

Sandon Parish Council

Parish Clerk Caroline Scott
Lye End Farm, Sandon, SG9 0RS
Clerk@sandonherts.co.uk
www.sandonherts.co.uk

Date: 3rd July 2025

To: Cllrs John Davies (Chair), James De Uphough, Nikki Hawxby, Lisa Megraw.

Councillors are respectively summoned to attend this meeting for the transaction of business in the agenda below. The meeting is open to members of the public and press.

Please note that all relevant information is available on our website

Sandon Parish Council Meeting to be held on Wednesday 9th July 2025 Sandon Village Hall at 7.30pm

C Scott

Mrs C Scott,

Clerk to Sandon Parish Council

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

AGENDA

25/042 Apologies

To receive and approve apologies for absence.

25/043 Co-option

To review applications for the vacancy of Sandon Parish Councillor

25/044 Interests

a) To receive declarations of interest from councillors on items on the agenda

b) To receive written requests for dispensations for declarable interests; and

c) To grant any requests for dispensation as appropriate

25/045 Minutes

To confirm the minutes of Sandon Parish Council Meeting held on the [14th May 2025](#) and the extraordinary meeting held on the [18th June 2025](#) as an accurate record of proceedings.

25/046 Public Issues

To invite members of the public to address the meeting.

25/047 Reports to the Council

To receive reports from representatives on outside bodies, local authorities and agencies.

25/048 Planning

To receive a planning report on applications and decisions

a) [25/00874/FPH](#) - Willows, Roe Green – **Granted**

b) [25/01558/LBC](#) & [25/01557/FPH](#) – Sextons, Church End

25/049 Finance – [RFO Report](#)

a) To note receipt of income

b) To receive summary report of [receipts and payments against budget](#)

c) To receive bank reconciliation

d) To consider price quotations, charges and grant requests

e) To authorise payments made in accordance with the budget

f) To Receive the [RoSPA Report](#)

25/050 Reports from Working Parties and Committees

a) Highways

b) Church

c) Sports Club and Roe Green

d) Village Hall

e) School

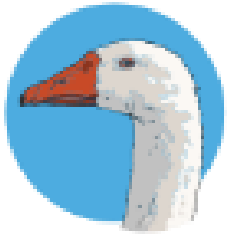
f) HR committee

g) Hedges

h) Fire Risk

25/051 Date of next Sandon Parish Council Meeting and items for the agenda

To note that the next Parish Council Meeting will be held on Wednesday 10th September 2025.



Sandon Parish Council

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Sandon Parish Council Annual Meeting held on **Wednesday 14th May 2025** **Sandon Village Hall at 7.30pm**

Present: Cllrs John Davies (Chair), James DeUphaugh, Nikki Hawxby, Lisa Megraw.

Attending: C Scott (Clerk), DCllr S Jarvis, 9 parishioners

MINUTES

- 25/023 **Election of Chairman**
To elect a Chairman for the year 2025/26 and sign Declaration of Acceptance of Office
Resolved proposed Cllr N Hawxby, seconded Cllr J DeUphaugh, to appoint Cllr J Davies as Chairman for the year 2025/26. Unanimously agreed. Cllr J Davies signed the declaration of acceptance of office.
- 25/024 **Co-option**
To review applications for the vacancy of Sandon Parish Councillor
None
- 25/025 **Election of Vice-Chairman**
To elect a Vice-Chairman for the year 2025/26 and sign Declaration of Acceptance of Office
No Vice-chair was elected
- 25/026 **Apologies**
To receive and approve apologies for absence.
None
- 25/027 **Interests**
a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for declarable interests; and
c) To grant any requests for dispensation as appropriate
None
- 25/028 **Minutes**
To confirm the minutes of Sandon Parish Council [Meeting held on the 19th March 2025](#) as an accurate record of proceedings.
Resolved proposed Cllr J DeUphaugh, seconded Cllr L Megraw that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.
- 25/029 **Public Issues**
To invite members of the public to address the meeting. - **none**

- 25/030 **Reports to the Council**
To receive reports from representatives on outside bodies, local authorities and agencies. – **spoke in the [Annual Assembly](#)**
- 25/031 **Planning**
To receive a planning report on applications and decisions
a) [25/00874/FPH](#) - Willows, Roe Green – no comment
- 25/032 **Council Documents**
a) [Standing Orders](#)
b) [Financial Regulations](#)
c) [Code of Conduct](#)
d) [Complaints Procedure](#)
e) [Sandon Committee Terms of Reference](#)
f) [Scheme of Delegation](#)
Resolved proposed Cllr J Davies, seconded Cllr J DeUphaugh to approve the above policies and documents . Unanimously agreed
- 25/033 **Finance – [RFO Report](#)**
a) To note [receipt of income](#) - **Noted**
b) To receive [summary report of receipts and payments against budget](#)
c) To receive bank reconciliation
Resolved Proposed Cllr J Davies, seconded Cllr L Megraw that the above be noted or approved. Unanimously agreed
d) To consider price quotations, charges and grant requests
To approve Insurance renewal–
 1. Zurich £464.00
 2. Broadmead leisure painting climbing frame £35
Resolved Proposed Cllr J Davies, seconded Cllr L Megraw that the council approve above quotes. Unanimously agreed
e) To authorise payments made in accordance with the budget
Resolved Proposed Cllr J Davies, seconded Cllr L Megraw
f) Staff – P60s have been sent to employees
g) Direct Debits - **Resolved** Proposed Cllr J Davies, seconded Cllr N Hawxby to set up and pay monthly direct debits to Focus for the village hall broadband
h) [Assets](#) - **Noted**
i) Grass Cutting & Volunteers – **Action** Clerk to send out letters
j) Annual Governance and Accountability Return (AGAR) 2024/25
Audit requirements for the year ending 2024/25
 1. To receive the Annual [Internal Auditor Report](#) for the year 2024/25
 Resolved, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby to note and approve the Internal Auditor Report 2024/25. Unanimously agreed
 2. To approve the [Annual Accounts 2024/25](#) **Resolved**, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby to approve the annual statement of accounts. Unanimously agreed. Chairman and Clerk/RFO duly signed.
 3. To approve the Certificate of Exemption 2024/25 **Resolved**, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby to approve the Certificate of Exemption 2024/25. Unanimously agreed. Chairman and RFO duly signed.
 4. To approve Section 1, the Annual Governance Statement 2024/25 **Resolved**, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby to answer yes to statements in Annual Governance and Accounting Report, Section 1 year ending 31 March 2025. Unanimously agreed. Chairman and Clerk duly signed.

5. To approve Section 2, Accounting Statements 2024/25 **Resolved**, proposed Cllr J DeUphaugh, seconded Cllr N Hawxby to approve AGAR Section 2 Accounting Statements year ending 31 March 2025. Unanimously agreed. Chairman duly signed.
 6. To agree the dates for the public rights period of 3rd June to 14th July 2025 and to confirm the date the Notice is to be published on the Council's website **Resolved**, proposed Cllr J Davies, seconded Cllr J DeUphaugh to approve Tuesday 3rd June to Monday 14th July 2025 as the dates for the Exercise of Public Right. Unanimously agreed
- k) Analysis of year-on-year significant variances and year end Bank Reconciliation **noted**

25/034 **Risk of Fire within the Rewilding area**

To discuss what the Parish Council intends to put in place

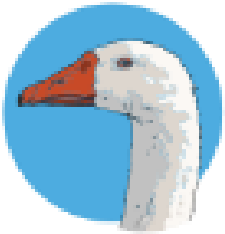
This came about after an article from the Times, a response from the Sandon Bury rewilding management team. Fire safety regulations 2022 principles to be followed. Ask the fire brigade if they have any recommendations. General message re fires in dry periods.

25/035 **Reports from Working Parties and Committees**

- a) Highways – at the Annual assembly
- b) Church - at the Annual assembly
- c) Sports Club and Roe Green
- d) Village Hall – at the annual assembly
- e) School - at the Annual assembly
- f) HR committee – No meetings held this year

25/036 **Date of next Sandon Parish Council Meeting and items for the agenda**

To note that the next Parish Council Meeting will be held on Wednesday 9th July 2025.



Sandon Parish Council

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Sandon Parish Council
Extraordinary Parish Council Meeting
held on
Wednesday 18th June 2025
Sandon Village Hall at 7.30pm

Present: Cllrs John Davies (Chair), James DeUphaugh.

Attending: C Scott (Clerk), 1 parishioner

MINUTES

The meeting was opened and immediately closed due to being inquorate.



www.north-herts.gov.uk

Sandon Parish Council
Lye End Farm
Sandon
Herts
SG9 0RS

FAO Caroline Scott

Our Ref : 25/01557/FPH
Contact : Alex Howard
Direct Line : 01462 474608
Email : alex.howard@north-herts.gov.uk
Date: 23 June 2025

Dear Sir / Madam,

Full Permission Householder : Installation of perforated drainage pipe to north and east perimeter and discharge into new soakaway, partially replace roofing, re-bed existing roof tiles, repoint chimney stack, installation of insulation boards to all external walls and re-rendering after removal of existing cementitious and loose render and replace existing fenestration.

Old Sextons, Sandon, Buntingford, Hertfordshire, SG9 0QX

Please quote the following reference: 25/01557/FPH on all correspondence.

We would be grateful to receive your comments on the above application by 16 July 2025. As this is a householder application, in the event of an appeal against refusal of planning permission, which is to be dealt with on the basis of representations in writing, any representations made about this application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

Please send your consultation response to planning.control@north-herts.gov.uk

If I have not heard from you by this date, I will assume you have no comments to make about this application.

Full details of the application can be accessed via the website:

<https://pa2.north-herts.gov.uk/online-applications>

Yours faithfully

Shaun Greaves
Development and Conservation Manager

The Council's Privacy Notice is available on our website: <https://www.north-herts.gov.uk/home/council-data-and-performance/data-protection/information-management-gdpr>



www.north-herts.gov.uk

Sandon Parish Council
Lye End Farm
Sandon
Herts
SG9 0RS

FAO Caroline Scott

Our Ref : 25/01558/LBC
Contact : Alex Howard
Direct Line : 01462 474608
Email : alex.howard@north-herts.gov.uk
Date: 23 June 2025

Dear Sir / Madam,

Listed Building Consent : Installation of perforated drainage pipe to north and east perimeter and discharge into new soakaway, partially replace roofing, re-bed existing roof tiles, repoint chimney stack, installation of insulation boards to all external walls and re-rendering after removal of existing cementitious and loose render and replace existing fenestration. Internal works to walls and ceilings. Old Sextons, Sandon, Buntingford, Hertfordshire, SG9 0QX

Please quote the following reference: 25/01558/LBC on all correspondence.

We would be grateful to receive your comments on the above application by 16 July 2025.

Please send your consultation response to planning.control@north-herts.gov.uk

If I have not heard from you by this date, I will assume you have no comments to make about this application.

Full details of the application can be accessed via the website:

<https://pa2.north-herts.gov.uk/online-applications>

Yours faithfully

Shaun Greaves
Development and Conservation Manager

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**Correspondence address:**

PO Box 10613, Nottingham, NG6 6DW

Telephone: 01462 474000

Householder Application for Planning Permission for works or extension to a dwelling; Listed Building Consent for alterations, extension or demolition of a listed building

Town and Country Planning Act 1990 (as amended); Planning (Listed Buildings and Conservation Areas Act) 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	<input type="text"/>
Suffix	<input type="text"/>
Property Name	<input type="text" value="Old Sextons"/>
Address Line 1	<input type="text" value="Classified Road From Rushden Road To Sandon Road"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text" value="Hertfordshire"/>
Town/city	<input type="text" value="Sandon"/>
Postcode	<input type="text" value="SG9 0QX"/>

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
<input type="text" value="532197"/>	<input type="text" value="234490"/>

Description

Applicant Details

Name/Company

Title

Ms

First name

K

Surname

Redfern

Company Name

Sandon Bury Ltd

Address

Address line 1

Sandon Bury farm Ltd

Address line 2

Sandon Bury

Address line 3

Sandon

Town/City

Nr. Buntingford

County

Hertfordshire

Country

Postcode

SG9 0QY

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

SG16 6JN

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Installation of perforated drainage pipe to north and east perimeter of house and discharge into new soakaway.
Part re-roofing of the property as described within submitted Design & Access/Heritage Statement.
Installation of insulation boards to all external walls and re-rendering after removal of existing cementitious and loose render.
Replacement external windows and doors.
Minor remedial internal repairs to walls and ceilings.

Has the work already been started without consent?

- ☐ Yes
☒ No

Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

- ☐ Don't know
☐ Grade I
☐ Grade II*
☒ Grade II

Is it an ecclesiastical building?

- ☐ Don't know
☐ Yes
☒ No

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

- ☐ Yes
☒ No

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- ☐ Yes
- ☒ No

Listed Building Alterations

Do the proposed works include alterations to a listed building?

- ☒ Yes
- ☐ No

If Yes, do the proposed works include

a) works to the interior of the building?

- ☒ Yes
- ☐ No

b) works to the exterior of the building?

- ☒ Yes
- ☐ No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

- ☐ Yes
- ☒ No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

- ☒ Yes
- ☐ No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

Drawing No. L-01 Rev A – Existing Site Survey, Location and Block Plans.

Drawing No. L-02 Rev A – Existing Ground and First Floor General Arrangement Plans and Elevations.

Drawing No. L-03 Rev B – Proposed Site Plan.

Drawing No. L-04 Rev A – Proposed Ground and First Floor General Arrangement Plans and Elevations.

Drawing No. L-05 Rev A – Plans and Elevations of Existing Windows & Doors to be Replaced.

Design & Access/Heritage Statement.

Details of Proposed External Insulation Board.

Materials

Does the proposed development require any materials to be used?

- ☒ Yes
- ☐ No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material) demolition excluded

Type:

External walls

Existing materials and finishes:

Painted cementitious render between timber frame and brickwork.

Proposed materials and finishes:

Installation of new insulation boards to the outer face of the wall after removal of the existing loose and cementitious render. Lime Green Silic8 Thincat breathable render finish and paint.

Type:

Roof covering

Existing materials and finishes:

Handmade clay tiles Half rounded hip and ridge tiles

Proposed materials and finishes:

New breathable (bat safe) membrane and loft space insulation. Re-install existing handmade clay tiles (supplemented with Sahtas Brookhurst handmade clay tiles as previously approved).

Type:

External doors

Existing materials and finishes:

Timber doors painted red with small glazed vision panel

Proposed materials and finishes:

New timber doors with small glazed vision panel

Type:

Windows

Existing materials and finishes:

Painted timber cottage style windows with single glazing

Proposed materials and finishes:

Replacement timber cottage style windows to match the existing with thin double glazing as described and previously approved/installed at Old Sextons and neighbouring buildings.

Type:

Rainwater goods

Existing materials and finishes:

Black plastic rainwater goods

Proposed materials and finishes:

Brett Martin plastic Heritage iron effect roundstyle rainwater goods

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

Design & Access/Heritage Statement

Drawing No. L-01 Rev A – Existing Site Survey, Location and Block Plans.

Drawing No. L-02 Rev A – Existing Ground and First Floor General Arrangement Plans and Elevations.

Drawing No. L-03 Rev B – Proposed Site Plan.

Drawing No. L-04 Rev A – Proposed Ground and First Floor General Arrangement Plans and Elevations.

Drawing No. L-05 Rev A – Plans and Elevations of Existing Windows & Doors to be replaced.

Preliminary Bat Roost Assessment.

External Wall Insulation details including render and finish details.

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

☐ Yes

☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

☐ Yes

☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

☐ Yes

☒ No

Parking

Will the proposed works affect existing car parking arrangements?

☐ Yes

☒ No

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

☐ Yes

☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

☐ Yes

☒ No

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☒ Yes
☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☒ The agent
☐ The applicant
☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☐ Yes
☒ No

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
☒ No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 & Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of **all** the land to which this application relates; **and** has the applicant been the sole owner for more than 21 days?

- ☐ Yes
☒ No

☒ Yes

☐ No

I certify/ The applicant certifies that:

- ☒ I have/The applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this application relates; or
- ☐ The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.

* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years to run.

