

# **FRESHWATER PARISH COUNCIL**

PARISH OFFICE  
MEMORIAL HALL  
AVENUE ROAD  
FRESHWATER  
ISLE OF WIGHT  
PO40 9UU

TEL – 752000

Email – [clerk@freshwater-parish.org.uk](mailto:clerk@freshwater-parish.org.uk)

Website – [www.freshwater-parish.org.uk](http://www.freshwater-parish.org.uk)



29<sup>th</sup> October 2024

Notice is hereby given that there will be a meeting of Freshwater Parish Council on Tuesday 5<sup>th</sup> November 2024 in the Council Chamber, Memorial Hall, Freshwater, immediately after the planning meeting.

The public and press are cordially invited to attend.

Heather Rowell  
Clerk to Freshwater Parish Council

Graham Biss – Natural Enterprises and Laura Stichbury – Footprint Trust to present their project funding requests.

## **AGENDA**

1. Apologies
2. To agree the Minutes of the Freshwater Parish Council meeting held on the 1<sup>st</sup> October 2024 (circulated to councillors).
3. To invite Councillors to declare an interest in matters on the Agenda.
4. To receive questions on the agenda from members of the public (up to 15 mins).
5. To accept written reports from Freshwater Ward County Cllrs/ Questions and update session (up to 15 minutes from all Cllrs).
6. Chair's Report (circulated to Councillors)
7. Clerk's Report – to be circulated to Councillors.
8. Correspondence.
9. To agree accounts for payment – list circulated to Councillors for information.
10. To agree the bank reconciliation
11. To agree the budget forecast for 2024/25.
12. To agree the budget for 2025/26 with a precept increase of 3% for public consultation.

- i) To agree to terminate the contract with the Isle of Wight Council for the Environment Officer.
- 13. To consider two grant applications:
  - i) Natural Enterprise
  - ii) Footprint Trust
- 14. To agree the Parish Council Recording Policy and consider options for purchasing equipment and the recording of future meetings – Cllr Sloan-Murphy.
- 15. To agree the Tree Survey.
- 16. To agree the Meeting Dates for 2025.
- 17. To accept the following reports:
  - i) Christmas Working Group.
    - a) To consider paying for free parking at Avenue Road car park for 2 days
  - ii) Finance and Governance Committee
- 18. To agree the Persistent Or Vexatious Complaints Policy
- 19. To agree the membership of the new Land Management/Assets Committee, elect a Chair and set a date for the first meeting.
- 20. To agree the quotes for replacing the bins on the Stroud and at Freshwater Bay.
- 21. To agree the Agenda Guidance for Councillors Document
- 22. To agree proposed future Agenda items from Councillors.



**FRESHWATER PARISH COUNCIL**  
**Parish Office 01983 752000**

**Draft**

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**MINUTES OF A MEETING OF THE FRESHWATER PARISH COUNCIL HELD ON  
TUESDAY 1<sup>st</sup> OCTOBER 2024 AT 7.01PM IN THE COUNCIL CHAMBER,  
MEMORIAL HALL, FRESHWATER**

**PRESENT:** Councillors: E Cox (Chair), A Bamford, B Hinton MBE, D Hicklin, B Hobbs, D James, C Jarman, K Sloan-Murphy and F Turan .

Members of the public: 5 including Cllr Spink

Clerk: H Rowell

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1. **APOLOGIES:**  
Councillors: T Armstrong, N Thomas and W Whyte.
2. **TO AGREE THE MINUTES OF THE FRESHWATER PARISH COUNCIL MEETINGS HELD ON THE 3<sup>rd</sup> SEPTEMBER 2024, AND THE EXTRAORDINARY MEETING HELD ON THE 15<sup>th</sup> AUGUST 2024.**  
The minutes of the meeting held on the 3<sup>rd</sup> September (having been circulated) were agreed (AB/DJ). The minutes of the meeting held on the 15<sup>th</sup> August (having been circulated) were agreed (AB/BH) with 3 absentions.
3. **TO INVITE COUNCILLORS TO DECLARE AN INTEREST IN MATTERS ON THE AGENDA.**  
All Cllrs declared a non-pecuniary interest in item 10 as possible patients. Cllr Jarman declared a pecuniary interest in item 10.
4. **TO RECEIVE QUESTIONS ON THE AGENDA FROM MEMBERS OF THE PUBLIC (UP TO 15 MINUTES).**  
Two members of the public spoke about their concerns in respect of the potential closure of My Dentist in the village, asking the Parish Council for their support in maintaining the service.
5. **TO ACCEPT WRITTEN REPORTS FROM FRESHWATER WARD COUNCILLORS.**  
Written reports have been received from Cllr Spink and Cllr Jarman (see Appendix 1).

## 6. CHAIR'S REPORT

I am deeply saddened that Cllrs Gill Kennett and Carol Bray have chosen to leave the Parish Council. Their commitment to our community and their length of service with the Parish Council were an enormous benefit for us all, we shall be the poorer for their leaving. I found both Councillors to be a wealth of knowledge and experience, they encouraged the belief of "our community first."

Cllr Kennett was the previous Chair of the Parish Council, a position she had held before. Cllr Kennett's service to the Parish Council has spanned over 24 years. She is rightly a well respected member of our community, serving not only the Parish Council but also the West Wight Sports and Community Centre, along with many other good causes. Cllr Kennett also gave her time and support to the Coronavirus Support Help Hub during the pandemic. She consistently brought issues of concern for those living within our community to the Council, she is compelling to listen to and continues to encourage people to invest in the welfare of others.

Cllr Bray had been the long-serving Chair of Land Management, a position that she was truly dedicated to and we were incredibly lucky to have someone who was so committed to that role. Every spring we benefit from her bulb planting around the Parish, walk across the Stroud and you will see the results of her planting projects at the edges of the recreation ground which have enhanced our natural environment. Granny's Meade is home to our community orchard and increased numbers of memorial trees and benches, all overseen by Cllr Bray. The benefits to our Parish by the good works of Cllr Bray are in truth too many to list here.

People often speak of legacy and it is said "you plant a tree not for this generation, but for the next generation." Our community has benefited in so many ways from the good works of these two women and our children will continue to benefit from those good works in the future.

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I have been busy with the day-to-day work of being the Chair throughout September, but I have also taken a few weeks to recharge my batteries.

**18th September** - Cllr Thomas and I attended the photo shoot with the West Wight Church Youth Project. It was great to meet the Youth Leader Faye and the many volunteers, it was a pleasure to see so many local young people directly benefiting from the youth club.

**20th September** - The Christmas Working Party meeting. I apologise but I was unfortunately forced to cancel my attendance due to an unexpected personal event.

**7. CLERK'S REPORT (CIRCULATED TO COUNCILLORS).**

**Correspondence with Freshwater Bay Resident's Association**

Following last month's meeting Cllr James contacted Neil Aplin and Freshwater Bay Resident's Association to suggest a meeting to discuss their recent correspondence. Mr Aplin requested that he receive the answers to his questions before convening a meeting. I replied with the responses and asked for some dates to meet, and as yet have not received a reply.

**Seats, Benches and Bridges**

The Facilities Officer is in the process of refurbishing the woodwork in preparation for Winter.

**Any Other Business as an Agenda Item**

This is the legal advice why we not to include Any Other Business as an Agenda item.

“ It is bad practice for an agenda for a local council meeting to include, at the end, an item of 'any other business'. Since it is a requirement that business to be transacted a council meeting must be specified in the summons sent to councillors, thus affording the members advance notice of what is to be considered, it is not lawful to make use of the item 'any other business' to take any substantive decision.” Society of Local Council Clerks.

The meeting cannot go outside the business described in the notice for members and as advertised to the public.

**8. CORRESPONDENCE.**

Correspondence was noted with a couple of items deferred to the next Land Management Committee Meeting. The following correspondence had been received:

- Enquiry about planting trees at Norton Green
- Request for a Memorial Tree.
- Repairs to Halletts Shute.

**9. TO AGREE ACCOUNTS FOR PAYMENT - LIST CIRCULATED TO COUNCILLORS FOR INFORMATION.**

Accounts were agreed and accepted (BH/DJ).

**10. TO CONSIDER ACTION IN RESPECT OF THE CLOSURE OF MY DENTIST IN THE VILLAGE – CLLR JAMES**

Cllr Jarman left the room for this item. The Parish Council agreed to support the continuation of an NHS dental service in the village and to write to the Isle of Wight Council and the Integrated Care Board.

