded limestone and mudstone, while the extension lies over Tintern Sandstone (as referenced in the CDS document).

I found a Tier 2 report by someone else on a site in Monmouthshire over Tintern Sandstone, where they encountered groundwater at only 1.25m below ground level: no good for a cemetery without drainage. Whilst that is a completely different site, it suggests the possibility that your extension field might have groundwater closer to the surface than we would like.

There is a well mapped at High Street Brewery, sunk in 1890: is the brewery still there? This record is potentially useful as it records the depth as being 36.6m. Groundwater levels would be shallower than the bottom of the well, but it suggests they're way below grave depths in Wickwar. This well was sunk not far from your site and in the same bedrock.

The Environment Agency have been tightening up in recent years. It's easier for them to object than support a planning application. In your favour is the very low numbers of burials. Graves in the existing cemetery will no doubt continue to be reopened for further burials for many years to come; the extension will be used for new graves only for at least ten years.

On balance, I think that you will need at least some site investigations in addition to a Tier One report; whether a full Tier Two including dip wells is required is another matter. You certainly need trial excavations with professional analysis of what is below ground.

You have CDS' quote. You might like to try:

Dr. Richard Earl
Principal Consultant
TGMS
4 Doolittle Mill, Froghall Road, Ampthill, Bedfordshire, MK45 2ND
Email: richard.earl@tgms.co.uk Web: www.tgms.co.uk

Best wishes,

Peter Mitchell

Web: www.PeterMitchell.org <<http://www.PeterMitchell.org>>

Next actions

Clerk to review correspondence with Cllr Pennington and obtain a further quotation as recommended by Peter Mitchell.

This will provide three quotations for the Council to compare, although the quotations will be for slightly different things.

Does the Council want the Clerk to try and obtain three comparable quotations i.e. for the works specified by Peter Mitchell Associates Ltd?

12. To RECEIVE an update on the cedar tree adjacent to the open cemetery which requires further inspection work. (As per Tree Condition Report conducted Nov 2020).

FOR INFO : UPDATE Wickwar Cemetery cedar tree

To xxx on 2021-07-14 14:07

Good afternoon Councillors,

...a tree officer from South Glos to come and have a look at the large cedar at the back of Holy Trinity Church which requires some investigation for rot. This tree is a significant part of the landscape but also sits right next to the church and overhangs the open cemetery, so careful management is vital. Photo attached of it looking haunting.

XXX from South Glos has arranged the appropriate further testing for rot, as this tree is in the part of the closed cemetery looked after by South Glos Council.

Angie will keep you up to date but this is significant progress, and hopefully any costs will not fall to the PC.

Gareth - could you pass the information on to the PCC please?

Thanks,
Rachel

On 14 Jul 2021, at 12:30, XXX <[XXXk](#)> wrote:

Hello Rachel and Angie,

I've instructed a company to carry out a Picus test which will help us to identify the extent of any decay within the main stem of the Cedar, I'll let you know the outcome of their investigations.

XXX - Tree Planting Officer
South Gloucestershire Council