**** 'agricultural tenant' has the meaning given in section 65(8) of the Town and Country Planning Act 1990.**

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant: ***** REDACTED *****
House name: The Vicarage
Number:
Suffix:
Address line 1: Payne End
Address Line 2:
Town/City: Sandon
Postcode: SG9 0QU
Date notice served (DD/MM/YYYY): 13/06/2025

Person Role

- ☐ The Applicant
- ☒ The Agent

Title

Mr

First Name

Paul

Surname

Hinkins

Declaration Date

13/06/2025

- ☒
- Declaration made

Declaration

I/We hereby apply for Householder planning & listed building consent as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

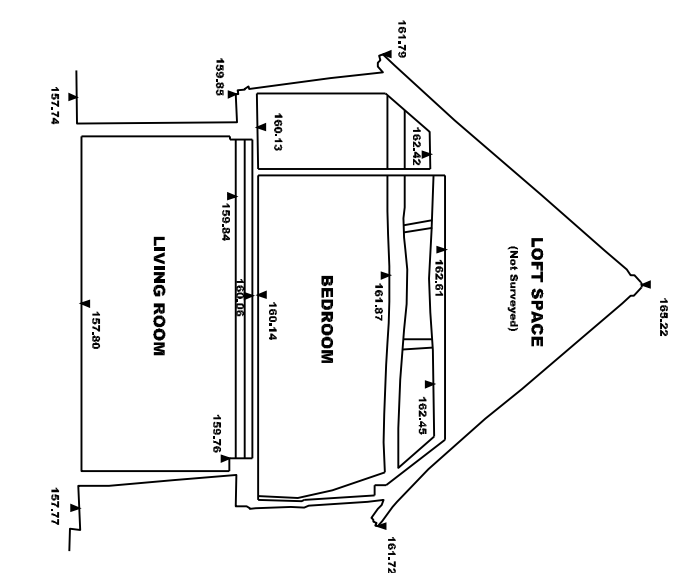
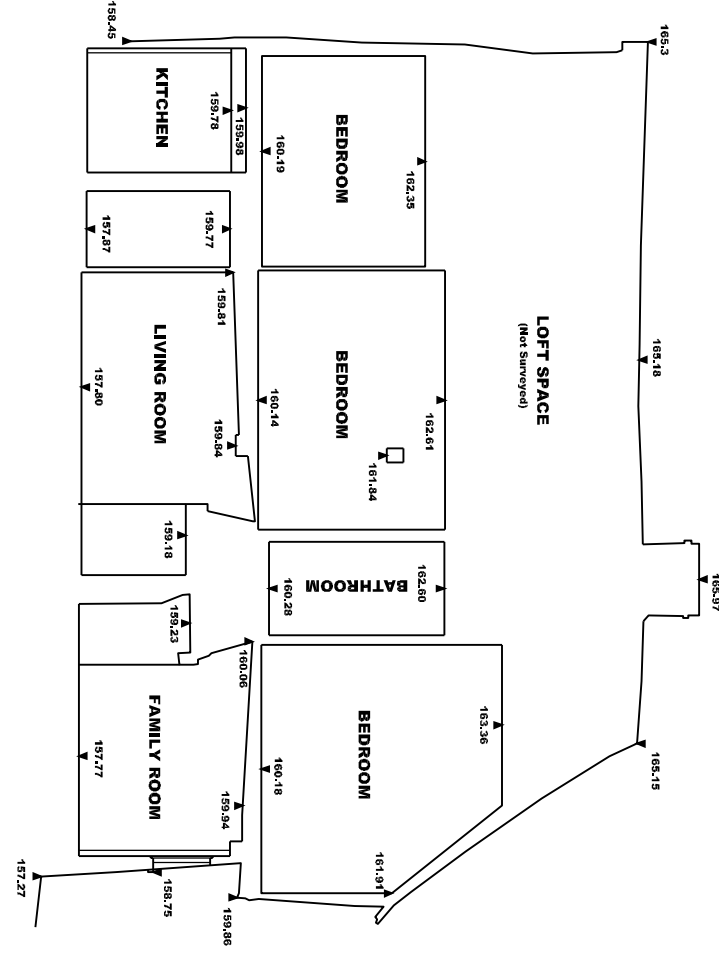
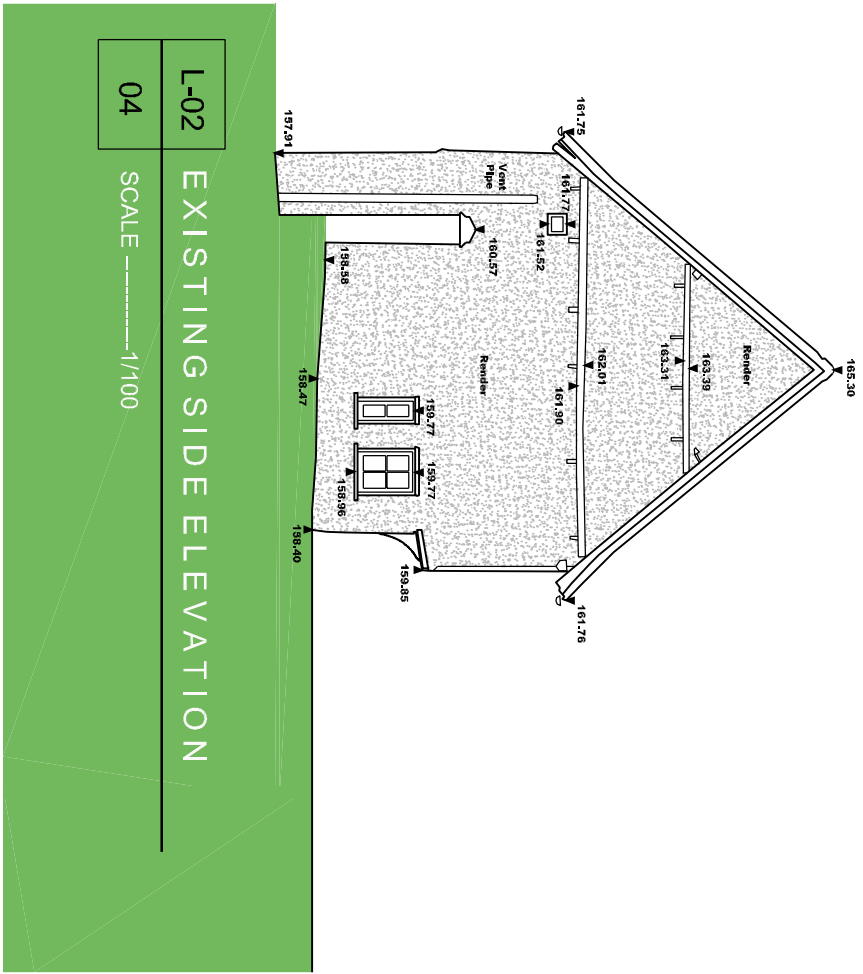
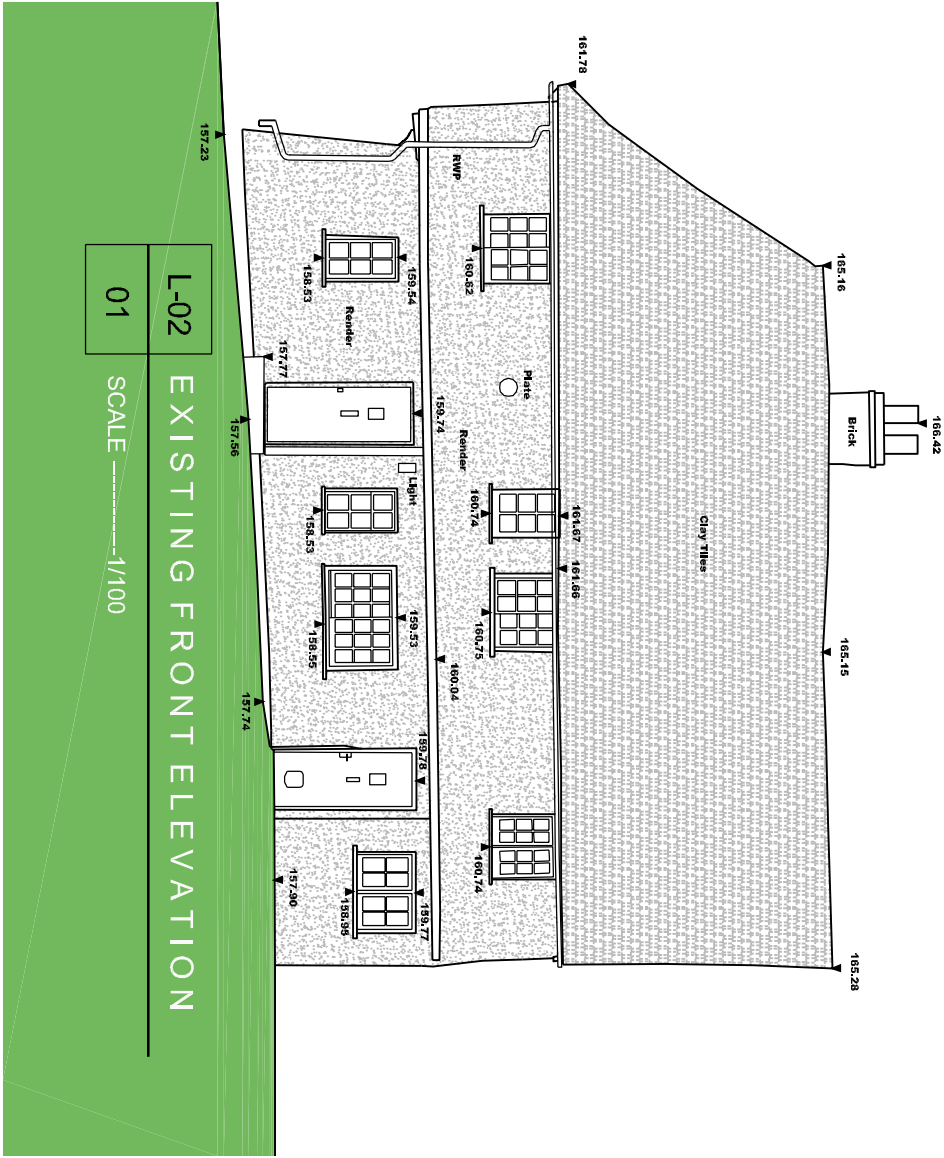
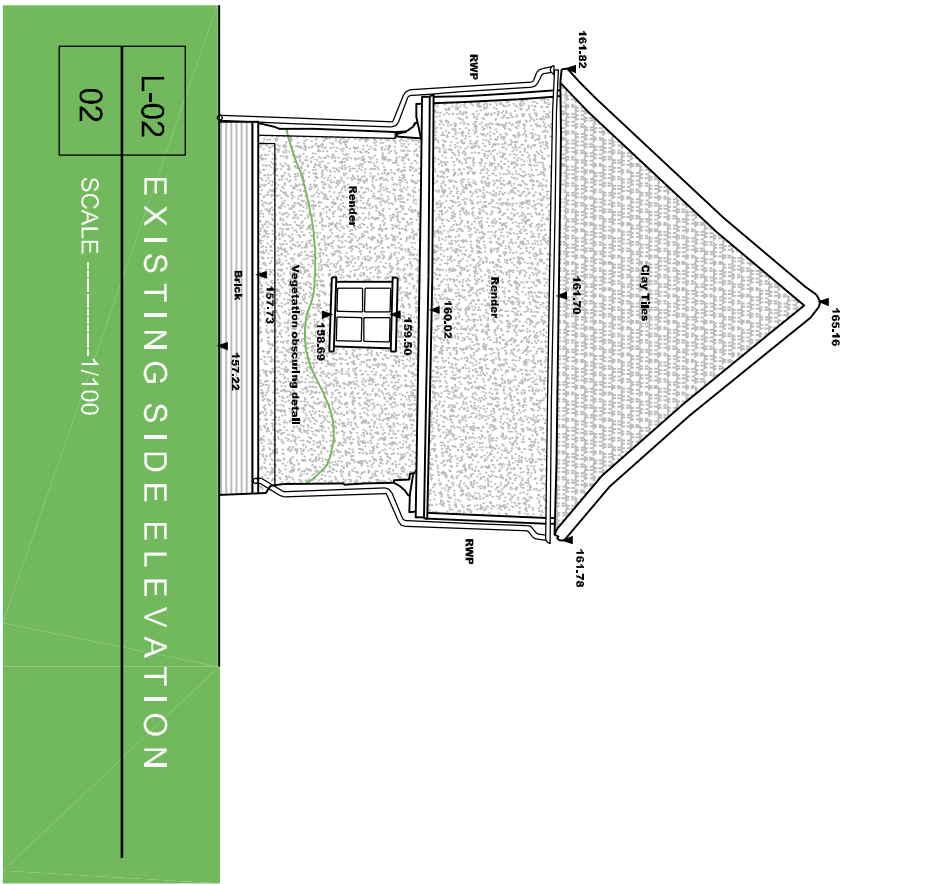
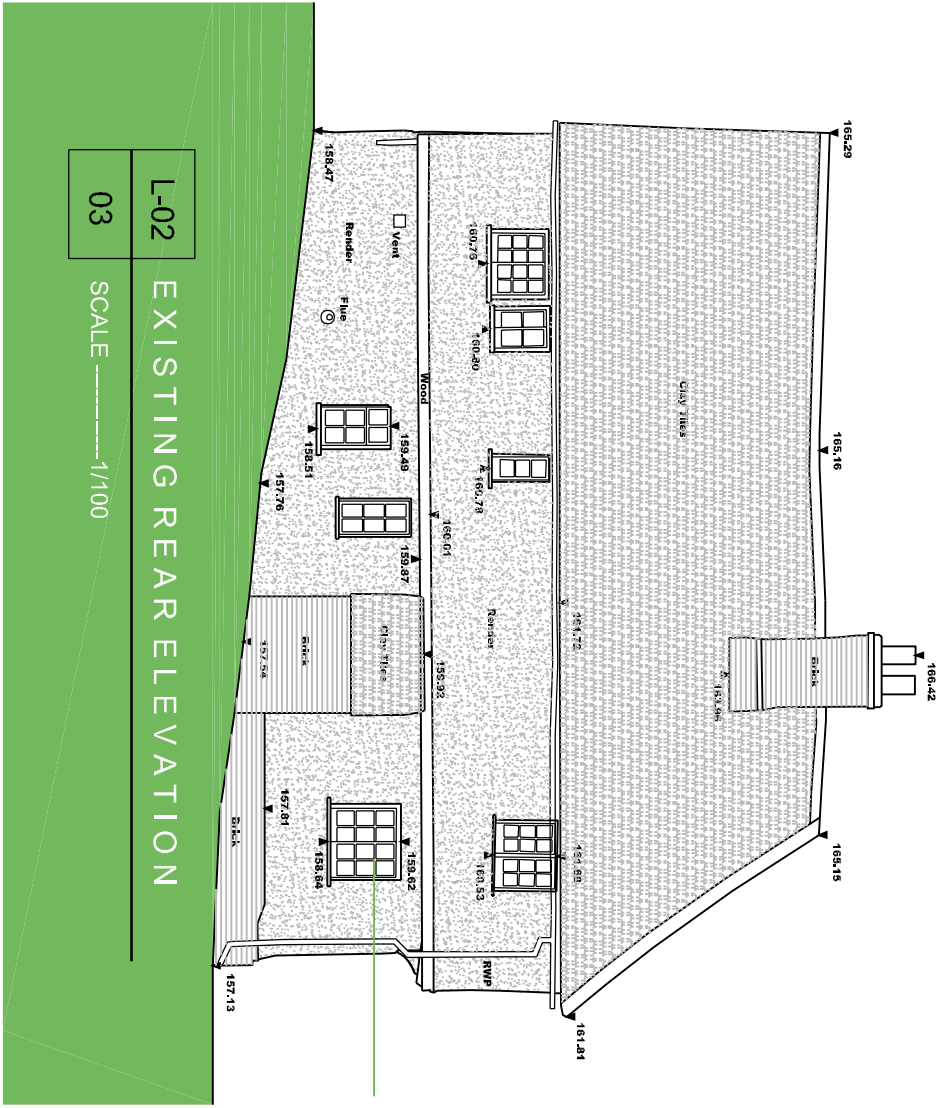
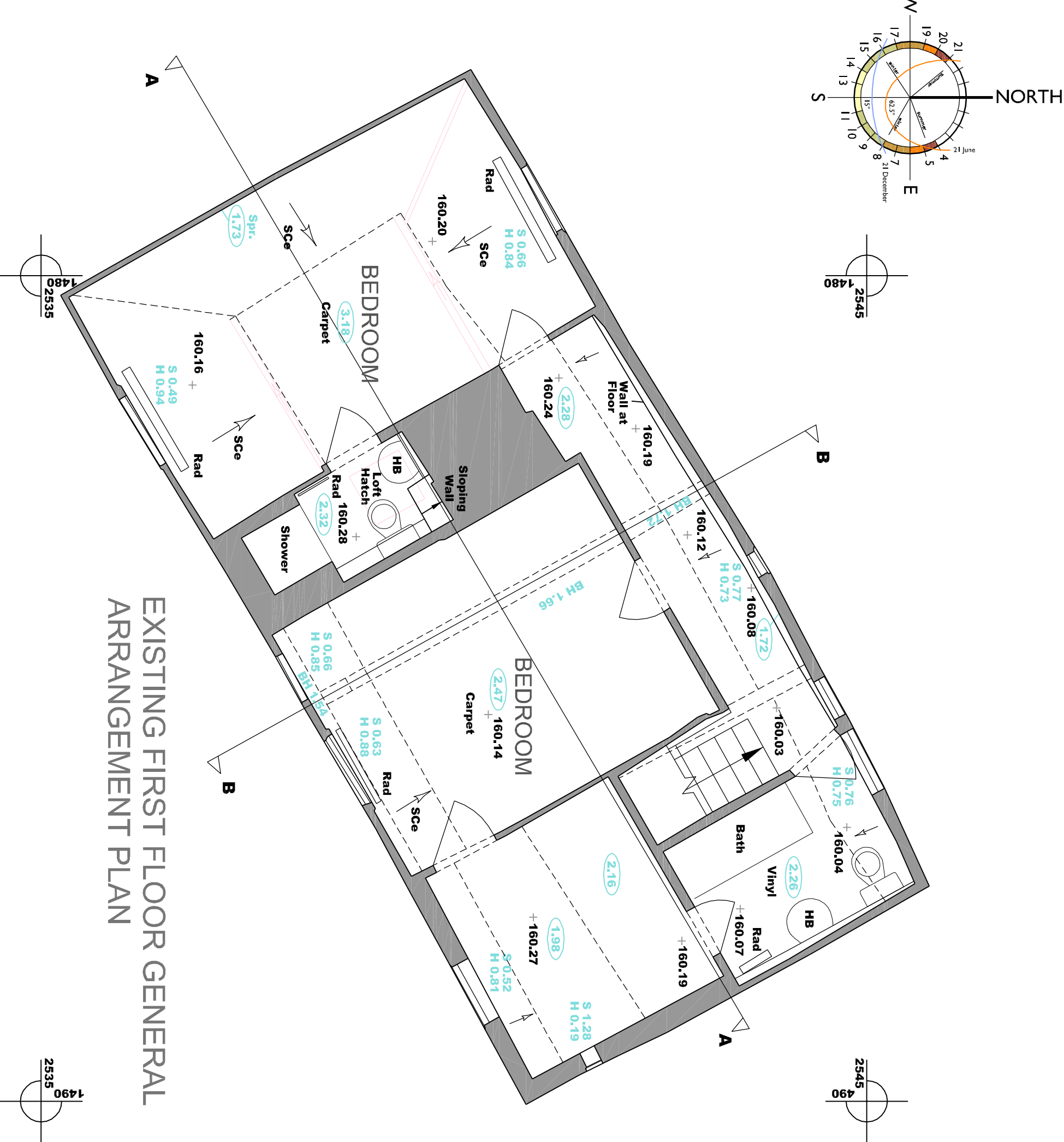
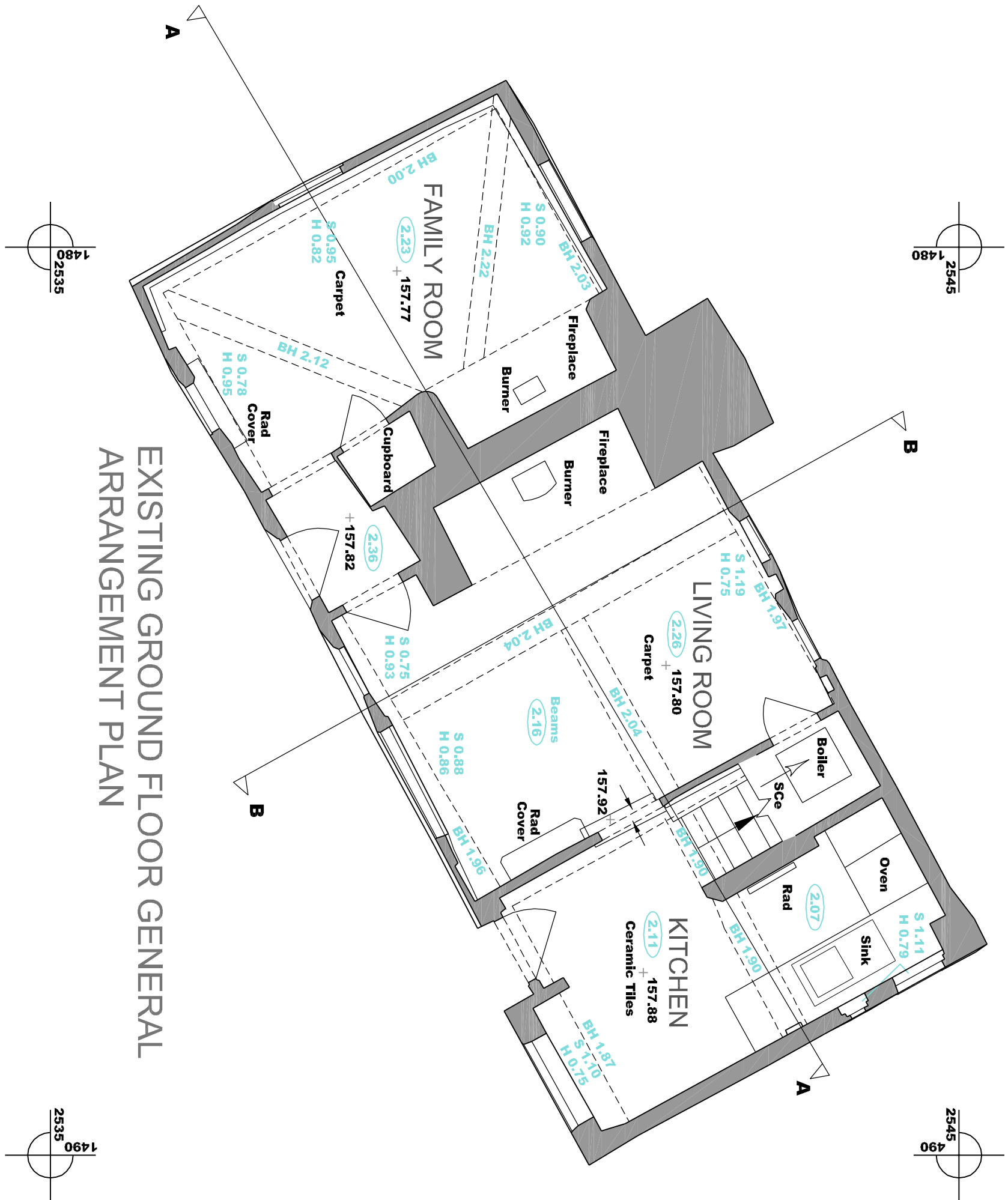
☒ I / We agree to the outlined declaration