**11. TO AGREE COMMUNITY AWARDS PROPOSAL – CLLR COX**

It was agreed to bring back the Community Heroes Awards in partnership with Totland Parish Council.

**12. FRESHWATER PARISH COUNCIL RESTRUCTURING COMMITTEES AND APPOINTMENTS FOR PARISH COUNCILORS PROPOSALS – CLLR COX.**

Cllr Cox proposed dissolving the current committees except for Finance and Personnel and combining the remainder into a Land Management/Assets Committee. This was agreed with the exception of the Library Committee which will remain. (DJ/AB). The following Councillors agreed to be members of this new committee: Cllrs Bamford, Hobbs, James, Sloan-Murphy and Turan.

**13. THE FOLLOWING REPORTS WERE ACCEPTED:**

**a) SKATE PARK AND MULTI USE GAMES AREA COMMITTEE – CLLR JAMES.**

Cllr James provided a verbal report confirming that actions were in place to fulfil the planning conditions.

**b) LAND MANAGEMENT COMMITTEE**

This was deferred until the first meeting of the new committee.

**c) BOAT PARK COMMITTEE**

This was deferred until the first meeting of the new committee

**d) LIBRARY COMMITTEE – CLLR WHYTE**

This was deferred as Cllr Whyte had sent apologies.

**e) RATIFY LIBRARY COMMITTEE TERMS OF REFERENCE – CLLR WHYTE**

The Terms of Reference were agreed.

**f) CHRISTMAS REPORT**

Christmas 2024 will be the same as last Christmas, except for the free parking at Avenue Road car park, which won't be on offer this year.

The budget is **£4,000**

Island Roads will be installing and removing the street lighting on the lamp post down Avenue Road. **£1,064.56**

The 3 real trees – Moa Place, Library and Teemill will be delivered from Thompson's Nursery as normal. **£1,000**

Mark Adams Maintenance Services will be decorating the Library, Memorial Hall, install and dress the 3 real trees, dress and install the 32 artificial trees above the shops, install the Christmas banners. Remove all trees and decorations after Christmas.

**£1,735**

Shane Geary will chip and dispose of the 3 real trees for free for us.

Total Forecast spend **£3799.56**

Batteries and cable ties will be purchased as needed.

It was agreed to get a quote for the cost of Avenue Road Car Park to provide free parking for residents for 2 days Christmas shopping.

**14. TO AGREE A WORKING GROUP TO REVIEW THE LEASE ARRANGEMENTS WITH THE MEMORIAL HALL, ARTS AND LEISURE COMPANY.**

It was agreed that the two Clerks at Totland and Freshwater meet to look at the lease and consider what is needed going forward and bring back proposals to Full Council. It was agreed to talk to users of Jubilee Field.

**15. PROPOSAL FOR A COUNCILLOR AND STAFF WORKSHOP.**

**Objective**

To develop a shared vision and a 3-year business plan for Freshwater Parish Council. The Council's most precious resources are the councillors and staff, identifying the skills, passions, knowledge and expertise within the organisation will enable the Parish Council to fulfil its responsibilities. Having a shared vision will bring councillors and staff together to work productively for the community we serve.

**Proposal**

To have a shared half day workshop with staff and councillors that is externally facilitated. The purpose of this workshop will be to explore the role of the Parish Council, our priorities and what we would like to achieve in the next 3 years. To hold this workshop in October/November.

**What is our Vision for Freshwater Parish?**

The outcome of the workshop will start to formulate the business plan which will also include plans for Parish assets, community development and local partnerships which will help us achieve our goals.

**Draft Plan and Consultation**

Once a draft plan has been completed it can be shared with residents at the consultation in January for their comments. The 3-year plan should also be able to include proposed/planned precept increases or not for each year in the plan.

The proposal was agreed and a date will be set.

**16. RETENDERING OF THE LAND MANAGEMENT CONTRACTS.**

The contracts for the management of the land owned by the Parish are due for renewal. The staff will prepare the tender documents and bring them to the first meeting of the new Committee.

**17. TO AGREE PROPOSED FUTURE AGENDA ITEMS FROM COUNCILLORS.**

- Policy for Recording Parish Council Meetings
- Vexatious Complaints Policy

The meeting closed at 9.07pm.

**5th October** I was invited and attended the Freshwater Conservative Club charity and open day. I spoke to a number of local groups and individuals but sadly did not win on the tombola.

**10th October** I met with Kelly Wetherick the Curator and Education Co-ordinator at Dimbola, we discussed their ongoing and future projects including the Lady of Shalott.

**10th October** At the request of the Clerk I attended a meeting organised by the Clerk of Totland Parish Council, Helen Gibbs to discuss the future of the Memorial Hall. Also present were Gareth Wyre Totland Parish Council Chair, Jan Cave Totland Parish Council Vice Chair and Hilary Benns. They are the current members of Totland Parish Council who serve on Memorial Hall, Arts and Leisure Company. Unfortunately no Memorial Hall and Leisure Arts Company, members from Freshwater Parish Council were able to attend.

The discussion was wide ranging and background information was shared with myself as I have not served on the Memorial Hall Arts and Leisure Company. It was agreed that the meeting was useful, both Councils expressed a hope to work together in the future when it was in the interest of our respective and shared communities.

The renewal of the lease arrangements for the Hall were discussed and it was agreed that Helen would look over the lease and send Totland Parish Council's suggested revisions to the Clerk.

We were informed the annual Christmas lunch at the Memorial Hall will be held on the 3rd December. Although I will be working in the morning, I will attend, hopefully arriving during the meal and staying to help with the clean up once all the guests have gone home.

Totland Parish Council expressed their goal to sell their part ownership of the Memorial Hall at the meeting. The issue has been raised with Freshwater Parish Council in the past. If Councillors are minded we could add this as a future agenda item.

Totland Parish Council have informed us that they do not intend to pay towards the maintenance/repairs of the hall lift as they have no use of it.

**11th October** I attended the Christmas Working Group along with the Deputy Clerk Emma Carter, Cllrs Armstrong and Turan. Also present were Assistant Clerk Mel Gardiner and Vice Chair Cllr Whyte. The meeting was useful and I have submitted a report.

**15th October** I attended the Finance Meeting and would like to thank the Finance Officer Paul Blackley and the Chair of Finance Cllr Thomas for their work to date on the budget.

**21st October** I attended a meeting with Cllr James and the Clerk, with Neil Aplin and Nadine from Freshwater Bay Resident's Association. Neil is the current chair of Freshwater Bay Resident's Association. We discussed the emails we had received from Freshwater Bay Resident's Association and the Council's response. I would like to thank both Neil and



Nadine for attending the meeting. The discussion was felt to be useful, and we hope that moving forward we will be able to work together for the benefit of the community. It was agreed at the meeting that I would ask the Parish Council to nominate a representative to liaise with Freshwater Bay Resident's Association. The role would be to keep Freshwater Bay Resident's Association up to date with any issues that the Council felt fell within the interests of Freshwater Bay Resident's Association and their members. I said I would volunteer for this role myself, but the decision would be that of the Full Council. I was invited to attend the Freshwater Bay Resident's Association meeting on 24th October.

I would like to thank Cllr James for his support at the meeting.

**21st October** The Clerk and I met with a resident who along with his neighbour is experiencing issues with tree roots from trees on our land. The Clerk has agreed to investigate the issue and we are waiting for further information and evidence from the resident and their neighbour.

**22nd October** The Clerk and I met with Mark Downer from parking services at the IW Council at Moa Place to discuss the current and future charging points for cars within the car park. We highlighted to Mr Downer that the IW Council had not informed the Parish Council prior to the works being completed. We were disappointed that the IW Council had placed infrastructure on our land without our prior knowledge. Mr Downer shared the information that another two charging points are planned for the car park along with additional signage. Mr Downer agreed to keep the Parish Council informed by contacting the Clerk in regard to these matters in the future.

**24th October** I attended the Freshwater Bay Resident's Association Annual General Meeting at the Parish Hall in Victoria Hall. Cllrs Jarman and Turan were also in attendance.

Freshwater Bay Resident's Association had a presentation made to them by

Graham Biss	Managing Director Natural Enterprise
Danny Horne	Senior Ranger Natural Enterprise
Mark Larter	Natural England

The presentation was to inform and discuss their joint project within Freshwater Site of Specific Scientific Interest South Marsh to restore the habitat towards the condition it would have been in when it was first designated as a Site of Specific Scientific Interest.