Signed

Neil Hansford

Date

13/06/2025



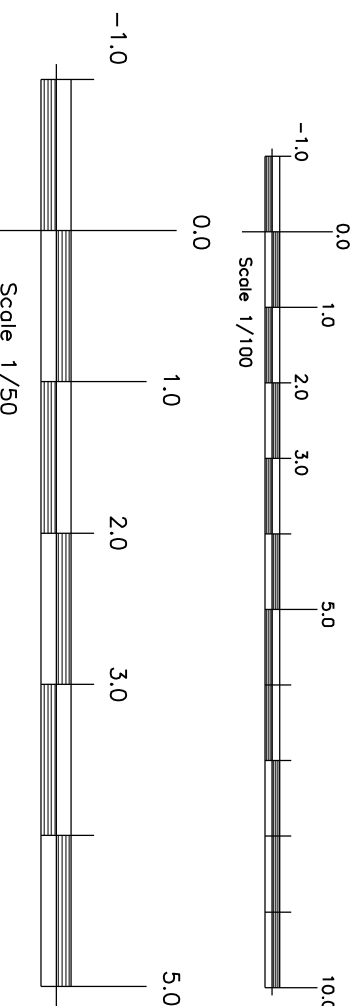
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CDM Regulations 2007 : Designers' Notes on Significant Residual Risks

1.

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Refer also to Drawings			
VERIFICATION STATUS	Verified by	Date	
INFO/DESIGN		Neil	Feb 19
PLANNING			
BUILDING CONTROL			
CONSTRUCTION			
No	Revision	Date	Drn Chkd



INIGO ARCHITECTURE LTD

Client:
Sandon Bury Ltd
Old Sextons

Project Title:
Old Sextons Rushden Road
Sandon Buntingford SG9 0OY
Existing General Arrangement Plans
And Elevations

Tel: 01462 664805
81 STATION ROAD, LOWER STONDON, BEDFORDSHIRE, SG9 6JAN
E mail: info@inigoarchitecture.co.uk

Scale @ A1:
1/50 1/100

Date:
Feb 2023

Drawn by:
NH

Checked:
NH

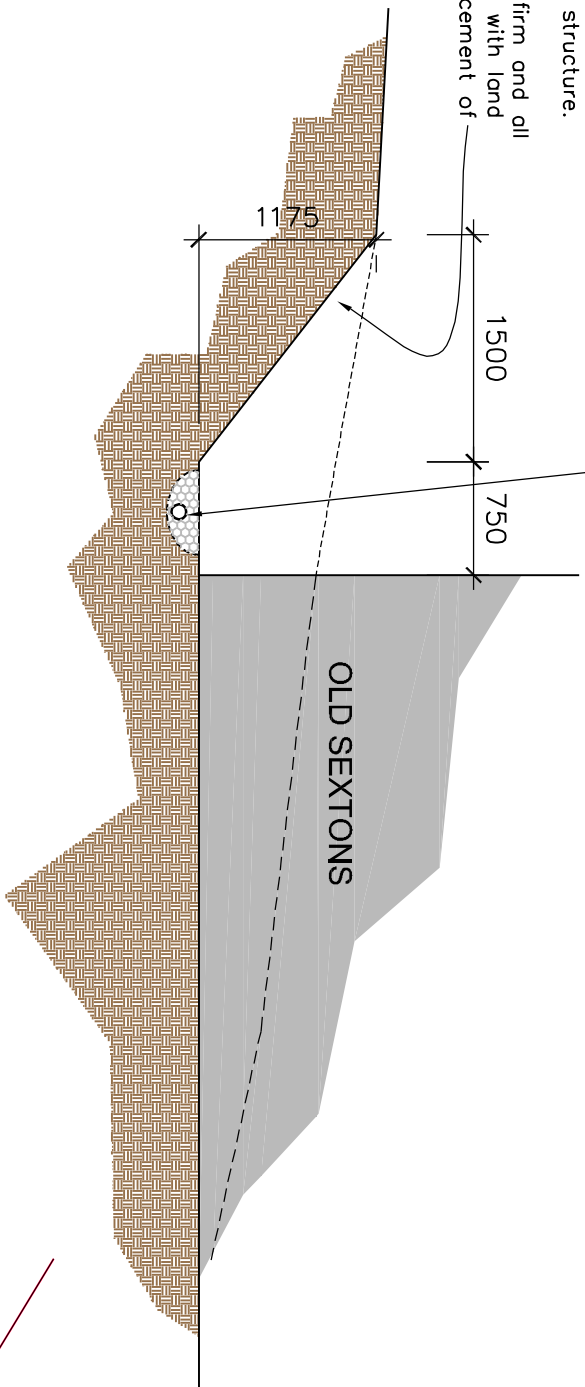
File:

Area of soil cut back to an incline and French drain provided to external perimeter of dwelling at bottom of sloped area, to suit site levels. French drain to be set approx. 150mm below slob level.

Trial hole exploration required to confirm condition/extent of buried structure.

Structural Engineer to confirm and all agree(s) prior to commencement of works.

100mm dia perforated pipe surrounded in free flowing material and topped with large pebbles, edge planning of ornamental flowers to be agreed with oil porters.



ENLARGED DETAIL INDICATING INSTALLATION OF NEW PERFORATED DRAINAGE PIPE TO NORTH & EAST PERIMETER OF HOUSE (Scale 1:50)

Area of soil cut back to an incline and French drain provided to external perimeter of dwelling at bottom of sloped area, to suit site levels. French drain to be set approx. 150mm below slob level.

Trial hole exploration required to confirm condition/extent of buried structure.

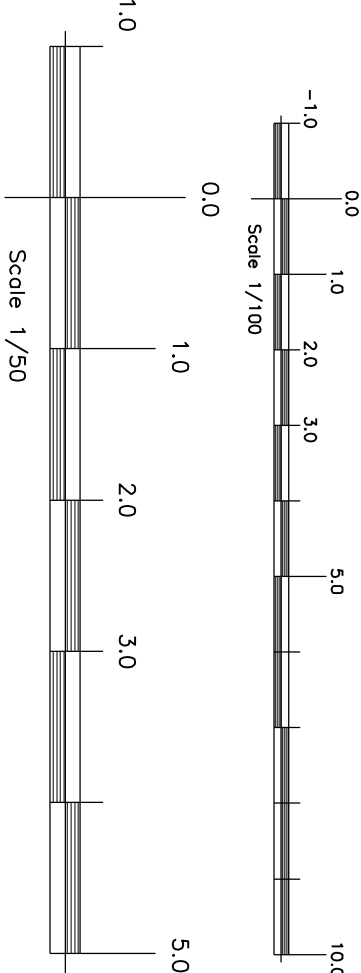
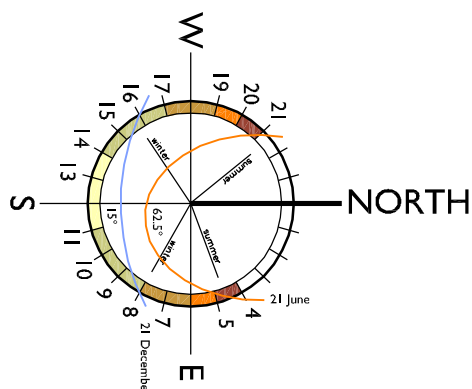
Structural Engineer to confirm and all agree(s) prior to commencement of works.

100mm dia perforated pipe surrounded in free flowing material topped with large pebbles, edge planning of ornamental flowers to be agreed with oil porters.

2 No. New rwp's installed to right corner of building (front and rear) with new rwp's connected to perforated pipe

New perforated pipe to discharge into soakaway system or soakaway subject to approval

SOAKAWAY
2 No. New rwp's installed to right corner of building (front and rear) with new rwp's connected to perforated pipe



INIGO ARCHITECTURE LTD

Client: Sandon Bury Ltd

Old Sextons

Project Title: Old Sextons Rushden Road

Sandon Buntingford SG9 0QY

Proposed Site Plan

Tel: 01462 654805

CIAT CHARTERED PRACTICE AND DEVELOPMENT CONSULTANTS
81 STATION ROAD, LOWER STONDON, BEDFORDSHIRE, SG9 6JAN
E: mail: info@ciatarchitect.co.uk

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ALL SITES OF STRUCTURAL COMPONENTS ARE TO BE VERIFIED BY A STRUCTURAL ENGINEER.

ELECTRICAL INSTALLATION OR MODIFICATION, MATERIALS AND THE RELEVANT BRITISH STANDARDS AND C.O.P.S. AND ARE TO BE IN THE APPROVAL OF THE LOCAL BUILDING OFFICE AND COMPLY WITH THE 17TH EDITION OF THE ELECTRICAL REGULATIONS INCLUDING AMENDMENTS 1 & 2, BUILDING REGULATIONS LATEST AMENDMENTS.

PLEASE NOTE ELECTRICAL CONTRACTORS MUST BE MEMBERS OF THE NATIONAL INSPECTION COUNCIL FOR ELECTRICAL INSTALLATION & CONTRACTING (NICEIC) & THE ELECTRICAL CONTRACTORS ASSOCIATION.

MECHANICAL INSTALLATION OR MODIFICATION INCLUDING HEATING & HOT WATER SYSTEMS MUST BE IN ACCORDANCE WITH THE 17TH EDITION OF THE GAS SAFETY (REGULATIONS) ACT 1998 AND THE GAS SAFETY (REGULATIONS) ACT 1998 (GAS) REGULATIONS.

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CDM Regulations 2007 : Designers' Notes on Significant Residual Risks

1.

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Refer also to Drawings			
VERIFICATION STATUS	Verified by	Date	
INFO/DESIGN		Neil	Feb 19
PLANNING			
BUILDING CONTROL			
CONSTRUCTION			
No	Revision	Date	Drn Chkd

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CDM Regulations 2007 : Designers' Notes on Significant Residual Risks

1.