Freshwater Bay Resident's Association raised concerns regarding the Freshwater Bay Shelter, which I informed them was in hand, the Parish Council has received quotations for the maintenance works to be completed.

Road Safety was also an issue raised in particular the area around the Guyers corner where it meets Victoria Road and Simmonds Close. The area around the Afton Road junction where it meets Freshwater Bay and the area around Albion Hotel.

Freshwater Bay Residents Association is keen to attract more members and they currently have 2 spaces on their committee.

I updated Freshwater Bay Resident's Association on the Camp Road planning application 21/01552/OUT. I confirmed that I had written to Cllr Medland whose ward the application falls in, I have not yet received a response from Cllr Medland. Cllr Jarman stated Cllr Medland has said he was not well enough to attend the IW Council Planning Committee meeting. Cllr Medland was drafting comments to be read out by Cllr Jarman or someone else.

## **Clerk's Report November 2024**

### **Councillor Vacancies**

A notice has been posted asking residents in Freshwater South if they would like an election. If at least 10 electors have contacted The Proper Officer at the Isle of Wight Council by 8<sup>th</sup> November 2024, then an election will be called. If not, then we will be able to Co-opt.

### **Emergency Tree Work**

Following concerns from a resident the following tree work is taking place: The removal of an ash tree due to ash die back at a cost of £ 650.00 and the removal of a large beech tree due to large decay at the base of tree no 02326 at a cost of £780.00.

### **Library Works**

Work is underway to repair the library exterior to ensure that it is watertight and safe. The quote to complete this work is under £1000.00, however the cost might be greater if more work is required than expected, depending upon whether or not more extensive damage is uncovered.

### **Stroud Coppice**

The Deputy Clerk and I met with Jerry Willis (The Isle of Wight Council Tree Officer) at the Coppice to check out any non-native species. Jerry is going to check out the semi-ancient woodland category for the Coppice which will help with the management plan.

## **Freshwater Parish Council - Grant application form**

Please complete this form as clearly as possible. You may continue onto additional sheets if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission.

### **Applicant Details**

#### A1. Name of Organisation

Please give the name of your organisation as it appears on your constitution or set of rules.

Natural Enterprise Ltd.

#### A2. Name of Contact

This should be the main contact in respect of this application.

Mr Graham Biss

#### A3. Address

This should be the address of the organisation or the main address for correspondence.

Shide Meadows Centre  
Shide Road  
Newport  
PO30 1HR

#### A4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone: 01983 296244

Mobile: 07813 065509

Email: [graham.biss@naturalenterprise.co.uk](mailto:graham.biss@naturalenterprise.co.uk)

#### A5. Organisation Description

Briefly describe your organisation's activities. Please include your aims and objectives and tell us how long your organisation has been in existence.

As a Charitable Trust, we provide a wide range of services, both locally and regionally. This includes conservation work, project delivery, through to delivering and managing rural & economic development grant funding programmes. Through our Gift to Nature project, we manage a portfolio of 32 open access, free-to-use, countryside sites, two of which are in the Parish of Freshwater.

Natural Enterprise's profits are reinvested for the sole benefit of the Isle of Wight, its communities and countryside. We aim to make a positive difference to the communities we live and work in, contributing our resource and expertise.

## **Project Details**

### **B1. Project Description**

Please briefly describe the project, scheme or service for which this grant is intended.

Gift to Nature is the Isle of Wight's local countryside management project. We help people improve the land they manage, look after special habitats and species, improve accessibility to the countryside, run activities and events.

Our Rangers' work is ongoing, taking place throughout the year. Their management plan is informed by many years of experience and extensive expertise in managing a wide range of habitats.

This grant would allow the Ranger Team to keep Afton Marsh Local Nature Reserve and Golden Hill Country Park safe for visitors, support local wildlife and protect the local heritage.

### **B2. Project Beneficiaries**

Please indicate which sections of the community do/will benefit from your project.

Afton Marsh Local Nature Reserve and Golden Hill Country Park are beloved by the local community and are very popular with walkers.

We are working hard to promote the benefits of visiting natural spaces to a wider audience. We have enhanced the sites with trails, sculptures and activities to encourage new visitors. Each site has an I-Spy sheet, a colouring sheet and forms part of the Bug Bunch Game to attract young families.

We aim to make our sites as accessible as possible, encouraging a wider range of people to get out and about, engaging with the natural world to improve both their mental and physical health. We have provided 'Hello Everyone' codes on the activity pillars at the entrance to each site. These give an audible description for those with a sight impairment.

Encouraging a connection to the natural environment will ensure that it is valued and protected for future generations.

## **Funding Details**

### **C1. Total Cost**

Please provide an itemised breakdown of the expenditure for which this funding is being applied. This must include evidence (i.e. suppliers' estimates or price lists) of the likely cost of all items of expenditure, e.g. goods, labour or facilities.

The annual cost to operate the Gift to Nature portfolio of sites now exceeds £100,000 per annum. Keeping the sites open and safe to use are our core

priorities. We also try to enhance the visitor experience by providing information and insights to the natural environment.

The two Freshwater sites, Golden Hill Country Park and Afton Marsh cost in excess of £13,000 per annum to manage. This a combination of ranger time and costs and contractors. If required a detailed breakdown of our costs can be provided.

The regular management work includes site and litter visits, seasonal cutting of brambles, willow/scrub clearance, parameter hedge cutting, tree work, furniture and signage repairs and waste disposal. Dealing with anti-social behaviour is an increasing call on our resources.

Alongside our normal day to-day work we also try to bring forward sensitive enhancements. Each Gift to Nature sites has a development plan which by rotation and as funds allow we try to implement. Our two Freshwater sites have benefited from the introduction of Information Pillars, new seats/picnic table and bike racks.

We try to raise funds for more extensive improvements. Golden Hill Country Park was subject to a £100k investment project in 2019-21, partly funded by the Heritage Lottery Fund. In Afton Marsh North the footpath was completely replaced and lifted in September 2023 in an attempt allow access to the marsh throughout the year. The footbridge was replaced and widened at a cost of £6,860 in October 2024, thanks to funding that we secured from IW Council and IW National Landscapes.

In addition to the day to day management we have secured Countryside Stewardship funding to address the encroachment of invasive species on Afton Marsh South. This work will commence in November and take place over the coming two winters. **We would be pleased to provide the Parish Council with more information why this work is required and the anticipated impact.**

## C2. Additional Funding

Please give details (including amounts and dates) of all other sources of funding you have secured for this project. This may include funding received from other bodies applied to for grant aid, own funds that will be contributed towards the project and contributions and contributions in kind received for this purpose.

Annual funding for Gift to Nature is derived from five main sources:

- Town and Parish Councils
- Isle of Wight Council
- Donations
- Fundraising
- Grants

The exact funding breakdown varies from year to year.

### C3. Previous Applications

If your organisation has previously applied for a small grant from Freshwater Parish Council, please provide details of the project and the date and amount of any grant received.

Freshwater Parish Council have kindly support Gift to Nature annually since 2016.

### Additional Information

#### D1. Additional Information

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

With two significant Gift to Nature sites in Freshwater and, as the current custodians of the sites, we view the relationship with Freshwater Parish Council as a partnership.

Both Golden Hill and Afton Marsh have benefited from extensive investment since we became custodians of the sites and this is set to continue with the funds we have raised to improve Afton South.

#### D2. Checklist

In order to consider your claim for a grant the following materials must be submitted to Freshwater Parish Council with this completed form (where applicable):

- ✓ A copy of your organisation's constitution or set of rules
  - ✓ A copy of your bank statement or recent accounts
- A copy of any quotations as specified in section C1

#### Declaration

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Freshwater Parish Council as set out in the application guidance.

Signed



Name (in capitals)	MR GRAHAM BISS
Position in Organisation	Managing Director
Date of Application	18 <sup>th</sup> October 2024

Please return completed forms to:  
The Parish Clerk, The Parish Office  
Memorial Hall, Avenue Road, Freshwater Isle of Wight, PO40 9UU





## Freshwater Parish Council - Grant Application Form

Please complete this form as clearly as possible. You may continue onto additional sheets if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission.

### Applicant Details

#### A1. Name of Organisation

Please give the name of your organisation as it appears on your constitution or set of rules.