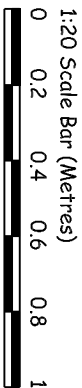
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Refer also to Drawings

VERIFICATION STATUS	Verified by	Date
INFO/DESIGN		
PLANNING	Neil	Feb 19
BUILDING CONTROL		
CONSTRUCTION		

No	Revision	Date	Dr'n	Chkd

Plan & elevations of existing windows and doors to be replaced
(Scale 1:20)



INIGO ARCHITECTURE LTD

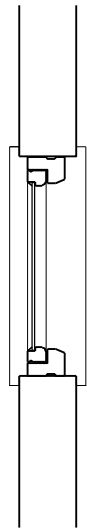
Client: Sandon Bury Ltd
Old Sextons

Project Title: Old Sextons Rushden Road Sandon Buntingford SG9 0QY

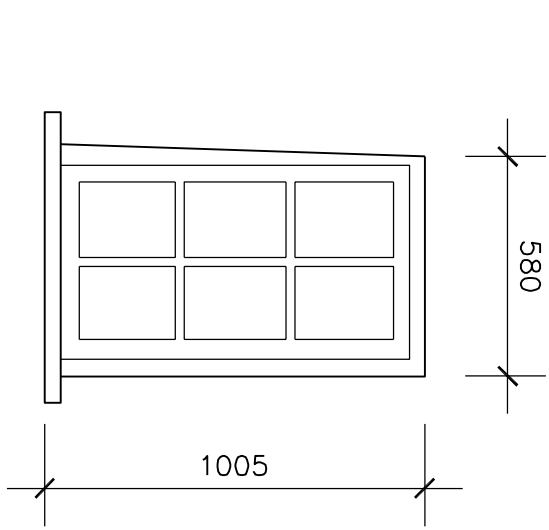
Dwg No: L-05 Rev A
Scale & At: 1/20
Date: Feb 2023
Drawn by: Neil
Checked: NH
Title: Plan & Elevations Of Existing Windows & Doors To Be Replaced

CIAT CHARTERED PRACTICE AND DEVELOPMENT CONSULTANTS
81 STATION ROAD, LOWER STONDON BEDFORDSHIRE SG9 6JAN
E: mail: info@inigoarchitecture.co.uk
Tel: 01462 654805

Plan

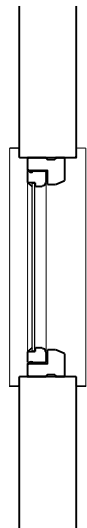


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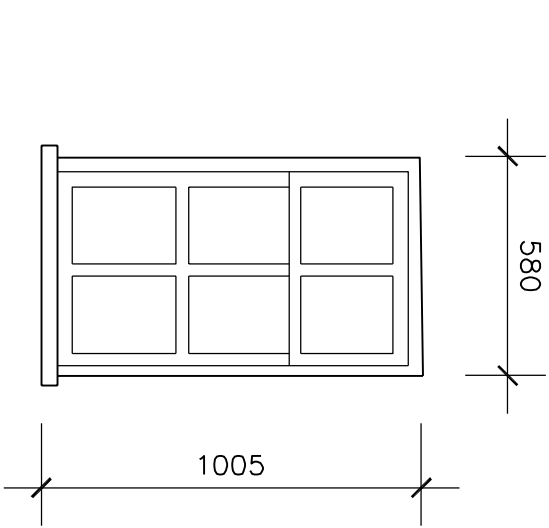


W1

Plan

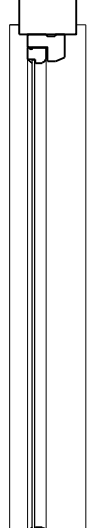


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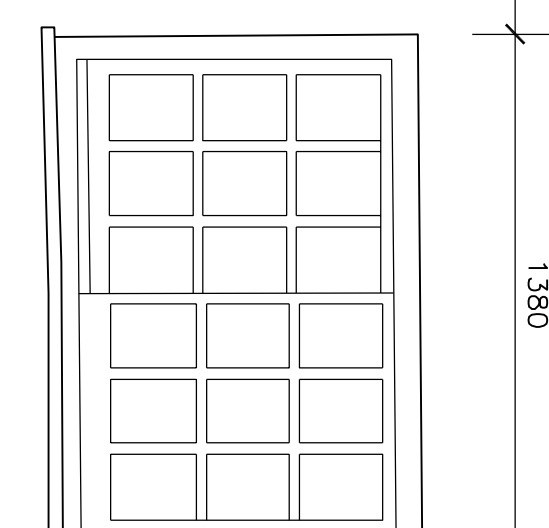


W2

Plan

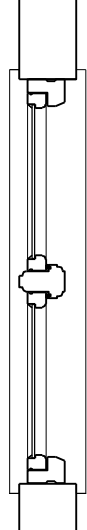


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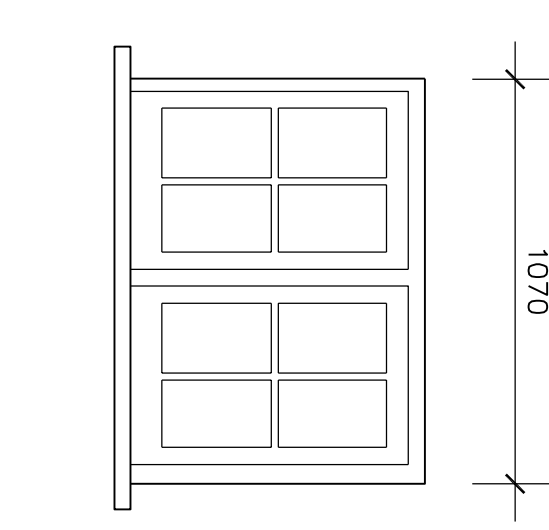


W3

Plan

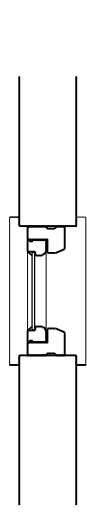


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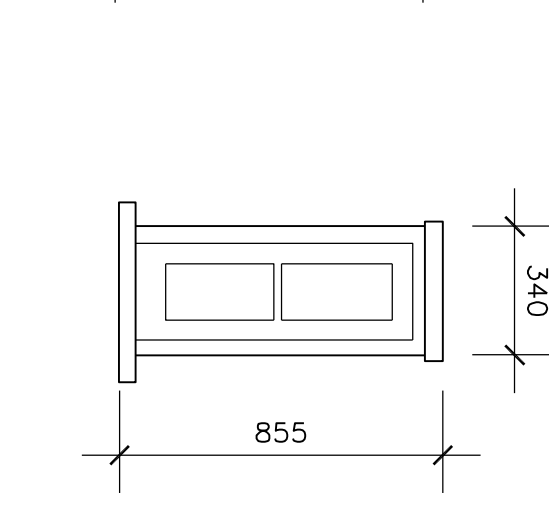


W4

Plan

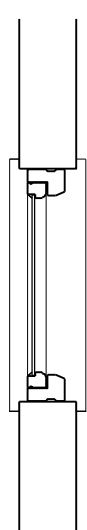


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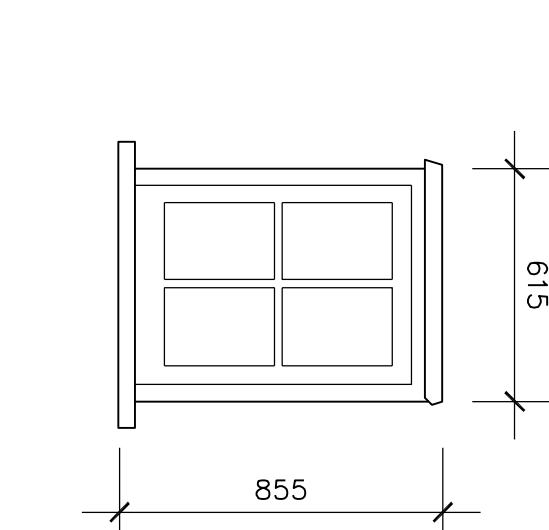


W5

Plan

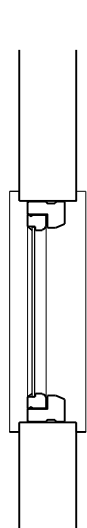


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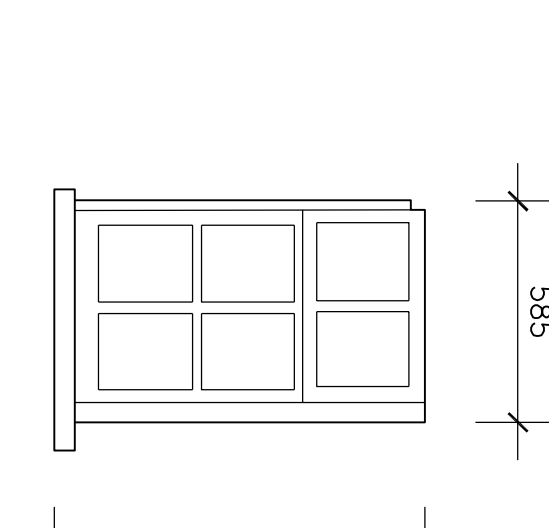


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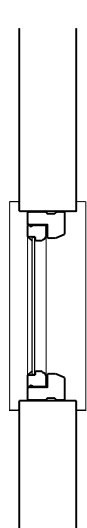


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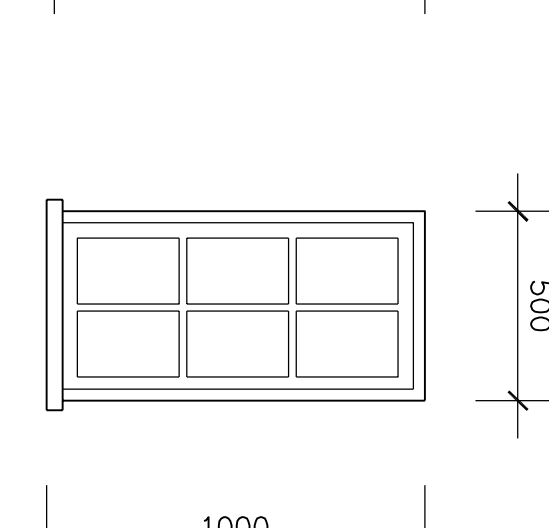


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Plan

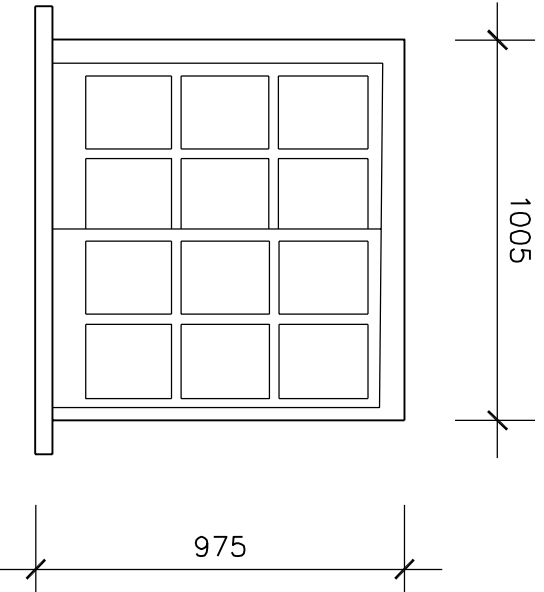


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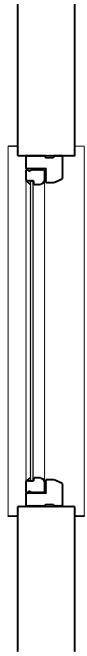
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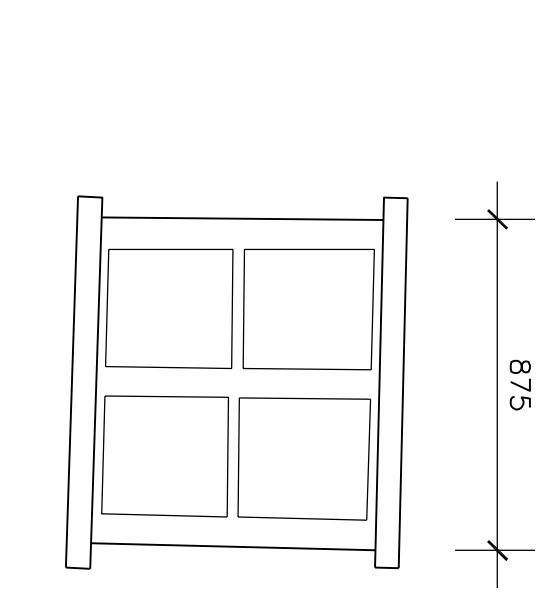


W9

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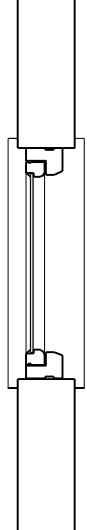


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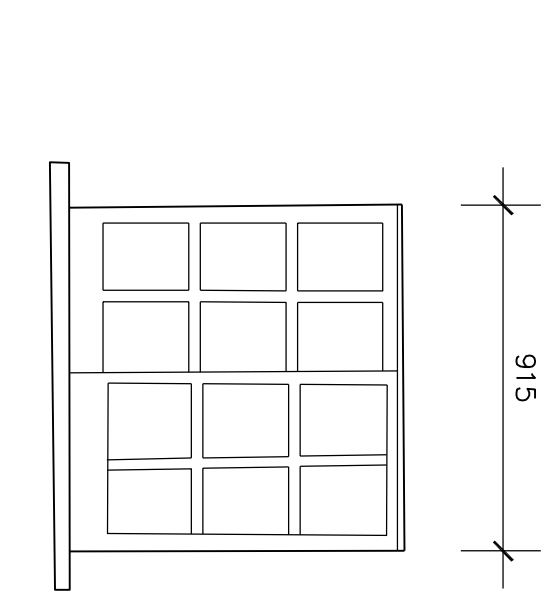


W10

Plan



Front Elevation

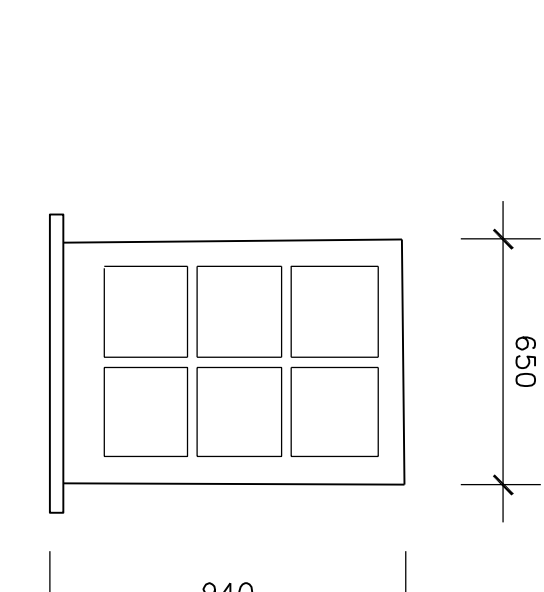


W11

Plan

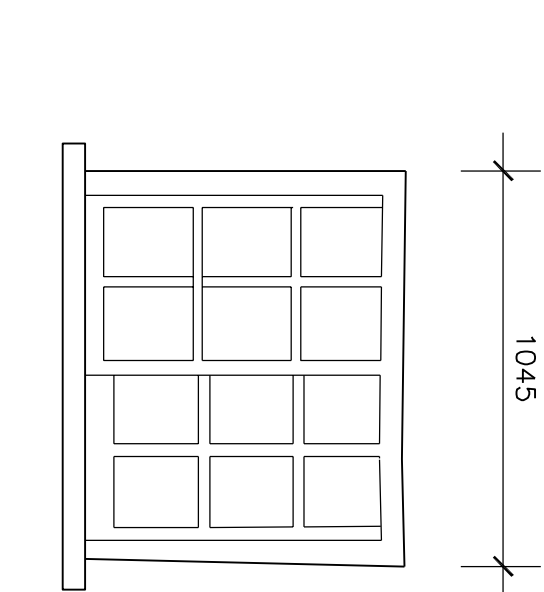


Front Elevation



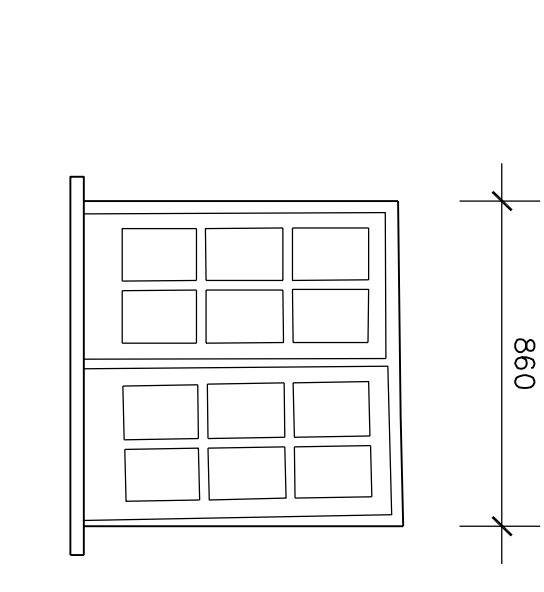
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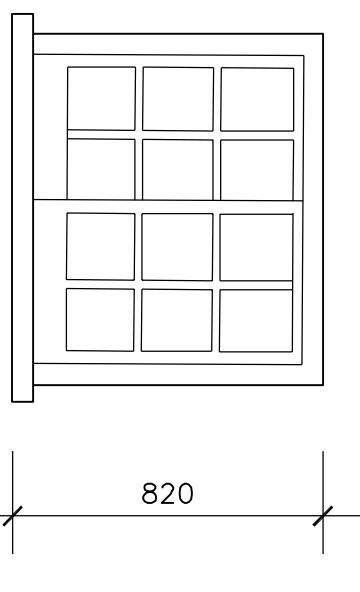


W13

Front Elevation

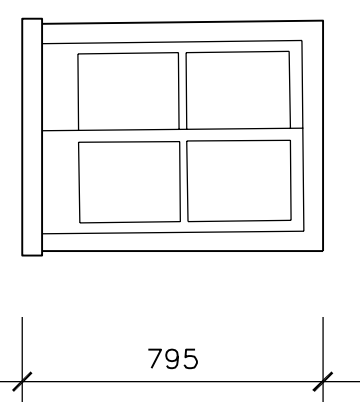


W14



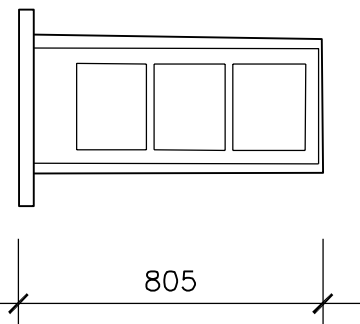
Front Elevation

W15



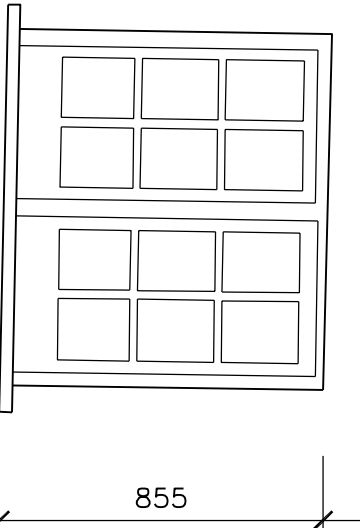
Front Elevation

W16



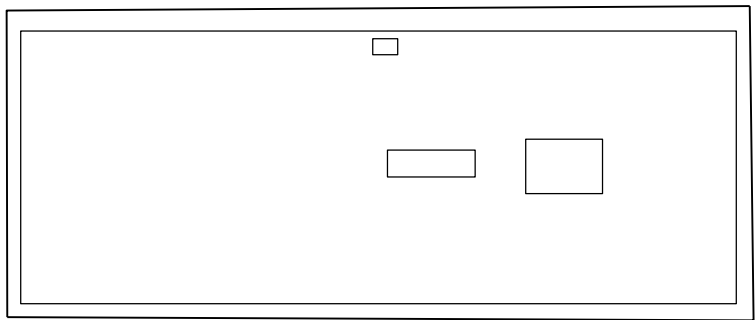
Front Elevation

W17

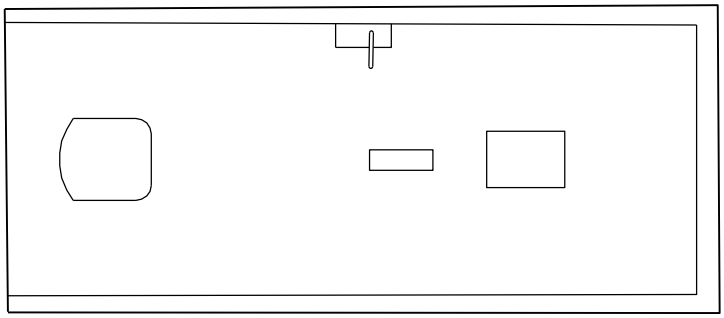


Front Elevation

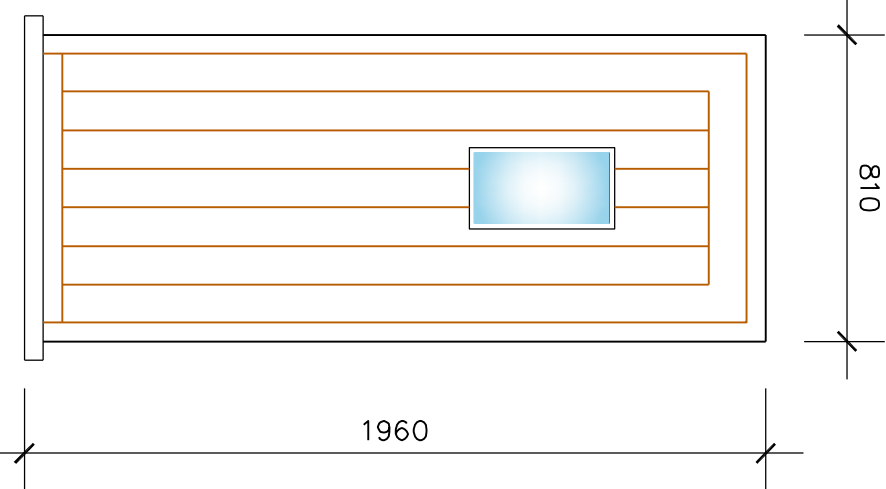
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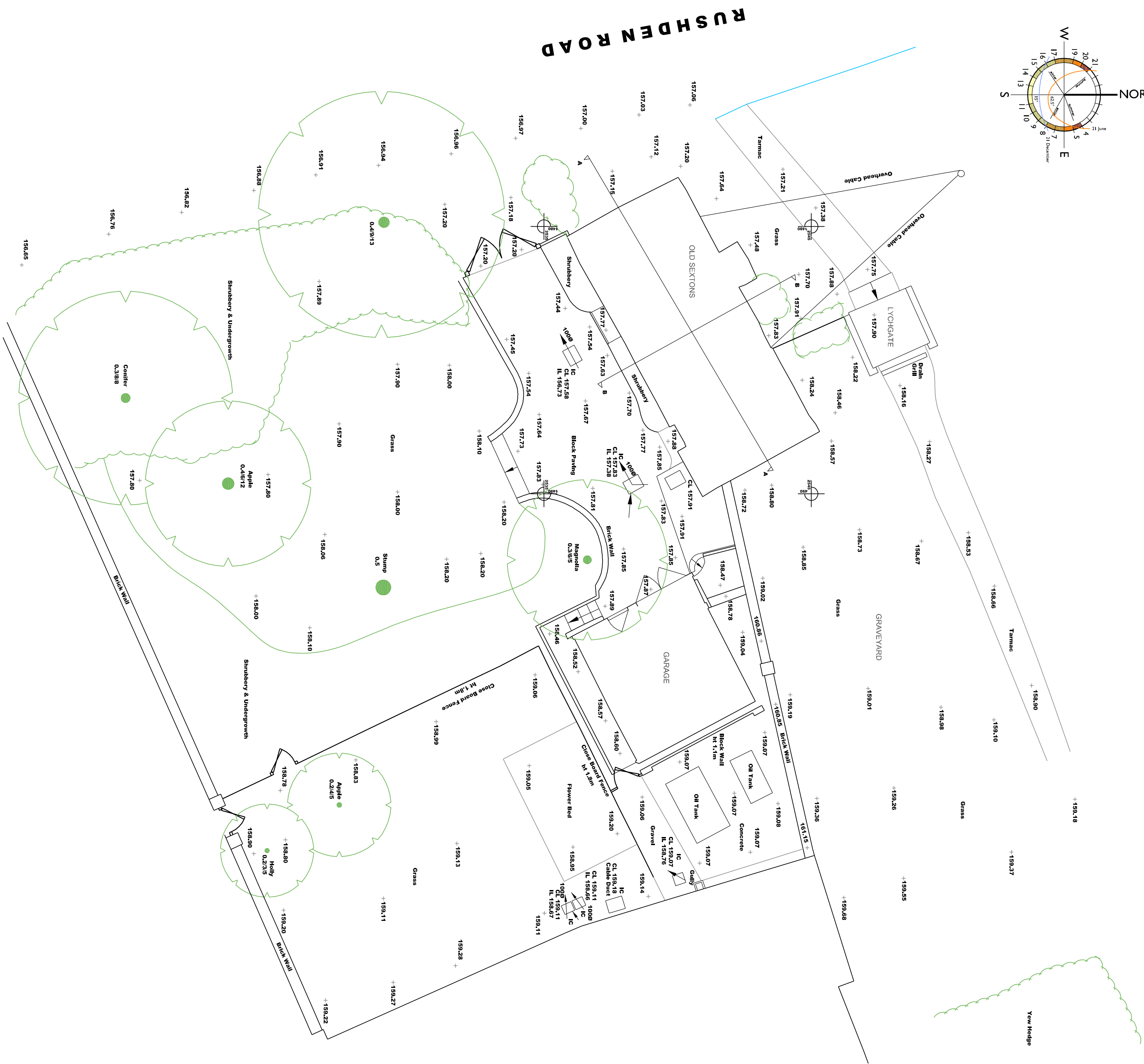
Existing Front Doors EDO.01 & EDO.02



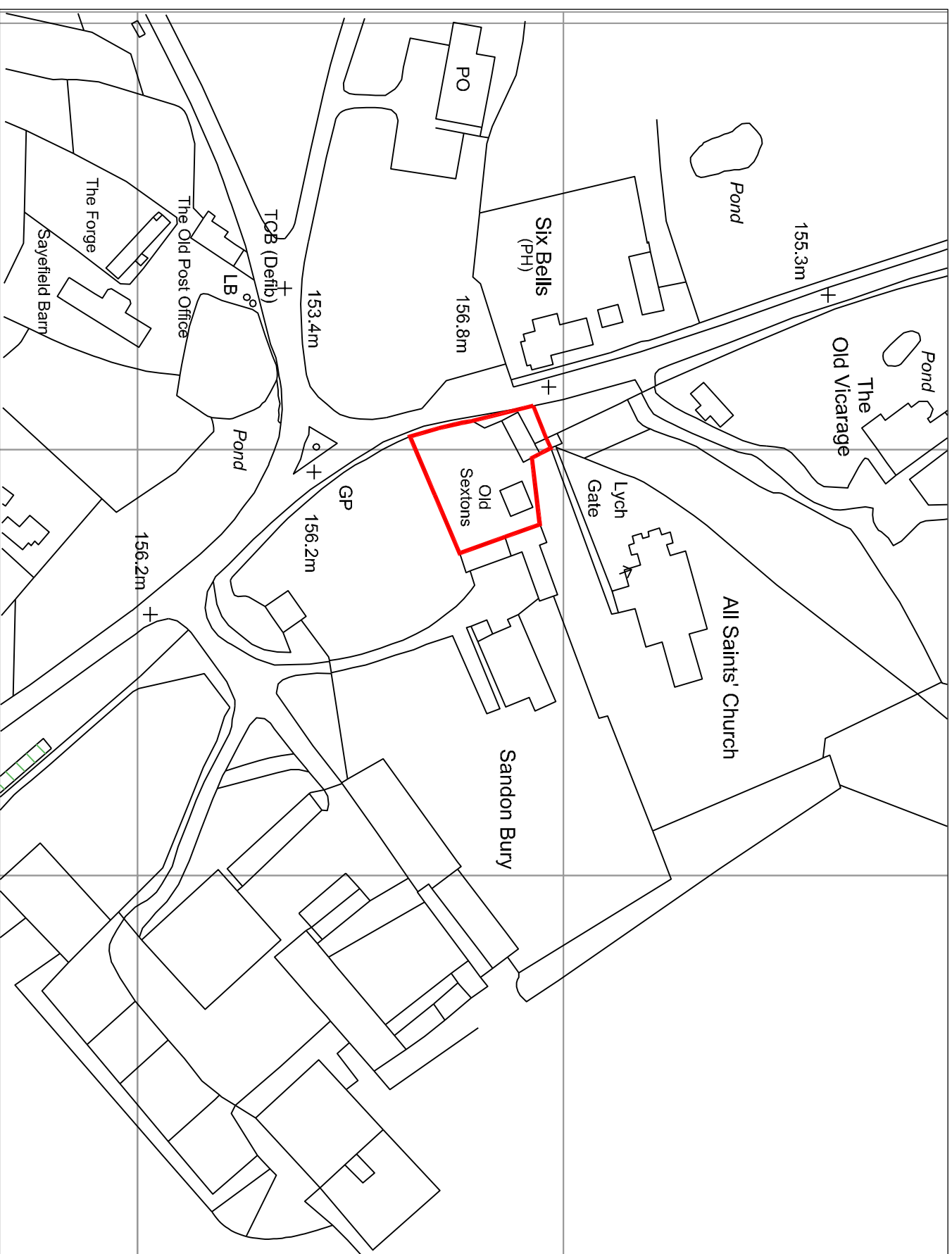
Replacement Front Doors EDO.01 & EDO.02



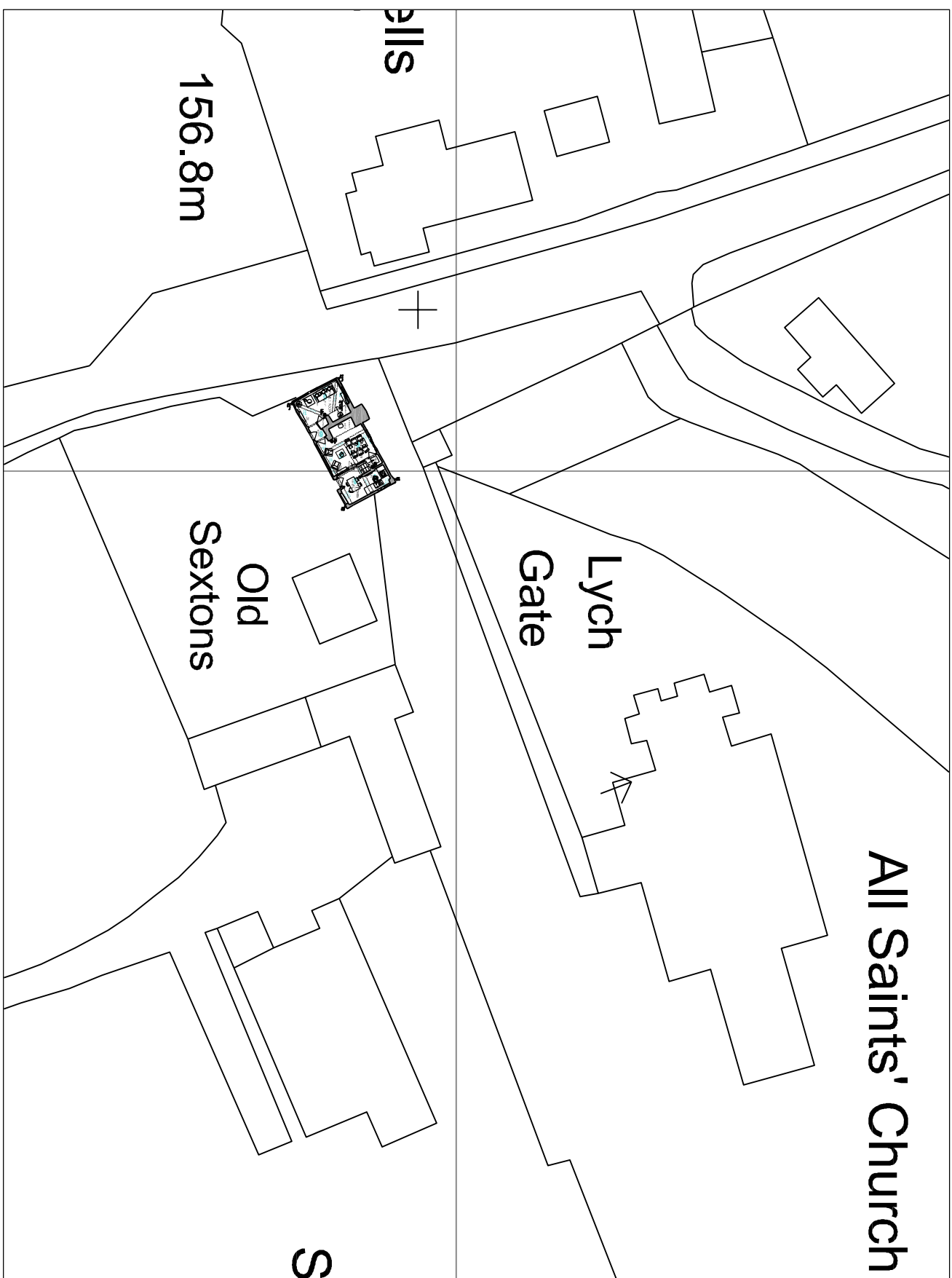
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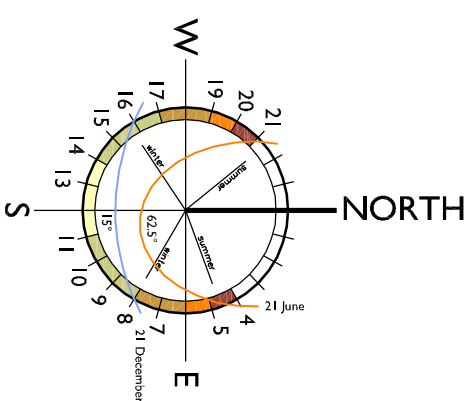
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SCALE _____ 1/1250



SCALE _____ 1/500



L-01 Rev A

Client: Sandon Bury Old Sextons

Scale: 1/200 1/500 1/1250
PROJECT TITLE: Old Sextons Rushden Road

Date: **Feb 2025**

Sandon Buntingford SG9 0QY

Drawn by:	Nell
Drawing title:	Existing Site Survey Plan And

File: _____

Site Location And Block Plans

Tel: 01462 654805

CIAT CHARTERED PRACTICE AND DEVELOPMENT CONSULTANTS
81 STATION ROAD LOWER STONDON BEDFORDSHIRE SG16 6JN

Refer also to Drawings			
VERIFICATION STATUS	Verified by	Date	
WFO/DESIGN			
PLANNING		Neil	Feb 19
BILLING CONTROL			
CONSTRUCTION			
No	Revision	Date	Drn Chkd

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- 1

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ELECTRICAL INSTALLATION OF MORTARCASTLES, INTERNALS AND RELEVANT BRITISH STANDARDS AND OF CP 18 AND ARE TO BE IN ACCORDANCE WITH GOOD BUILDING PRACTICE AND SUITABLE FOR THE INTENDED USE OF THE BUILDING.

THE 17TH EDITION OF THE BS REGULATIONS INCLUDING AMENDMENTS 1 & 2, THE LOCAL ELECTRICAL SUPPLY AUTHORITY, BRITISH TELECOM, THE BUILDING REGULATIONS APPROVED MUST.

PLEASE NOTE THE ELECTRICAL CONTRACTORS MUST BE MEMBERS OF THE ELECTRICAL CONTRACTORS ASSOCIATION (ECSA) OR THE ELECTRICAL CONTRACTORS ASSOCIATION (CONTROLLING MEMBER) & THE ELECTRICAL CONTRACTORS ASSOCIATION (MEMBER).