The Footprint Trust

#### A2. Name of Contact

This should be the main contact in respect of this application.

Laura Stichbury

#### A3. Address

This should be the address of the organisation or the main address for correspondence.

Footprint Trust,  
The Granary 128 Pyle St, Newport, PO30 1JW

#### A4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone: 01983 822282

Mobile: 07887491213



# Freshwater Parish Council

Working For The Community

Email:

[laura@footprint-trust.co.uk](mailto:laura@footprint-trust.co.uk)

## A5. Organisation Description

Briefly describe your organisation's activities. Please include your aims and objectives and tell us how long your organisation has been in existence.

The Footprint Trust is a local charity established in 2002. We save energy and keep people's homes warmer. The Trust has received the Queen's Award for Voluntary Service, in recognition of its valuable work helping the fuel poor. The Trust offers free help to vulnerable people of all ages, who are struggling to cope with high utility bills. Every year the Trust gives tailored guidance to some 2000 people through outreach, phone and home visits.

## Project Details

### B1. Project Description

Please briefly describe the project, scheme, or service for which this grant is intended.

Warmer Freshwater is a project to help residents in Freshwater to save money on their electricity and gas bills. We will offer home visits, telephone help and drop in opportunities at outreach. We aim to help each home identify potential savings of around £500 whilst reducing energy and water use. We will help around 10 homes in Freshwater to receive measures e.g.: white goods, energy efficient cooking appliances and prepayment top up vouchers at no cost to Freshwater Town Council.

### B2. Project Beneficiaries

Please indicate which sections of the community do/will benefit from your project.

Our services are free for all however we take referrals from help organisations and work with local groups to ensure that the most vulnerable people receive our support. Fuel poverty impacts people who are older, disabled and low mobility, have mental health conditions or low income home with children. The majority of the people we help are disadvantaged by these factors, which demonstrates that we are reaching those who need us.

## Funding Details



# Freshwater Parish Council

Working For The Community

## C1. Total Cost

Please provide an itemised breakdown of the expenditure for which this funding is being applied. This must include evidence (i.e. suppliers' estimates or price lists) of the likely cost of all items of expenditure, e.g. goods, labour or facilities.

Budget for 12 month project:

Phone Visits and Home Visits: Telephone and in person support for 20 homes = £1120

Attendance of member of staff at 5 outreach events = £800

Management, reporting and office costs 10% = £192

Total Requested £2112

## C2. Additional Funding

Please give details (including amounts and dates) of all other sources of funding you have secured for this project. This may include funding received from other bodies applied to for grant aid, own funds that will be contributed towards the project and contributions and contributions in kind received for this purpose.

National Lottery £200,000 2020-2025

People's Postcode Lottery £25,000 2024-August 2025

Household Support Fund £43,600 2024-25

NB. All listed funding is islandwide, not purely for Freshwater.

## Supporting Information

D1 For your grant to be considered please provide the following with your application:

1. A copy of your organisation's constitution or set of rules.
2. A copy of your bank statement or recent accounts
3. A copy of any quotations as specified in section C1.

## Declaration



# Freshwater Parish Council

Working For The Community

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Freshwater Parish Council as set out in the application guidance.

Signed 

Name (in capitals)

LAURA STICHBURY

Position in Organisation

Manager

Date of Application

16/10/2024

Please return completed forms to:

The Parish Clerk, The Parish Office

Memorial Hall, Avenue Road, Freshwater Isle of Wight, PO40 9UU



**Freshwater Parish Council**  
**Recording at Parish Council Meetings Policy**



# Freshwater Parish Council

Working For The Community

## 1. INTRODUCTION

- i. This Policy covers the recording of Parish meetings by the members of the public and Freshwater Parish Council (hereafter known as The Council)
- ii. The term “recording” is described within Standing Order 3(I) as to “film, photograph, make an audio recording of meeting proceedings” and is described as reporting.
- iii. The right to record, film and to broadcast meetings of the Council was established under the Openness of Local Government Bodies Regulations 2014. This is in addition to the rights of the Press and public to attend such meetings.
- iv. The Council is committed to being open and transparent in the way that it conducts its decision making.
- v. All recordings of meetings undertaken by the Council will be stored securely and shall be covered by Freedom of Information (FOI) and General Data Protection Regulations (GDPR) legislation, until disposal as determined by the disposal and retention policy.
- vi. All Council meetings can be recorded in either a visual, audible, or electronic manner unless it has been resolved that the meeting excludes the public and press to the confidential nature of the business being discussed.
- vii. The written minutes of the meetings, taken by the Clerk and voted by the Full Council, will remain the statutory and legally binding formal record of Council decisions.
- viii. Should any discrepancy arise between recordings and written minutes, the Council are obligated to use the written minutes as the primary record.

## 2. COUNCIL RECORDING OBLIGATION AND DUTIES

- i. Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media is permitted at any Parish Council meeting which is open to the public provided that the Chair of the meeting does not consider that there is disruption to the proceedings of the meeting and subject to the following procedure.
- ii. The Council may itself photograph, film, record or broadcast meetings and will can retain, use or dispose of such materials in accordance with its retention and disposal policy.
- iii. The Councillors, Clerks and Council officers have given their permission to be recorded as part of their role.
- iv. Any members of the public or press who attend any meeting (both face-to-face and digitally) shall be notified by the Chair that they have given implied

permission to be recorded by remaining in the meeting. If members of the public or press do not want to be recorded, they shall be given time to leave the meeting prior to the start of recording.

- v. The Council will ensure signs that notify recording is in process are clear and visible.
- vi. The Clerk shall ensure that recorded meetings are clearly minuted.
- vii. The Clerk shall ensure recordings are held securely and password protected, with access only to the Clerk. Any request for access should be made in writing to the Clerk.
- viii. The Council will determine how long the recordings are kept. This will be detailed in the Retention and Disposal of Documents and Data Policy.
- ix. This Policy will have specific reference to the GDPR and best practice guidance from the Information Commissioners Office (ICO).
- x. The Council will not alter, amend, or in any way change the format or chronology of the recordings.

### **3. PROCEDURES FOR THE PUBLIC**

- i. The Council recognises that the public has a right to record meetings – this includes both face-to-face and digital meetings.
- ii. With respect to excluded agenda points, recordings by press and the public will not be permitted.
- iii. The Chair will remind members of the public and press that any recordings will not be permitted if they cause disruption of the Council meeting.
- iv. The use of digital and social media recording tools, for example X (formerly known as Twitter), blogging, or audio recording are allowed as long as this type of recording is carried out in a nondisruptive manner and only to the extent that it does not interfere with the ability of any person present to follow the debate.
- v. A person making a recording has no right to interrupt the formal part of the Parish meeting by asking questions or making comments for the purpose of the recording.
- vi. The person recording has not right to ask councillors, officers, or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purpose of the recording.
- vii. Anyone wishing to record a meeting is encouraged to contact the Clerk prior to the start of the meeting to ensure the Council may provide reasonable facilities to meet the needs of the person recording. The Clerk's details are set out on the website and the agenda of the meeting.
- viii. The recording should be overt (i.e. clearly visible to anyone at the meeting) and must take place from a fixed position in the meeting room approved by the Chair to reduce disruption to the proceedings.
- ix. Anyone visually recording a meeting is requested to only focus on recording Councillors, officers and the public who are directly involved in the conduct of the meeting. People seated in the public area should not be

photographed, filmed or recorded without the consent of the individuals concerned.

- x. At the beginning of each meeting, the Recording of Meetings notice will be displayed. The Chair may also make an announcement that the meeting may be filmed or recorded if it is deemed necessary. If anyone speaking at the meeting does not wish to be recorded, they should let the Chair of the meeting know.
- xi. Any children present at the meeting should not to be filmed unless their parents/guardians have given written consent. Any request made by the Chair regarding respecting the public's right to privacy must be complied with.
- xii. Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment they use has been properly tested and installed and adheres to health and safety requirements. However, a connection to mains electricity cannot be guaranteed.
- xiii. In order that the meeting is not disturbed, any equipment must be set up prior to the meeting commencing. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.
- xiv. For these purposes recording equipment must not be left unattended at meetings. The Council cannot accept liability for any equipment that is lost, stolen or damaged at its public meetings.
- xv. The recording should not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording.
- xvi. If the Council resolves to discuss confidential information, and the public are excluded from the meeting, all recording equipment must be removed immediately from the room.
- xvii. The use of flash photography or additional lighting will not be allowed unless this has been discussed with the Clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.
- xviii. The Chair of the meeting has absolute discretion to request that a person stop or suspend recording if, in the Chair's opinion, continuing to do so would prejudice proceedings at the meeting because:
  - a) recording is disrupting the proceedings of the meeting;
  - b) there is public disturbance or a suspension of the meeting;
  - c) the meeting has resolved to exclude the public for reasons of confidential business.



#### 4. GUIDANCE NOTES

- i. Should an attendee wish to record the proceedings, the Clerk should be contacted prior to the meeting outlining:
  - the name, organisation (if applicable) and contact details of the person making the notification;
  - what equipment is intended to be used;
  - what the photographs / audio / visual recording will be used for and where the information is to be published.

Clerk email address – [Clerk@freshwater-parish.org.uk](mailto:Clerk@freshwater-parish.org.uk)

- ii. Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010, the laws of libel and defamation and any subsequent legislation or regulations.
- iii. The Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.

This policy was adopted at the Council meeting on [xxx] (Minute reference [xx]) to be reviewed annually at the Annual Parish Council Meeting in two years or sooner should circumstance or legislation dictate.

**TONGVEO 5.8GHz Wireless Conference Room Webcam, Church Live Streaming 10X USB 1080P 60fps PTZ Camera for Worship Services Online Conference, Works with Zoom, Skype OBS Easy to Set Up**

£224.17 excl. VAT

£269.00£269.00 incl. VAT

[TONGVEO 5.8GHz Wireless Conference Room Webcam, Church Live Streaming 10X USB 1080P 60fps PTZ Camera for Worship Services Online Conference, Works with Zoom, Skype OBS Easy to Set Up: Amazon.co.uk: Computers & Accessories](#)

**About this item**

- **10X 1080P 60FPS USB3.0 5.8GHZ WIRELESS PTZ CAMERA OFFERS EASIER VIDEO CONFERENCE SOLUTIONS.** With a 50ft transmission distance, the TONGVEO wireless live streaming camera comes with a 5.8GHz USB receiver, so you can expect clear, undistorted online working. The superior white balance and exposure mode make the video more vivid. The video compression format supports YUV, MJPG, and H.264, which makes motion video vivid under low bandwidth conditions.
- **EASY TO SET UP AND MULTIPLE WAYS OF CONTROLLING.** Installation is fast with easy plug and play, no time is wasted, automatically recognized by the computer without the need to install drivers. Anyone can easily set up this Wireless camera and control video conferencing, launching a video meeting with a wireless connection. It can be controlled by our remote, standard PTZ camera joystick (RS485, or RS232 interface), and mainstream conference software (UVC1.1).
- **QUIET PTZ CAMERA WITH WIRELESS CONNECTIVITY FOR VARIOUS USER SCENARIOS.**This PTZ camera features silent movement and wireless connectivity, allowing for remote control with a 350° pan and 180° tilt. Operating on a 5.8GHz wireless frequency ensures a stable and interference-free connection. Ideal for video conferencing, education, live streaming, broadcasting, and religious services. Suitable for tele-education, lecture capture, webcasting, tele-training, and telemedicine.
- **COMPATIBLE WITH POPULAR PC, MAC, LAPTOP, AND CONFERENCE APPS.** This webcam is designed to seamlessly work with a variety of operating systems, including Windows XP, Vista, 7/8/8.1, 10, and 11, as well as Mac 10.4 or higher. It is also compatible with laptops, LCDs, and smart TVs. Furthermore, it supports all major online conferencing software, such as Zoom, Skype, Google Hangouts, Cisco WebEx, Microsoft Teams, GoToMeeting, BlueJeans, and more.
- **TONGVEO WIRELESS PTZ CAMERA COMES WITH A THREE-YEAR WARRANTY AND OFFERS VARIOUS MOUNTING OPTIONS.** This camera can be easily installed on a desk, monitor, wall, tripod, or even upside-down on the ceiling. It comes complete with a DC 12V power adaptor, a 5.8GHz USB receiver, an IR remote control, a user manual, a USB cable, as well as brackets and screws for installation. Additionally, a dedicated customer service team is on hand to assist with any inquiries within 24 hours.

**TOALLIN Wireless Webcam for PC, 1080P Full HD, Built-in Noise-Canceling Microphone, Wireless Connectivity Computer Camera for Video Conferencing/Live Streaming/Online Video Calls**

**£106.67 excl. VAT**

**£128.00£128.00 incl. VAT**

**[TOALLIN Wireless Webcam for PC, 1080P Full HD, Built-in Noise-Canceling Microphone, Wireless Connectivity Computer Camera for Video Conferencing/Live Streaming/Online Video Calls: Amazon.co.uk: Computers & Accessories](#)**

About this item

- **【2.4G Wireless Connectivity Webcam】** 20m indoor range and up to 50m wide open sight area 2.4G wireless transmission distance, you can place the camera in any location in real time without cable connecting, meet your video conferencing needs in any conference room.
- **【Wireless USB Plug and Play】** TOALLIN wireless webcam comes with a USB receiver for the computer side, it was paired with the camera before we shipped, just plug the USB receiver to the computer USB interface and press the camera's power button, then enjoy your video time.
- **【1080p HD Resolution & Wide Angle Camera】** This computer camera using the 1080p 1/2.9" CMOS sensor, 2 Million Pixels, can outputs clear and high video quality up to 1920 x 1080@30fps. 70° wide angle view ensure anyone can be visible in the meeting rooms.
- **【Built-in Noise-Canceling Mic】** With Noise Reduction Algorithm microphone, up to 5m far-field voice pick-up, reduce background noise, automatically amplify your voice, achieve a clearer conversation.
- **【Max 3-hours Battery Working Time】** Built-in a rechargeable 1500mA lithium battery, 2.5 hrs fully charging in shutdown state and get max 3 hours working time. **【Warm Prompt】** The device is not fully charged when it leaves the factory.
- **【How to Re-Pairing】** 1. Turn on the camera, short press the pairing button on the camera, the green light will flash quickly. 2. Plug in the USB receiver to your PC and will see the green light is blinking, then press the pairing button on the USB receiver. 3. Few seconds later, green LED light on camera and USB receiver both lights up, which means reconnected already.
- **【Customer Service】** We offer 7\*24-hours customer support, please feel free to reach out to us if you encounter any problems about the product.

**TONGVEO Conference Room HDMI 60fps USB3.0 Camera System with Bluetooth Microphone and Speaker,3X Optical Zoom 1080P PTZ Video Camera Kit |with Speakerphone,for Church Home Office(UVC1.1)**

**£190.83 excl. VAT**

**£229.00 incl. VAT**

**[TONGVEO Conference Room HDMI 60fps USB3.0 Camera System with Bluetooth Microphone and Speaker,3X Optical Zoom 1080P PTZ Video Camera Kit |with Speakerphone,for Church Home Office\(UVC1.1\): Amazon.co.uk: Computers & Accessories](#)**

About this item

- Upgraded 3X 1080P 60FPS USB3.0 HDMI PTZ Camera Bundle with Speakerphone offers better video and audio solutions. It features the TONGVEO 3X PTZ camera with precise, seamless, and quiet PTZ movement. Advanced 3X optical zoom lens and exposure mode, you can expect clear, undistorted images. The speakerphone provides 360° voice enhancement while effectively eliminating background noise, ensuring a professional and distraction-free business conference experience.
- EASY TO SET UP AND MULTIPLE WAYS OF CONTROLLING. Installation is fast with easy plug and play, no time is wasted, automatically recognized by the computer without the need to install drivers. It can be controlled by our remote, standard PTZ camera joystick ( RS485, or RS232 interface) , and mainstream conference software (UVC1.1).
- FAST PTZ MOVEMENT CAMERA WITH DUPLEX DESIGN SPEAKERPHONE.PTZ camera could move quickly from one preset to another to capture the entire conference space. Ideal solution for small or medium group business meetings. It is also a good choice for streaming your church services to host online meetings and lecturing.
- FULL HD VIDEO CONFERENCING EQUIPMENT SYSTEM. Conduct your Hybrid meetings with the TONGVEO 3X PTZ conference camera system. Pan Tilt Camera with 114° wide field of view with no video distortion.offers better video and audio solutions. Elevate your collaboration efforts with superior sound and picture quality for enhanced productivity. Launch video and audio meetings easily at video calls, video conferences, online courses, Telemedicine, remote training, remote interviews, etc
- COMPATIBLE WITH PC, MAC, LAPTOP, AND POPULAR CONFERENCE APPS. This PTZ camera system is compatible with Windows XP, Vista, and 7/8 / 8.1 / 10, Mac 10.4 or higher, it's suitable for laptops, LCDs, or monitors. Our video conference PTZ camera system could work with any online conferencing software: Zoom, Skype, Google Hangout, Cisco WebEx, Microsoft Team, GoToMeeting, BlueJeans, etc.