MECHANICAL INSTALLATION OF NONPNEUMATIC INCLUDING GAS, HOT AND COLD WATER AND VENTILATION SERVICES TO BE IN ACCORDANCE WITH THE 17TH EDITION OF THE BS REGULATIONS INCLUDING AMENDMENTS 1 & 2, CURRENT BS SPECIFICATION, IN ADDITION THEY MUST COMPLY WITH THE 17TH EDITION OF THE BS REGULATIONS INCLUDING AMENDMENTS 1 & 2, THE LOCAL ELECTRICAL SUPPLY AUTHORITY, BRITISH TELECOM, THE BUILDING REGULATIONS APPROVED DOCUMENTS.

ALL WORKS ARE TO COMPLY WITH THE LATEST REVISION OF THE BRITISH STANDARDS.

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**North
Herts**
Council

PUBLIC NOTICE

Proposal Affecting the Setting of a Listed Building and Affecting a Conservation Area

Town and Country Planning Act 1990

Notice is hereby given that the following planning application has been received by

North Hertfordshire District Council

Planning Control, Council Offices, Gernon Road,
Letchworth, Herts SG6 3JF

CASE REFERENCE NUMBER: 25/01557/FPH

LOCATION: Old Sextons, Sandon, Buntingford, Hertfordshire, SG9 0QX,

DESCRIPTION: Installation of perforated drainage pipe to north and east perimeter and discharge into new soakaway, partially replace roofing, re-bed existing roof tiles, repoint chimney stack, installation of insulation boards to all external walls and re-rendering after removal of existing cementitious and loose render and replace existing fenestration.

The application details may be viewed on the Council's web site at www.north-herts.gov.uk/planning (the case reference number will be required).

Any person who wishes to make representations about the proposal should submit them on-line at <https://pa2.north-herts.gov.uk/online-applications> or in writing to Planning Control, North Hertfordshire District Council at PO Box 10613, NG6 6DW quoting the above case reference number by 23 July 2025 (23 days from the date of this notice). I cannot treat your views as confidential and anonymous representations will not be accepted but hope this will not prevent you from writing if you feel so inclined. I would also make you aware that the names and addresses of all people making comments together with their view will be available on the website. The Council's decision (once issued) will be published on the website. The Council's Privacy Notice is available on our website: <https://www.north-herts.gov.uk/home/council-data-and-performance/data-protection/information-management-gdpr>

As this is a householder application, in the event of an appeal against refusal of planning permission, which is to be dealt with on the basis of representations in writing, any representations made about this application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

The application may be of a type of development which is normally determined by me under powers delegated by the Council. However, in certain circumstances individual Councillors may request that a particular application is determined by Committee. That being so, you may wish to contact your local Councillor(s), whose name(s) you will find below, if you intend to make any comments upon the proposal. In the event of the application having to be reported to the Planning Committee there is an opportunity for persons to speak for or against the proposal at the meeting. (For further information please telephone 01462 474206).

I would emphasise, though, that the Councillor(s) will not be in a position to express a view either for or against the proposal until such time as they are in possession of all the relevant information to make a decision; this will be following full consideration of the issues at the Committee meeting. To do otherwise may mean that the Councillor can take no part in the decision-making process. They must decide the matter on planning grounds only and in the interests of the whole community not just the ward.

Weston And Sandon Ward

Councillor Steve Jarvis

SHAUN GREAVES
DEVELOPMENT AND CONSERVATION MANAGER

Date: 30 June 2025

Declaration of Performance

Product:

Warmshell Meshcoat

Manufacturer:

Lime Green Products Ltd, Coates Kilns, Stretton Road, Much Wenlock, TF13 6DG

Description of the product:

General Purpose rendering coat for application to woodfibre boards and other backgrounds.

Designated Standards:

BS EN 998-1

Approved body or AVCP

N/a : System 4

Essential Characteristic	Performance	Standard
Compressive Strength	CS II	BS998-1:2016
Adhesion	0.1N/mm ² FP C	BS EN 1015-12:2016
Capillary Water Absorption	W0	BS EN 998-1
Water Vapour Permeability	≤20	BS EN 1745:2020
Thermal Conductivity	0.33	BS EN 1745:2020
Reaction to Fire	Class B-s1,d0	BS EN 998-1 2016

Lime Green Products Ltd confirms that the product identified above is compliant the declared performance. This Declaration of Performance is issued in accordance with the Regulation (EU) No 305/2011 under the responsibility of the manufacturer.

Signed for and on behalf of Lime Green Products Ltd:



James Ayres, Production Director

28/6/2024



EC Declaration of Performance

Lime Green Products Ltd, Coates Kilns, Stretton Road, Much Wenlock, Shropshire, TF13 6DG

15

Finish WP

EN 998-1:2010

Factory Made Coloured Rendering Mortar (CR) for external use

Reaction to fire:	Class B1
Strength Class	CSII
Adhesion:	>0.08 (woodfibre)
Capillary Water absorption:	W2
Water vapour Permeability coefficient.	$\mu \leq 10$
Thermal conductivity $\lambda_{10, dry}$ [W/mK]	<i>P=50%</i> 0.47 <i>P= 90%</i> 0.54
Durability (against freeze/thaw):	evaluation based on provisions valid in the intended place of use of the mortar

Date 22/1/15

Signed

J Ayres – Director

Product Data Sheet: Finish WP

9/09/2014

Finish WP is a mineral top coat render for use with Warmshell external wall insulation. Finish WP is based on Hydraulic Lime and natural and recycled aggregates. Please call for lead times.

General Information

Finish WP is a decorative and weather proof pre-coloured topcoat render for woodfibre boards. It is used with Prepbond WP undercoat. It has exceptional water resistance while remaining highly breathable, a combination that protects and preserves the insulation underneath.



Packaging

Available in 22kg bags. Finish WP is available in different textures and in 36 colours. See colour chart for further details. A batch code, colour and texture reference is printed on the side of the bag.

Coverage

Approximately 1.5kg per mm of thickness over 1m². One 22kg bag will cover approx. 2.9m² at 5mm thick. This does not include any allowance for wastage.

Surface Preparation

Apply to a flat, previously keyed basecoat of Prepbond WP. The background should be flat (typically ± 3 mm per metre). Dampen the surface with a gentle mist spray of water before starting.

How to Mix

One 22kg sack will need approximately 4 to 5 litres of clean water. Finish WP should be mixed either with a suitable render spray machine or drill and whisk for between 5 and 10 minutes. The mixing time should ensure the product is thoroughly consistent without lumps of unmixed material.

Once the mixing practice is established it must remain consistent across the elevation or during one days work.

How to Apply

This product cannot be reworked and must be used within an hour, do not add additional water as this will cause a change in the colour. Apply once the base coats have had sufficient time to cure. Finish WP should be applied in a uniform thickness of 5mm, never use Finish WP to build out and level. Avoid over working and use only a light mist spray if applying water to the surface of the finishing coat.

Finish with a trowel or a wooden float or a sponge in gentle circular motions for an alternative and slightly rougher finish.

Curing and Why

The prevention of drying out too quickly is the key to the success of the application. Lightly spray the base coat if it is too hot or drying out too quickly. In addition, protect from harsh weather conditions, for example, frosts, rain and direct sunlight. The use of damp hessian, fixed to the wall can slow down the drying out process and provide protection from adverse weather conditions.

Performance

Test	Result	Standard Info
Water Vapour Perm. Coefficient (μ)	5/20	EN1745*
Compressive strength @ 28 days N/mm ²	CSII	EN 1015-11
Capillary water absorption kg/m ² .min	W2	EN 1015-18
Thermal Conductivity w/m.K P=50%	0.47	EN 1745*
Thermal Conductivity w/m.K P=90%	0.54	EN 1745*

Health and Safety	
Risk Phrases	Safety Phrases
R36/37/38 Irritating to eyes, respiratory system and skin	S22 Do not breathe dust
R66 Repeated exposure may cause skin dryness or cracking	S26 In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
	S24/25 Avoid contact with skin and eyes
	S36 Wear suitable protective clothing

This is not a specification. Trials should be undertaken on old surfaces & backgrounds to ensure compatibility. Lime plasters do not set or perform like gypsum or cement based materials

100mm Warmshell External Old Sextons, SGY 0QY

Exterior wall
created on 30.5.2025

Thermal protection

$U = 0,33 \text{ W/(m}^2\text{K)}$

GEG 2020/24 Bestand*: $U < 0,24 \text{ W/(m}^2\text{K)}$ 

Moisture proofing

Condensate: 149 g/m²

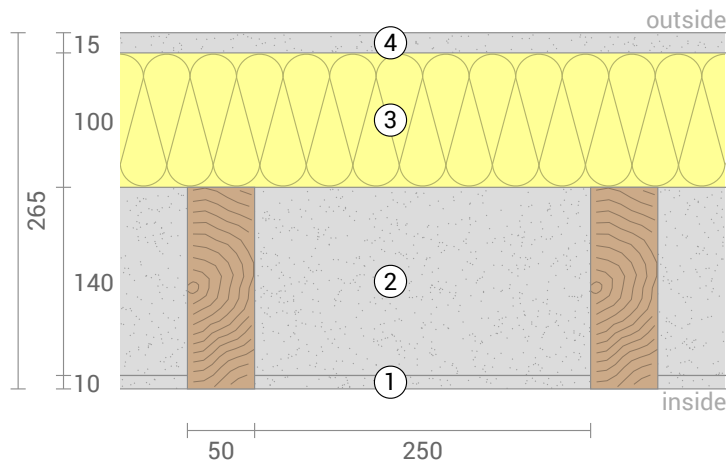
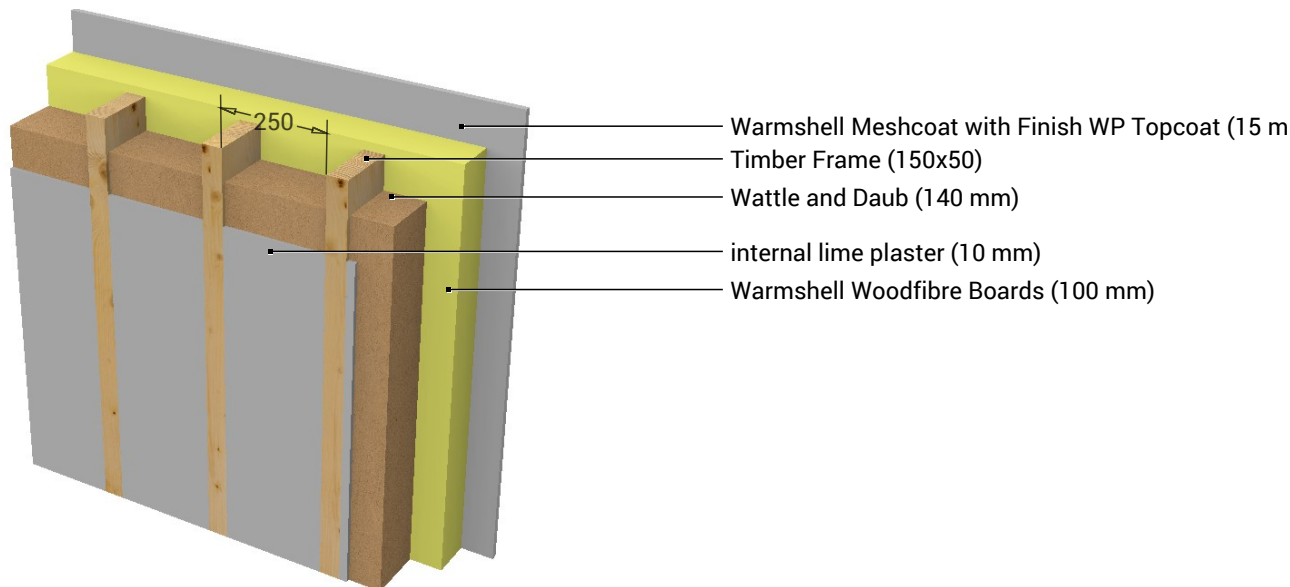
Dries 3 days

Drying reserve: 4818 g/m²a

Heat protection

Temperature amplitude damping: 76

phase shift: 13,3 h

Thermal capacity inside: 211 kJ/m²K

① internal lime plaster (10 mm)

② Wattle and Daub (140 mm)

③ Warmshell Woodfibre Boards (100 mm)

④ Warmshell Meshcoat with Finish WP Topcoat (15 mm)

Inside air : 20,0°C / 50%

Outside air: -5,0°C / 80%

Surface temperature.: 17,9°C / -4,7°C

sd-value: 1,4 m

Drying reserve: 4818 g/m²a

Thickness: 26,5 cm

Weight: 256 kg/m²Heat capacity: 278 kJ/m²K☐ GEG 2020/24 Bestand☐ BEG Einzelmaßn.☐ GEG 2023/24 Neubau☒ DIN 4108

100mm Warmshell External Old Sextons, SGY 0QY, $U=0,33 \text{ W/(m}^2\text{K)}$

U-Value calculation according to DIN EN ISO 6946

#	Material	Dicke [cm]	λ [W/mK]	R [m ² K/W]
	Thermal contact resistance inside (Rsi)			0,130
1	internal lime plaster	1,00	0,700	0,014
2	Wattle and Daub	14,00	0,420	0,333
	Timber Frame (Width: 5 cm)	15,00	0,130	1,154
3	Warmshell Woodfibre Boards	10,00	0,040	2,500
4	Warmshell Meshcoat with Finish WP Topcoat	1,50	0,500	0,030
	Thermal contact resistance outside (Rse)			0,040

Thermal contact resistances have been taken from DIN 6946 Table 7.

Rsi: heat flow direction horizontally

Rse: heat flow direction horizontally, outside: Direct contact to outside air

Upper limit of thermal resistance $R_{\text{tot;upper}} = 3,158 \text{ m}^2\text{K/W}$.

Lower limit of thermal resistance $R_{\text{tot;lower}} = 3,093 \text{ m}^2\text{K/W}$.

Check applicability: $R_{\text{tot;upper}} / R_{\text{tot;lower}} = 1,021$ (maximum allowed: 1,5)

The procedure may be used.

Thermal resistance $R_{\text{tot}} = (R_{\text{tot;upper}} + R_{\text{tot;lower}})/2 = 3,125 \text{ m}^2\text{K/W}$

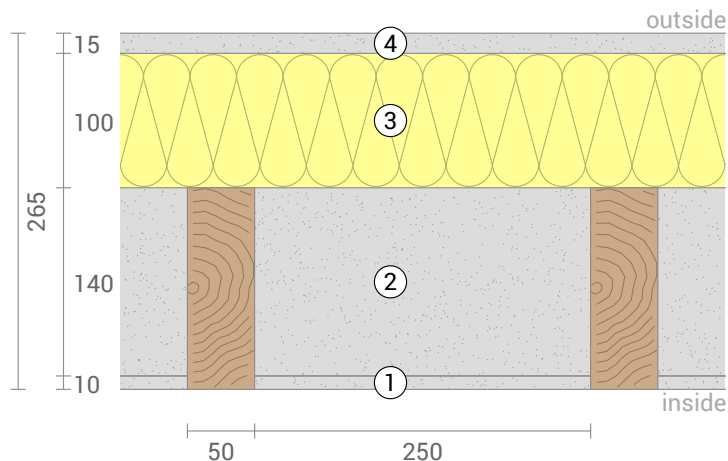
Estimated maximum relative uncertainty according to section 6.7.2.5: 1,0%

Heat transfer coefficient $U = 1/R_{\text{tot}} = 0,320 \text{ W/(m}^2\text{K)}$

Corrections for air gaps / mechanical fastening elements

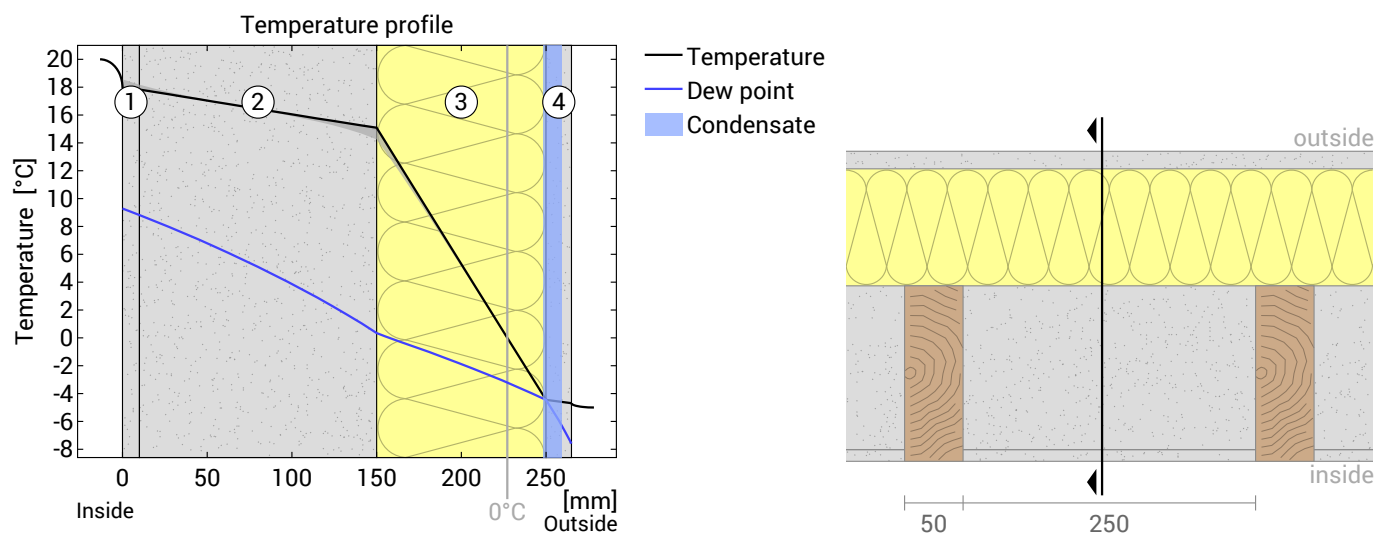
Anchorage of layer 3 (Warmshell Woodfibre Boards) $\Delta U = 0,010 \text{ W/(m}^2\text{K)}$

Corrected heat transfer coefficient $U_c = 0,33 \text{ W/(m}^2\text{K)}$



100mm Warmshell External Old Sextons, SGY 0QY, $U=0,33 \text{ W/(m}^2\text{K)}$

Temperature profile



- ① internal lime plaster (10 mm) ③ Warmshell Woodfibre Boards (100 mm)
 ② Wattle and Daub (140 mm) ④ Warmshell Meshcoat with Finish ...