**Gsou Wireless Webcam, 1080P HD Video Calling and Streaming Camera, Plug and Play, Adjustable Field of Angle Computer Camera for PC/Mac/Laptop/MacBook, Work with Zoom Meeting, Skype, Teams(with Tripod)**

**£132.48 excl. VAT**

**£158.98£158.98 incl. VAT**

**[Gsou Wireless Webcam, 1080P HD Video Calling and Streaming Camera, Plug and Play, Adjustable Field of Angle Computer Camera for PC/Mac/Laptop/MacBook, Work with Zoom Meeting, Skype, Teams\(with Tripod\): Amazon.co.uk: Computers & Accessories](#)**

About this item

- **♥ 【STREAM ANYWHERE BY WIRELESS WEBCAM】** Gsou wireless live streaming camera come with detachable telescopic tripod stand and a 2.4GHz USB receiver, the transmission distance is up to 65ft, the system also built-in microphone,picks up your voice within 2 meters of range clearly, making communication easy and natural for you,ideal for online working, Video-chatting, streaming and Conferencing on PC, desktop or laptop.
- **♥ 【HIGH-DEFINITION FULL 1080P WEBCAM with Fixed Focus】** The conference web camera adopting high-quality HD CMOS sensor, effective pixels 2 million, delivers 1080p frame rate 30FPS.The streaming webcam also supports H.264 encoding which makes motion video fluent and clear even under less than ideal bandwidth conditions.
- **♥ 【9-HOURS WORKING TIME】** The webcam with tripod stand built-in 5200mAh rechargeable battery, extra long working time up to 9 hours on a single charge, never interrupt your video even power failure.(Fully Charge need 4-5Hours (1.5-2.0A, DC 5V output ))
- **♥ 【ALL AROUND PROTECTION】** Gsou streaming camera adopted advanced 2.4GHz FHSS and digital encryption technology,100% keep your privacy, you don't need to worry about hacking risks. Type-C USB Receiver link to PC/Mac/Laptop/MacBook/Conference TV, Common Smart TV need to download video conferencing software to use.
- **♥ 【PLUG AND PLAY & GREAT COMPATIBILITY】** No driver required. Our laptop wireless webcam is widely works with Windows XP SP3/2000/ 7/8/10, Mac OS, Chrome OS, Android V 5.0 or later, Ubuntu Linux 10.04 or later. Compatible with most video calling applications, Zoom, Skype for Business, Google Meet, Microsoft Teams, GoToMeeting, Cisco Webex, Facetime, Facebook live, YouTube, OBS, Xbox one, Youtube, Xsplit, Twitter, Twitch, Whatsapp, Android IPTV, etc.

Freshwater Parish Council  
Memorial Hall  
Avenue Road  
Freshwater  
Isle of Wight PO40 9UU

Ref: QU-24-FPC1

19 January 2024

Dear Cllr Bray

**Tree Survey at: Parish land of Freshwater parish Council, Isle of Wight**

Thank you for your enquiry regarding a tree survey for your parish land. I would be pleased to survey your trees at Parish land of Freshwater parish Council, Isle of Wight, and recommend a course of action. I have different levels of survey available, these are explained below, and I have included the fees for the options appropriate to your site.

**Fees**

<b>Option 1.</b>	<b>Basic Hazard Survey</b>	<b>£2249</b>
<b>Option 2.</b>	<b>Safety &amp; Risk Survey</b>	<b>£2689</b>
<b>Option 3.</b>	<b>Inventory, Safety &amp; Risk Survey</b>	<b>£4890</b>
<b>Option 4.</b>	<b>Detailed Tree Inspection</b>	<b>£POA</b>

I have reached this price from my understanding that; **your objectives are** to maintain the trees in a sustainable condition keeping the risk of harm or damage to an acceptable level; and that the **scope of the work** will be; all trees on Freshwater Parish Council Land.

The '**Basic Hazard Survey**' is the fastest but least thorough means of assessment. This is used primarily for management of large populations of trees. For efficiency, the likelihood of failure will be determined for each tree or hazard, and only trees with a Likelihood of Failure of *Probable* or *Imminent* are recorded. Recommendations to mitigate the hazard are included but may result in more remedial work being required than with a 'Safety and Risk Survey' which provides risk ratings. With an inspection time frame of one year, the 'Basic Hazard Survey' includes:

- Survey of all trees within the defined scope of work.
- A survey schedule recording only trees with a *Probable* or *Imminent* likelihood of failure.
- A location of recorded trees.
- Identification tag on recorded trees.
- Identification of species.
- Brief estimated dimensions for height, crown spread and stem diameter.
- Life stage.

- Comments/description of actionable hazards or defects.
- Recommendations for mitigating hazards, or for further inspections where required.

*Option for free tree plants to replace any trees recommended for removal (supplied as easy to plant cell grown seedlings).*

The **'Safety & Risk Survey'** includes assessment of all trees within the scope of work, but only records those trees with actionable defects or features. The **'Inventory, Safety & Risk Survey'** records all trees within the scope of works and so provides useful information for the ongoing management of tree stock. The survey provides an individual risk rating for each tree, which can be used to prioritise works when resources are limited. The 'Safety & Risk Survey' is more comprehensive than the 'Basic Hazard Survey' and includes:

- Survey and schedule recording of all trees over 80mm stem diameter within the defined scope of work, and trees less than 80mm stem diameter that have a *Probable* or *Imminent* likelihood of failure.
- Site plan showing tree positions.
- Identification number tag on each tree.
- Species identification.
- Estimated dimensions: height, crown spread and stem diameter.
- Life stage
- Assessment of physiological condition.
- Assessment of structural condition.
- Estimate of Safe Useful Life Expectancy (SULE)
- Individual risk rating for each tree.
- Note of observations/comments where applicable.
- Recommendations for risk reduction where applicable.
- Inspection time frame that can be set according to site use or an organisation's policy.

Optional (POA)

- Recommendations for management of trees other than for safety.
- CAVAT valuation for each tree. *(Provides an asset value to assist in budgeting or damage claims)*

**Free** tree plants to replace any trees recommended for removal *(supplied as easy to plant cell grown seedlings)*.

The **'Detailed Tree Inspection'** is a comprehensive individual inspection of a tree. Carried out from the ground only, each aspect of the tree will be surveyed, assessed, recorded and appraised. The findings, conclusions and recommended actions will be presented in a written report.

A 'Detailed Tree Inspection' is ideal where a single or a few trees need to be assessed in detail; where a lower level of survey has been inconclusive and recommended a more detailed assessment; where large or old trees are in a high occupancy area; or trees with decay or defects that are retained for their benefits and value. This inspection can also provide answers to specific or bespoke questions or concerns of the tree owner/manager. The 'Detailed Tree Inspection' includes:

- Comprehensive individual survey of tree(s) within the defined scope of work.
- Site plan or location as appropriate.
- Measured dimensions; height, crown spread and stem diameter.
- Identification of species.
- Detailed observation record.

- Assessment of structural condition.
- Assessment of physiological condition.
- Appraisal of the tree(s) structural and physiological condition.
- Inspection time frame that can be set according to site use or an organisation's policy.
- Individual risk rating for the tree or tree part.
- **Bespoke questions or concerns answered.**
- Conclusions to the bespoke questions asked with recommendations where appropriate.

**Optional** (POA)

- CAVAT valuation. *(Provides an asset value to assist in budgeting or damage claims)*
- Helliwell valuation. *(Provides an amenity valuation)*
- Decay investigation, if required, using micro resistance drilling and other advanced techniques.
- **Free tree plants** to replace any recommended for removal *(supplied as easy to plant cell grown seedlings).*

Printed hard copy of the report. (£15)

**The fee for any report must be paid in full prior to the report being released.**

**Unless specifically requested otherwise, report documents will be delivered in pdf format.**

I confirm that I am a professional member of the Arboricultural Association and The Institute of Chartered Foresters, and that I have professional indemnity insurance at the required level to undertake such work.