Left: Temperature and dew-point temperature at the place marked in the right figure. The dew-point indicates the temperature, at which water vapour condensates. As long as the temperature of the component is everywhere above the dew point, no condensation occurs. If the curves have contact, condensation occurs at the corresponding position.

Right: The component, drawn to scale.

Layers (from inside to outside)

#	Material	λ [W/mK]	R [m ² K/W]	Temperatur [°C]		Weight [kg/m ²]
				min	max	
	Thermal contact resistance*		0,250	17,9	20,0	
1	1 cm internal lime plaster	0,700	0,014	17,8	18,2	12,1
2	14 cm Wattle and Daub	0,420	0,333	14,7	18,0	198,3
	15 cm Timber Frame (Width: 5 cm)	0,130	1,154	14,3	18,6	11,3
3	10 cm Warmshell Woodfibre Boards	0,040	2,500	-4,5	15,1	14,5
4	1,5 cm Warmshell Meshcoat with Finish WP Topcoat	0,500	0,030	-4,7	-4,5	19,5
	Thermal contact resistance*		0,040	-5,0	-4,7	
	26,5 cm Whole component		3,107			255,7

*Thermal contact resistances according to DIN 4108-3 for moisture protection and temperature profile. The values for the U-value calculation can be found on the page 'U-value calculation'.

Thermal bridges

The U-value includes the following surcharges for air gaps and / or mechanical fasteners in accordance with DIN 6946:

Anchorage of layer 3 (Warmshell Woodfibre Boards) 0,010 W/(m²K)

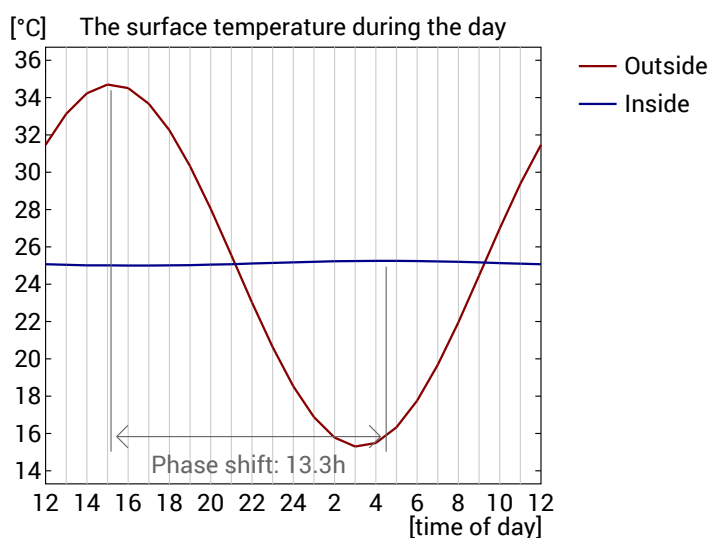
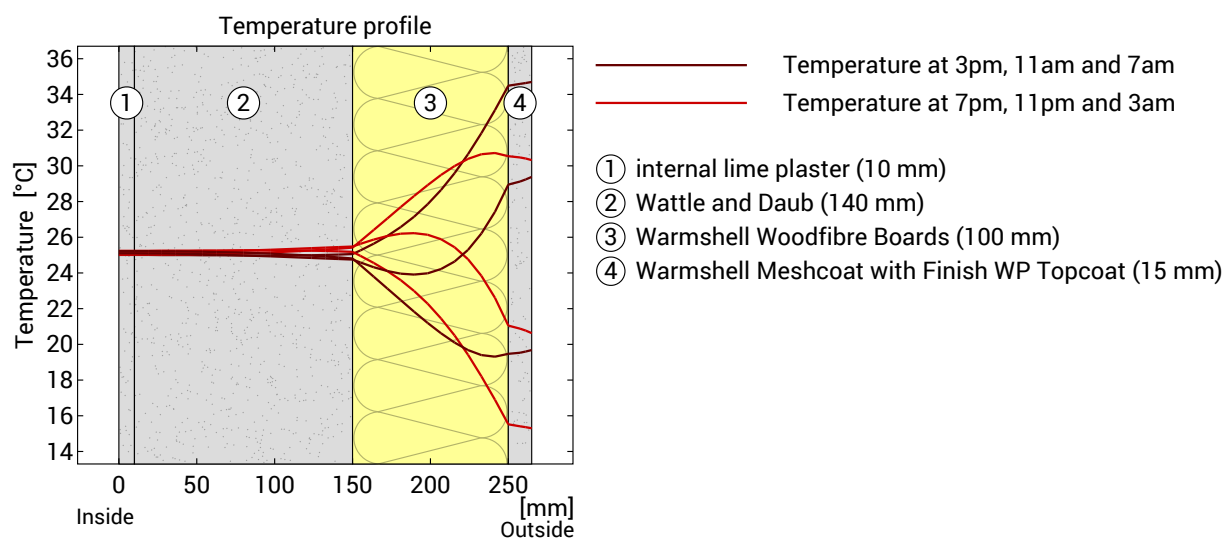
Surface temperature inside (min / average / max): 17,9°C 18,1°C 18,6°C

Surface temperature outside (min / average / max): -4,7°C -4,7°C -4,7°C

100mm Warmshell External Old Sextons, SGY 0QY, $U=0,33 \text{ W/(m}^2\text{K)}$

Heat protection

The following results are properties of the tested component alone and do not make any statement about the heat protection of the entire room:



Top: Temperature profile within the component at different times. From top to bottom, brown lines: at 3 pm, 11 am and 7 am and red lines at 7 pm, 11 pm and 3 am.

Bottom: Temperature on the outer (red) and inner (blue) surface in the course of a day. The arrows indicate the location of the temperature maximum values . The maximum of the inner surface temperature should preferably occur during the second half of the night.

Phase shift*	13,3 h	Heat storage capacity (whole component):	278 kJ/m ² K
Amplitude attenuation **	76,3	Thermal capacity of inner layers:	211 kJ/m ² K
TAV ***	0,013		

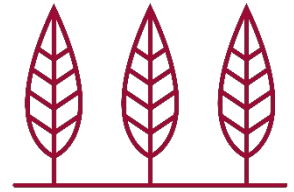
* The phase shift is the time in hours after which the temperature peak of the afternoon reaches the component interior.

** The amplitude attenuation describes the attenuation of the temperature wave when passing through the component. A value of 10 means that the temperature on the outside varies 10x stronger than on the inside, e.g. outside 15-35 °C, inside 24-26 °C.

*** The temperature amplitude ratio TAV is the reciprocal of the attenuation: $TAV = 1 / \text{amplitude attenuation}$

Note: The heat protection of a room is influenced by several factors, but essentially by the direct solar radiation through windows and the total amount of heat storage capacity (including floor, interior walls and furniture). A single component usually has only a very small influence on the heat protection of the room.

The calculations presented above have been created for a 1-dimensional cross-section of the component.



APPLIED ECOLOGY

Kate Redfern

Sandon Bury Farm Ltd

29 May 2025

Dear Kate,

Re: Old Sextons, Rushden Road, Sandon, Buntingford, Herts, SG9 0QY

Background

I am writing to confirm that I completed a preliminary roost assessment (PRA) of the above property on 16 May 2025 to inform proposals to restore the building including re-roofing and rendering work to external walls. I am an ecologist and licenced bat worker with over 30 years professional experience¹. The building has a grid reference of TL 32200 34491.

Survey approach

The survey was completed in line with best practice bat survey guidelines Collins (2023)², using binoculars and a high powered torch to look for evidence of bats and potential bat roost features (PRFs) about the exterior of the property and within the roof void. The survey was completed in the main bat active season following a period of prolonged dry weather meaning that bat droppings stuck to the exterior of the property would have been expected to be visible.

Findings

No evidence of bats was present on the exterior of the property in any location. Two old small bat droppings were present on the floor of the loft near to the loft hatch, but full survey access beyond the loft hatch was not possible due to health and safety concerns regarding the integrity of the ceiling.

PRFs were present on the exterior of the building in the form of gaps below naturally bowed and lifted clay roof tiles; and a verge gap at the gable apex on the east end of the building.

In overall terms the building was assessed as a structure with moderate bat roost suitability – i.e. could support small numbers of bats but no evidence to indicate that it could support a large or important roost.

Photos of the exterior of the building and its loft space taken on the day of the survey are provide below for reference purposes.

¹ Holds three separate licences pertaining to bat survey: WML-CL18; WML-CL21; and WML-CL32 and has been a registered bat roost volunteer visitor for Natural England (WML-CL15). Holds class licences in relation to badger (WML-CL35) and great crested newt (WML-CL09 & WML-CL33), hazel dormouse (WML-CL10A), and native crayfish (WML-CL11)

² Collins, J. (ed.) (2023). *Bat Surveys for Professional Ecologists: Good Practice Guidelines (4th edn)*. The Bat Conservation Trust, London.





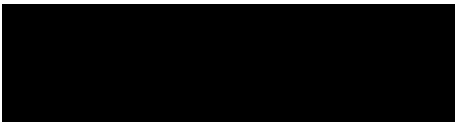
Recommendations

Bat roost emergence survey work completed in the period May-August would be required to verify bat roosting use of the building. In the absence of such survey, I recommend that the work to re-roof the building is completed in manner to reduce the possibility of causing harm to bats as follows:

- Roofing / scaffold Contractors to be briefed (tool box talk) at the start of the project by a licenced bat worker to maintain a watching brief for bats as part of the roof strip, and to contact the LBW in the event that a bat is found.
- All roof tiles to be removed by hand while a watching brief for bats is maintained.
- Start scaffold construction and re-roofing works during the autumn (October-November or April) when bats are active but maternity roosts and vulnerable young dependent bats will not be present

- i.e. avoid blocking/disturbing the roof during the period May-September when maternity roosts may be active;
- Similarly, do not start work to the roof in the winter months (December-March) when bats could be hibernating below roof tiles, and would be particularly vulnerable to disturbance.
- Ensure that any replacement roofing felt is bat friendly i.e. use a traditional 1F felt, or a breathable membrane that has passed a snagging propensity test and is deemed to be “bat safe” by Natural England.
- Ensure that existing roof tiles (which are naturally bowed) or similar clay tiles are used for the replacement roof covering to provide continuous opportunity for crevice roosting bats to access spaces below the roof tiles in the long-term.
- Ensure that the roofing work is completed and scaffolding removed before the end of April to allow bats full access to the roof during the period when bats may be supporting dependent young (May-Sept).

Yours sincerely,



Dr Duncan Painter CEnv MCIEEM

Director

On behalf of Applied Ecology Ltd

djpainter@appliedecology.co.uk

**PLANNING & COMPULSORY PURCHASE ACT 2004
TOWN & COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE)
(AMENDMENT) (ENGLAND) ORDER 2006**



**HERITAGE ASSESMENT, SCHEDULE OF WORKS, PHOTOGRAPHIC
SCHEDULE AND ROOM IDENTIFICATION PLANS**

February 2025

FOR ASSOCIATED REMEDIAL AND REPAIR WORKS
AT
OLD SEXTONS, RUSHDEN ROAD
SANDON, NR. BUNTINGFORD
HERTFORDSHIRE SG9 0QY

Prepared by

PAUL HINKINS (Associate)



INTRODUCTION

Client

Sandon Bury Ltd

Sandon Bury Farm Limited
Sandon Bury
Sandon Nr. Buntingford
Hertfordshire
SG9 0QY

Local Authority

North Herts Council

Council Offices
Gernon Road
Letchworth Garden City
SG6 3JF

Agent

Inigo Architecture Ltd

81 Station Road
Lower Stondon
Bedfordshire
SG16 6JN

Contact: Paul Hinkins
07736732088
paul@inigoarchitecture.co.uk

Structural Engineer

Hace Consultancy

15 Cuthbert's Street
Bedford
MK40 3JB

Contact: Paul Carruthers BSc (Hons), CEng, MIStructE , ACIOB, FFB, FGS, FASI
paul.carruthers@hace-consultancy.co.uk

This Heritage Statement is submitted to meet the requirements of the Town & Country Planning (General Development Procedure) (Amendment) (England) Order 2006, as they relate to the remedial works as described, at Old Sextons, Rushden Road, Sandon, Near Buntingford, Hertfordshire SG9 0QY. Our client proposes to undertake essential remedial and repair work to ensure the longevity of the heritage asset and to ensure that no long-term harm is caused to the structure of the listed building, primarily by rainwater ingress and significant thermal loss which currently has a detrimental effect on the occupants of the property.

The dwelling will remain in the ownership of Sandon Bury Farm Ltd, with the current tenants continuing to reside at the property. It is therefore a priority to address the essential repairs required, which would greatly improve the living conditions and energy bills.

The Application Proposals

Background

This application is for Listed Building Consent for essential repair works to the property, most of which would be on a like-for-like basis. This document should be read in conjunction with the planning application drawings, OS maps & site photographs.

Application drawings:

Drawing No. L-01 Rev A	– Existing Site Survey, Location and Block Plans.
Drawing No. L-02 Rev A	– Existing Ground and First Floor General Arrangement Plans and Elevations.
Drawing No. L-03 Rev B	– Proposed Site Plan.
Drawing No. L-04 Rev A	– Proposed Ground and First Floor General Arrangement Plans and Elevations.
Drawing No. L-05 Rev A	– Plans and Elevations of Existing Windows & Doors to be Replaced.

In accordance with DCLG Circular 1/2006 this Statement explains the principles applied to the proposals. It is set out by reference to the following: -

- **Context**
 - a) Physical Context
 - b) Policy Context

CONTEXT

Context relates to the physical context of the property (the site and its surroundings).

Physical Context

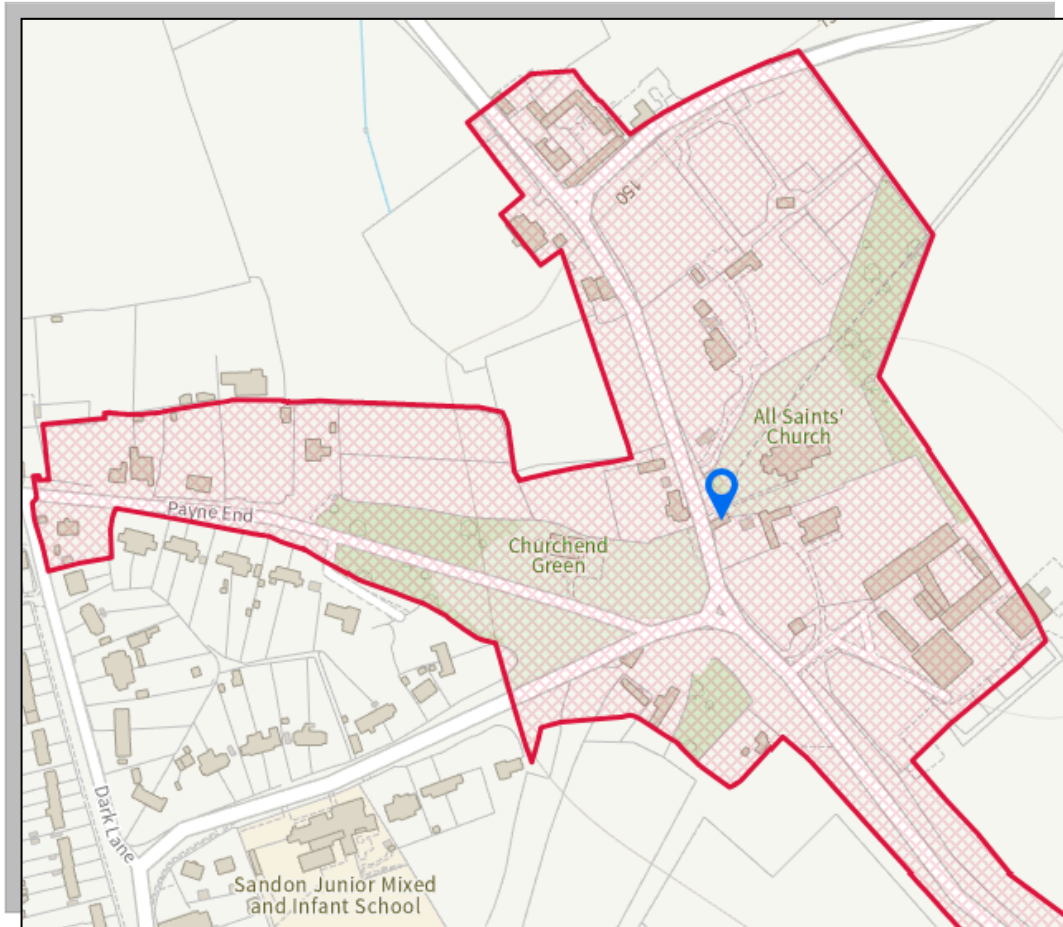
Old Sextons lies within the Sandon settlement boundary, and designated Conservation Area (since 6th October 1969 and amended 30th September 1979).