Please confirm my understanding of your instruction by signing and returning, a copy of, this letter below. I can then arrange a time to visit the site and carry out my assessment.

If you have any queries or require any further explanation of any aspect please contact me.

I trust these arrangements are satisfactory and look forward to your reply.

Yours sincerely



Wayne Isaacson. *Dip Arb L6 (ABC) MICFor MArborA*  
**Chartered Arboriculturist**  
**Arboricultural Association Registered Consultant**

I ..... (print name) confirm that I have read and accept the Terms of Business below and I would like you to provide the services as detailed above. *(If options are provided please indicate your choice or selection).*

Option(s) selected.....

.....

**\*\*\*** I / We consider an acceptable level of risk to be Low / Moderate / High / Extreme. *(Delete to leave choice)*



The report should be delivered to (e-mail).....

Name and address for invoicing.....

.....

Email for invoice delivery.....

Signed: ..... Date: .....

Name: ..... Position: .....

## TERMS OF BUSINESS EFFECTIVE FROM 1<sup>ST</sup> September 2019

### 1. Introduction

These *Terms of Business* will apply to all work undertaken for you unless otherwise agreed and should be read in conjunction with the appropriate Letter of Instruction. Should a Letter of Instruction deviate from these Terms of Business at any time, the terms outlined in the Letter of Instruction will always take priority.

### 2. Instructions

Instructions must be confirmed, and fee proposals accepted in writing before I will start work. You can at any time terminate your instructions to me. I would immediately stop any work for you and submit an invoice for work done up to termination of the instruction.

### 3. Professional Opinion

The advice which I give you will be my professional opinion and will be based on the facts and matters known to me at the time that I give you that advice. My advice may change based on new information and facts that subsequently emerge, either from you or any other party.

### 4. Your Commitment to Me

To enable me to perform my services to you in a professional and timely manner, you undertake to:

- Take all reasonable steps to allow access to your property or documents under your control as required.
- Supply all relevant and new information as quickly and accurately as possible.
- Respond to any queries as promptly as possible.
- Settle my professional accounts within the timescale outlined in clause 6 below.

### 5. Conflicts of Interest

I will check for any potential conflicts of interest before accepting your instructions but cannot guarantee that I will be able to identify all situations where these may exist. Should a conflict of interest arise, I will immediately inform you and then establish procedures to safeguard all interests involved. Similarly, if you know of, or become aware of a conflict of interest you will notify me as soon as possible.

### 6. Charges

It is my policy not to start work on any specific project without written confirmation from you regarding the fee arrangements. Where acceptance is made by your agent on your behalf, the contract will be between you and me.

My professional charges ("Fees") are not subject to VAT and will be calculated either on a fixed fee or time spent basis:

**Fixed Fees** Where appropriate I will quote a fixed fee for a defined body of work. The precise details of the instruction, scope of the work to be undertaken and the agreed fee will be confirmed with you in writing. Any work that is additional to that defined will be charged on the time spent basis.

**Time Spent Basis** Unless otherwise agreed work will be undertaken on a time spent basis. The time taken to complete any work for you will be strongly influenced by factors outside my control. Some examples might be; i) Changing circumstances following initial instructions, ii) Positions taken by parties in negotiations and iii) Adjustments to instructions which are required as a project or job develops.

My fees will be calculated according to the time involved and the nature and complexity of the work. The time spent dealing with your work, on this basis, will be recorded, charged by the quarter hour, and detailed on your invoice.

### 7. Expenses

In addition to my fees I will charge expenses to cover specifically miscellaneous items purchased specifically for you: e.g. photographs and re-prints, maps and plans, printing, colour photocopying, tree tags etc.

In certain cases, I will incur charges on your behalf, e.g. statutory fees and fees of other professionals. I will recharge these, including any VAT, where appropriate in addition to my fees.

### 8. Billing

My fees will be invoiced either on a monthly basis for on-going instructions, or on completion of an instruction. Professional accounts are payable on receipt. Please note that interest will be charged at 8% over the Bank of England base rate, on accounts that are more than 30 days old. Reasonable debt recovery costs will also be charged.

All invoices must be paid in full before reports are released. In the event of non-payment I also reserve the right to stop working on all matters and retain all documents in my possession until all outstanding invoices have been paid in full.

### 9. Force Majeure

I will not be liable for any delays in performance caused by circumstances beyond my reasonable control (e.g. strikes, government or regulatory actions, adverse weather and natural disasters) and will be entitled to a

time extension for such performance. If such a situation should last in extent of two months, then you will have the right to terminate the contract.

**10. Limitation in Liability**

If any part of the Consultancy Services or performed negligently or in breach of the provisions of these terms of business, then at the request of the client (if the request is made within six months of the date of completion of the Consultancy Services) I will re-perform the relevant part of the Consultancy Service subject to the clauses below.

Except in the case of death or personal injury caused by negligence my liability under or in connection with this agreement whether arising in contract tort or breach of statutory duty or otherwise shall not exceed the greater of my charges or the amount recoverable under my professional indemnity policy.

I shall not be liable for any loss or damage or expenses of any nature incurred or suffered by you of an indirect or consequential nature.

**11. Copyright on Intellectual Property**

The copyright and all other intellectual property rights contained in the services which I provide to you and in all documents including drawings and plans produced by me remain mine at all times. My documents including drawings and plans should not be copied or reproduced without explicit written consent.

I do not claim rights of ownership to any documents belonging to you which may be supplied to me in the course of my delivering services to you.

All my documents are prepared in accordance with my internal quality control procedures. Should my documents, drawings or plans be used for purposes other than that for which they have been prepared, I do not accept responsibility or liability for any subsequent consequences.

**12. Confidentiality**

I will always maintain complete confidentiality in

**18. Declaration**

I confirm my agreement to the Terms of Business as outlined above: -

Signed: .....

Date: .....

Name: .....

Position .....

relation to all aspects of my business relationship and business affairs. It is inevitable that in order to successfully discharge your instruction I will at times need to discuss aspects of your business with others. This will not be done beyond what is necessary to carry out the work. It is assumed that you are happy for this to take place. Please advise me immediately if this is not the case.

**13. Personal Data**

You give your express permission for me to both store and pass your personal details to other people as is needed to carry out your instructions. I will not pass any data to any other parties for marketing purposes and I will take reasonable steps to ensure data held is secure.

**14. Files & Document Storage**

I will store all documents relating to my services to you for such time as I decide is reasonable, or is required by law, from the date of my final bill. Files or papers may be stored by any means. I will not be liable for any loss caused by fire, flood, computer error or other such disaster. Alternatively, on request I can return the original documents to you, but I retain the right to hold copies for such time as I decide is reasonable or is required by law.

**15. Complaints**

I will aim to ensure that all work undertaken for you will be performed in a professional, efficient, friendly and cost-effective manner. Whilst I hope that it will not be necessary for you to complain I am happy to set out my internal complaints procedure. Initially please refer your complaint to The Complaints Officer.

**16. Governing Law**

This agreement is governed by and shall be construed in accordance with English law, and the courts of England shall have exclusive jurisdiction in relation to any dispute regarding the terms of our engagement.

## FRESHWATER PARISH COUNCIL – DATES FOR 2025

**ALL MEETINGS TO BE HELD IN THE COUNCIL CHAMBER UNLESS MARKED**

**Monthly Meetings:** To be held on the **first Tuesday** of the month after the Planning meeting.

**14<sup>th</sup> January 2025**

**4<sup>th</sup> February 2025**

**4<sup>th</sup> March 2025**

**1<sup>st</sup> April 2025**

**6<sup>th</sup> May 2025**

**3<sup>rd</sup> June 2025**

**1<sup>st</sup> July 2025**

**5<sup>th</sup> August 2025**

**2<sup>nd</sup> September 2025**

**7<sup>th</sup> October 2025**

**4<sup>th</sup> November 2025**

**2<sup>nd</sup> December 2025**

**Budget Consultation**

**Saturday 25<sup>th</sup> January 2025** Times to be confirmed but will be held in two sessions. 11am till 7pm in the Memorial Hall

**Planning Meetings:** Held twice a month – one planning meeting before the main monthly meeting plus an additional meeting on the Third Tuesday in the month. All normally start a **6.45 pm** unless stated/notified otherwise.

**14<sup>th</sup> and 21<sup>st</sup>\* January 2025**

**4<sup>th</sup> and 18<sup>th</sup> February 2025**

**4<sup>th</sup> March 2025**

**18<sup>th</sup>\* March 2025** 6.30 pm Start – also Annual Parish Meeting after Planning in Main Hall

**1<sup>st</sup> and 15<sup>th</sup> April 2025**

**6<sup>th</sup> May 2025**

**20<sup>th</sup>\* May 2025** 6.30 pm Start – also Annual Meeting after Planning

**3<sup>rd</sup> and 17<sup>th</sup> June 2025**

**1<sup>st</sup> and 15<sup>th</sup>\* July 2025**

**5<sup>th</sup> and 19<sup>th</sup> August 2025**

**2<sup>nd</sup> and 16<sup>th</sup>\* September 2025**

**7<sup>th</sup> and 21<sup>st</sup> October 2025**

**4<sup>th</sup> and 18<sup>th</sup>\* November 2025**

**2<sup>nd</sup> and 16<sup>th</sup> December 2025**

**\* Committee Meetings: To be held after Planning meetings:**

**Finance Meetings – Starting Jan 2025 there will be a meeting every other month.**

Freshwater Parish Council

Guidance for Councillors for Agenda Items

PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED

Councillors who require an item placed on an agenda should follow the following guidance for each item requested.

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

You will be required to submit the following information:

Your name \_\_\_\_\_

Date of Request \_\_\_\_\_

**AGENDA ITEMS:** Insert the words to appear on the agenda. Remember to make it clear what you are asking councillors to decide. Please also note if you are looking for a specific resolution.

“To consider...” “To note...” “To review...” “To agree....”

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Examples

- To consider the set up of a working group .....
- To note the outcome of a previous agenda item.....
- To review a policy or procedural document.....
- To agree to funding requests, non urgent works.....

**BACKGROUND INFORMATION:** Insert as much information as possible so that councillors have the detail that they need in order to make an informed decision.

- VALUES AND AIMS what is it that you are trying to achieve and why?

Example

Following the changes to the Land Management Committee we have brought forward the following proposals to full council for their consideration:

- Maintenance plans for each built asset
- To update/renew the memorandum of understanding between FPC and ????

The Committee believes that these proposals will ensure that FPC remains robust.

**BACKGROUND DOCUMENTS:** List the names of any documents or supporting information to be attached. All documents must be submitted with the request.

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**COSTS:** Insert detail of costs associated with the decision that you are asking the Council to make (if known).

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Finally, your proposal, as to be recorded in the minutes of the meeting.

Example

I propose \_\_\_\_\_

And I look for a seconder.

If an amendment is made to and agree by yourself to your proposal the minutes will reflect the change.

## **The Future of the Land Management Committee November 2024**

At the full council meeting in October it was agreed to change the format of the Land Management Committee and create a TOR for the new committee, a TOR currently being drafted for consideration by Council.

[Any Councillors who are not currently a member of the committee and wish to join may do so at the Full Council Meeting. The draft TOR will be amended to reflect any change.](#)

I propose that we elect a Chair for the committee at the Full Council meeting in November to enable a meeting of the committee to be called. The meetings for the committee will be held in the evening to allow the public to attend should they wish. It is proposed by the Clerk that these meetings occur on the same day following the alternative planning meeting.

The role of Chair for this committee will require a significant amount of time and energy. The budget is large and the responsibilities for the committee are new and complex. The Chair will have to work closely with the Clerk and her team to ensure that the committee is successful. The reason that I proposed the changes is because I believe that we can achieve more for the community by planning for the future and being proactive. The Chair will only be in position until May and therefore will have a relatively short time to get the Committee up and running before the election.

**I proposed that we elect a Chair and Vice Chair for the committee and I look for nominations.**

Land Management Committee meeting agenda items to be considered by Council:

- Schedule of outstanding works.
- Schedule of corporate priorities for the committee based on highlighted concerns already identified by Councillors and Officers.
- A comprehensive list of our assets, creating a file for each including photographs, current condition, detailed descriptions of each asset, etc.
- A future plan for each of our assets. Maintenance schedules for works to be completed or improvements to be achieved, when agreement from the full council has been agreed.
- Rolling replacement schedules for items for example play equipment, litter bins, benches, Parish vehicle, notice boards.
- Instructions to the officers to seek grant funding for identified projects.
- Maintaining the Council's 106 monies wish list, ensuring quotations are included and regularly reviewed.
- Alternative funding for maintenance of Parish land. For example, could we apply for listing for BNG (biodiversity net gain) credits for Stroud Coppice?
- Work towards a budget setting timetable with clear projects to be considered by the full council. If projects are agreed, prepare those projects to begin after receipt of the annual precept from IW Council as soon as possible. We do not act quickly and often this leads to a rise in the cost of the project or the falling away of the project itself.

- Tree management improvements, we could consider Tree Wardens who may be volunteers, they would receive training to enable them to assist the Council with its responsibilities.
- Updated tree survey information and schedule for completion of works identified.
- To consider expanding the boat park to enable it to fund not only the boat park area itself but possibly the cost of maintaining the revetment at the Bay also. Review of all current policies, rental agreements, etc.
- Expansion of the allotments, acquiring more land or finding land we own which could be used. Reviewing the current arrangements, access and utilities.
- A solution to the issues at Pound Green, for example installing bollards to prevent people parking on the grassed area. Pound Green is in a conservation area and this needs to be properly cared for. Consider enhancing the conservation designation.
- Completion of works at Spinfish, alongside considering future projects to further reduce the risk of flooding, and improved access and/or use of the land.
- Memorial trees and benches locations and varieties of trees.
- Future improvements to the toilets, for example the Gate Lane toilets were planned to have a hoist for the disabled unit.
- Improved pathways to and through the Stroud Recreation Ground, shade areas for hot weather, more seating etc.
- MUGA review and upgrades for lighting, seating etc. A new use for the skatepark once the new skatepark and pump track is built.
- A review of the Jubilee field and our arrangement with the Sports Centre.
- Review of the Colwell Buoys strategy.

The list is not complete and additional considerations are encouraged.

**The building of the skatepark and pump track MUST be a priority of the Committee or the council will fail to deliver.**

The LIBRARY does not fall into the responsibilities of this committee, however assistance could be extended to ensure it is not left behind.



The Christmas working group meeting on 21 October 2024.

Cllrs Armstrong, Cox and Turan were present. The meeting was clerked by deputy clerk Emma Carter.

Cllr Whyte attended in his role as Vice Chair and assistant clerk Mel Gardiner was also in attendance.

The Group agreed to request £5000 for the budget for 2025.

We have been contacted by Lynn Lawrence asked to take part in this year's Celebration of Christmas Trees at All Saints Church and we have confirmed the dates with Lynn.

The event will run from 5th to 30/31st December 2024. They will open the event during the afternoon of December 5th with the reception class from the school entertaining us at around 2.30. Entertainment will include. The Shanty Singers musical group on the afternoon of Saturday 7th December. On the Sunday afternoon of the 8th December The Sandown and Shanklin band will be playing for us. Both concerts start at 2.30 and will have refreshments available.

Cllr Turan's son David has confirmed he will supply images to decorate the Christmas tree at the church, the tree will be supplied by Cllr Cox and the lights and other decorations will be supplied by the Council. Cllr Turan has also agreed to supply additional decorations at her own expense.

Cllrs Armstrong and Turan will install the Christmas tree on 3rd December and Cllrs Cox and Turan will remove the tree on 30th December.

The three Christmas trees for installation within the Parish are priced within budget and the Deputy Clerk will be ordering and organising their installation. Each tree will cost £300 and the delivery will be £35.

The Island of Wight Council has not yet confirmed that they will be taking part in the National Small Business Saturday event that is held annually across the Country. The free parking would apply to both the Avenue Road car park and the Moad Place car park.

Cllr Armstrong is continuing to investigate the possibility of replacing the annual tree at Moad Place with a permanent tree. Cllr Armstrong suggested we consider the overall landscaping at Moad Place.

Cllr Whyte has agreed to discuss with the Library Committee and other interested parties a change to the annual tree arrangement within the library grounds.

Mel has confirmed that she will be running the Christmas window competition and is searching for appropriate judges.