Sandon is set within the open landscape of the East Anglian Chalklands, with rolling chalkland hills, large regular fields and trees on hill tops.

Sandon is bounded by large expanses of agricultural land and is accessed via narrow country lanes. The medieval village of Sandon is recorded in the Domesday Book as 'Sandone'. The small settlement was of a simple layout centred around the village green, the All-Saints Parish Church and Sandon Bury Manor.

The small scale early post-medieval development of Sandon appears to have been concentrated around two areas with 16th & 17th Century houses visible on a 1760 map. The village has subsequently

expanded, particularly in the 1920's and late 20th Century housing along Dark Lane. The core of Sandon has however remained relatively untouched with its historic setting retained.



Extract illustrating the Sandon Conservation Area

The application site lies within the rural area beyond the Green Belt and is situated within an Archaeological Area (Danyells Farm) and also designated as an Area of Special Control.

Old Sextons is a Grade II Listed building located close to a number of other historical and listed structures including the Grade I Listed Church of All Saints and is sited in a prominent location adjacent to the highway.

The Listing date for Old Sextons is recorded as 27th May 1968 (Last Amended 29th January 1986) and the associated text reads as follows: -

SANDON CHURCH END TL 33 SW (East side) Sandon 7/52 Old Sextons 27.5.68 (formerly listed as Sexton's Cottage) GV II House, formerly a church house. Early to mid C16, altered C18. Timber frame on brick base, roughcast. Tiled roof. 3 cells. 2 storeys. Jettied to 3 sides. Entrance front has door to left of centre with flanking small casements, single lights, flush frames. Further right a 12 pane horizontal sliding sash, another entrance and a 2 light casement to far right where jetty is underbuilt. First floor 1 and 2 light casements and 2 horizontal sliding sashes. Curved brackets to jetty. Dragon beams at left end to road which has a ground floor 2 light casement, hipped roof. To rear: a ground floor horizontal sliding sash and 2 single light casements, a red brick projection, probably an oven, with a tile coping. First floor 1 and 2 light casements and a horizontal sliding sash. C18 red brick relocated internal stack behind ridge between 2 bays nearest road. Right gable end is unjettied, exposed plates and purlins. Interior: close studding, braces from jowled posts, moulded timber lintels to 2 fireplaces. (RCHM Typescript).

Listing NGR: TL3219934490



Rear view of "Old Sextons" uploaded by Peter Williams onto Historic England Listing dated (4/09/24)

Other listed buildings within the immediate vicinity include the following: -

Church of All Saints – Grade I Listed (Located to N.E. of Old Sextons)

The date for Listing is 27th May 1968 and associated text reads as follows: -

SANDON CHURCH END

TL 33 SW

(East side)

Sandon

7/51 Church of All Saints

27.5.68

GV 1

Parish church. Chancel rebuilt following contract between Dean and Chapter of St. Paul's and T. Rykelyng, stone mason, dated 1348. Nave and aisles rebuilt later C14. W tower and S porch early C15. Tower buttressed C17. Restored 1832 and in 1875 by E. Christian. Tower and S porch restored 1908-9. Flint rubble, some knapped. Stone dressings. Red brick tower buttresses. Leaded nave and aisle roofs. Tiled chancel roof. Chancel: restored 3 light E window, pointed arched traceried head, hood mould. Plinth, string course at sill level. Steeply pitched roof. Diagonal buttresses. To S: two 2 light C14 windows with pointed arched panel traceried heads, hood moulds, that to E is shorter, separate string courses at sills, intermediate buttress. To N: 2 similar windows flank a C19 inserted arch, now blocked. Longer and wider nave has a shallow pitched roof, coped parapet to E with a ridge cross. Clerestorey has 2 small C15 2 light square headed windows at E end, formerly lighting rood loft. N aisle: two 2 light C14 windows with pointed arched hexafoil traceried heads, to right of centre a door with triple moulded pointed arched surround, mask stopped hood moulds, to left of a central buttress a large 2 light C19 square headed window, end buttresses, coped parapet. E end of N aisle, C19 3 light square headed window. S aisle: flanking porch are 2 large C19 3 light windows with 4 centred arched heads, that to left with a traceried head, end buttresses. S aisle E end: C14 window, 3 ogee headed lights, curvilinear tracery in an almost round arched head. Large S porch: 2 centred head to moulded outer arch with semi-octagonal responds with caps and bases, diagonal buttresses, shallow gable, coped parapet. Returns have 2 light windows, cinquefoiled lights in square heads with hood moulds. Inner entrance is a moulded pointed arch with hood mould. W tower, 3 stages, originally unbuttressed, each stage slightly set back from the lower. Moulded plinth, C19 W entrance, pointed arch in square surround, tall C19 2 light window above with pointed arched head. 4 raking angle buttresses up to 2nd stage. 2nd stage to S has a trefoil headed lancet, clock to W. Belfry, 2 light openings with pointed arched hexafoiled heads. cornice to plain coped parapet. Low pyramidal roof, weathervane finial. Interior: 2 centred

chancel arch, 2 hollow moulded orders to semi-octagonal responds with caps and bases. Taller 4 centred tower arch, 2 hollow moulded and outer quirked wave moulded orders, half column responds with moulded caps and bases. 4 bay nave arcades, pointed arches, double chamfered with broach stops over piers, hood moulds with small carved masks to S, octagonal piers with moulded caps and bases. Nave and aisle roofs rebuilt re-using some old tie beams. In N aisle to W is a moulded principal with an early boss. 4 bay chancel roof has cambered tie beams with crown posts with 2 way curved braces, ceiled in C19 above wall and crown plates. Chancel N wall: C14 Easter sepulchre, depressed arched head, moulded surround with crocketed ogee finials, floral ornament. Chancel S wall: ogee headed piscina and a triple ogee headed crocketed and cusped sedilia, probably reset. S aisle S wall at E end, a piscina with a cusped pointed arched head with credence shelf. N aisle N wall at E end, a concave recess for an image, opposite on SE wall another piscina with a cinquefoiled head and a hood mould. Good early C17 pulpit at NE corner of nave, octagonal, richly carved with brackets to reading board. C15 chancel screen, 5 bays, that to centre open, dado with cusped panels, moulded base, cusped ogee heads to open upper sections with panel tracery and crocketing above. Font in S aisle has C14 or C15 octagonal stem with 4 octagonal outer shafts with simply moulded caps and bases, C19 or early C20 bowl. At W end of nave are ten C15 benches with poppy head finials to ends, original seats, panelled backs with moulded rails at heads. Monuments: brass figures in nave floor at E end, J. Fitz-Geffrey, d.1480, in armour with wife, children and shields. Chancel S wall: marble cartouche to E. Nicholas d.1683, alabaster epitaph to E. Moryson, d.1626, with term figures in jambs and carved surround. S aisle wall W end: aedicule to N.F. Miller, d.1747, possibly by H. Cheere, various marbles with a bust in a recess, flanking seraphs, cartouche of arms in pedimented head with urn finial, epitaph below. Floor slab in nave to E. Nicholas, d.1683, with relief arms. Fragments of medieval glass at heads of N aisle windows and S aisle E window. The 1348 contract specifies the number of lights for each window, buttresses and a priest's door and allows payment of 20 marks and the stone of the chancel. (Kelly's Directory 1899: East Herts Archaeological Society Transactions, vol. III, pt. V, 1905, p.42: RCHM 1910: VCH 1912: Pevsner 1977).

Listing NGR: TL3223734526

An earlier photograph below indicates the setting of the Church of All Saints in context with Old Sextons



Sandon Bury – Grade II* Listed (Located to East of Old Sextons)

The date for Listing is 29th January 1986 and associated text reads as follows: -

TL 33 SW 7/92

SANDON Sandon Bury (formerly listed as Sandon Bury Farmhouse)

9.6.52

GV II* Large house. 1661 for J. Nicholas. Raised, extended and altered in early C19. Flemish bond red brick. Steeply pitched hipped slate roof.

Five bays, double depth. Two storeys and attic, front raised to three storeys. Entrance moved from centre one bay to right: four fielded panelled door, rectangular fanlight, moulded surround, ground floor tall glazing bar sashes, all in shallow reveals with gauged brick flat arched heads. Plinth. Plat band to first floor which has smaller sashes and a Sun Fire Insurance Marker. Later attic has small six light flush frame sashes. Panelled and bracketed eaves soffit. Four end stacks. Attached to right and set back slightly is lower two bay addition replacing a C15 wing.

Ground floor large French windows with a slightly cambered gauged brick head. First floor two sashes as on main block, roof hipped to right. Left

end: continuing plinth, plat bands, two first floor sashes and an attic sash in rear gable which has a half hip. C19 lean-to outshut to left front with an entrance and a sash. C19 gabled brick porch to rear left, vertically panelled door with lean-to attached to right of porch. Right end: half hip to rear block which has an entrance with a bracketed hood, ground floor two light casement, first floor small sash, two plat bands. C19 block has an extruded stack to rear with twin flues. To rear: ground floor flush frame 16 pane sashes, gauged brick flat arched heads, left bay blocked, first floor similar sashes, central window is fixed, that to right of centre is fixed with early diamond leaded panes.

Interior: early C19 stair with twisting moulded handrail inserted in bolection. moulded panelled parlour. Original dog-leg stair to rear with column-on-vase balusters, heavy square newels, moulded handrail.

(VCH 1910: Pevsner 1977: RCHM Typescript).

Listing NGR: TL3224934486

Outbuilding about 10m North-West of Sandon Bury – Grade II* Listed (Located to the East of Old Sextons)

The date for Listing is 29th January 1986 and associated text reads as follows: -

SANDON SANDON

TL 33 SW

7/93 Outbuilding about low

NW of Sandon Bury

GV II

Former stables, coach-house and dwelling, now outbuilding and garage. Late C17, altered and extended in C20. Red brick, some weatherboarding. Tiled roof. L on plan. 1 storey. C20 doors and casements inserted in elevation facing house, plinth and plat band. Right gable end has continuous plinth and plat band with a 2nd plat band in gable, coped parapet with kneelers. Rear elevation to churchyard is part weatherboarded, 3 small windows with segmental heads. At right angles to left a slightly taller range, weatherboarded and slightly projecting into churchyard. Inner elevation has a door, come brick, slate roofed addition with a lower ridge.

Listing NGR: TL3223034494

Dovecote about 40m South-South-West of Sandon Bury – Grade II Listed (Located to the South-East of Old Sextons)

The date for Listing is 29th January 1986 and associated text reads as follows: -

**TL 33 SW
7/94**

**SANDON
Dovecote about 40 metres south south west of Sandon Bury**

(Formerly listed as Dovecote at Sandonbury)

27.5.68

**CV
II**

Dovecote, now garage. Late C17. Red brick, corrugated roofing. Square on plan. Plinth. Side away from road has a door with an upper blocked segmental brick arch under a stepped up plat band. Opposite side has plat band stepped up over blocked vertical oval opening. Shallow pitched gable ends with plat bands stepped up over blocked vertical oval openings. End away from house has inserted double doors.

Interior: brick cotes with ledges intact on one side, broken on three sides.

Listing NGR: TL3224134435

Wheat Barn – Grade II* Listed (Located to the South-East of Old Sextons)

The date for Listing is 29th January 1986 and associated text reads as follows: -

TL 33 SW 7/95

SANDON Sandon Bury Wheat Barn

(Formerly listed as Barn about 35 metres southeast of Sandon Bury, Sandon, previously listed as Barn at Sandonbury)

27.5.68

GV II* Aisled barn. C14 or earlier. Altered late C17 and C19. Timber frame, rendered brick base. Weatherboarded and red brick clad. Slate roof.

Six bays with a shorter bay to end nearest road. End wall facing road is C17 brick with plinth, plat bands, two horizontal and an upper vertical oval openings. Brick coped parapet to broad gable with kneelers. Inserted windows in long sides with double doors in second bay facing yard.

Interior: large scantling to frame with slightly curved braces from unjowled arcade posts to tie beams and arcade plates. Splayed and tabled scarf joints in arcade plates. Passing braces with later reinforcing braces inserted. Above tie beams renewed with struts to principals. Originally had double aisle ties clasping wall plates, corner ties at hipped ends. One stone and brick plinth across aisle to arcade post. Studs, braces, mid rail in walling. C20 additions to right and to rear not of special interest.

(C.A. Hewett, AMS Transactions, Aisled Timber Halls and Related Buildings, 1969, p.56: Pevsner 1977: RCHM Typescript).

Listing NGR: TL3228934462

Potato Barn – Grade II Listed (Located to the South-East of Old Sextons)

The date for Listing is 29th January 1986 and associated text reads as follows: -

**TL 33 SW
7/96**

**SANDON
Sandon Bury
Potato Barn**

(Formerly listed as Barn about 75 metres southeast of Sandon Bury, SANDON)

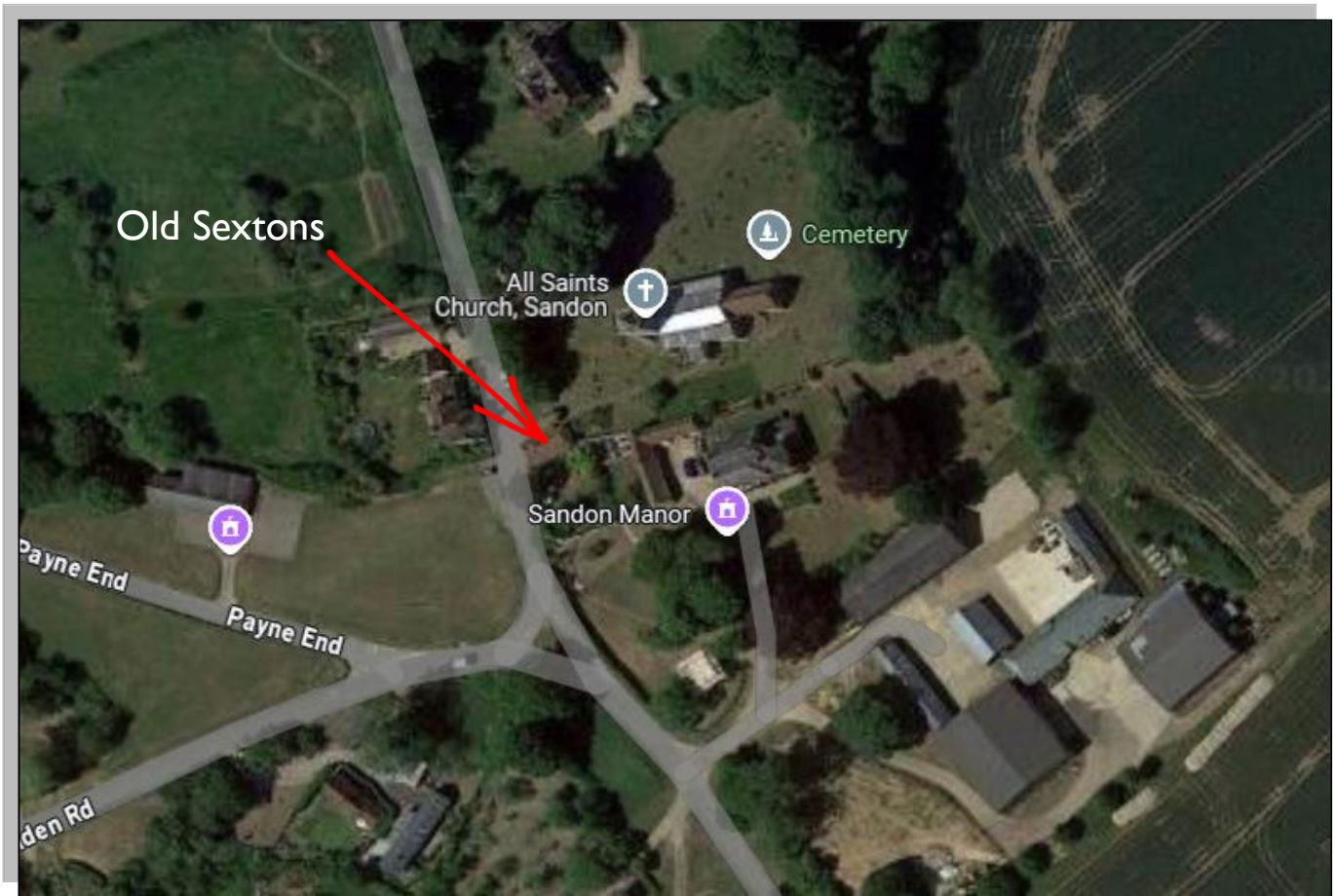
**GV
II**

Aisled barn. Late C17 or C18. Timber frame on part rendered brick base. Weatherboarded. Corrugated sheet roofing. Seven bays with aisles continuing at ends. Elevation away from yard has double doors in third bay from road. Elevation to yard has double doors opposing and in second bay from far end. Gablets to hipped ends.

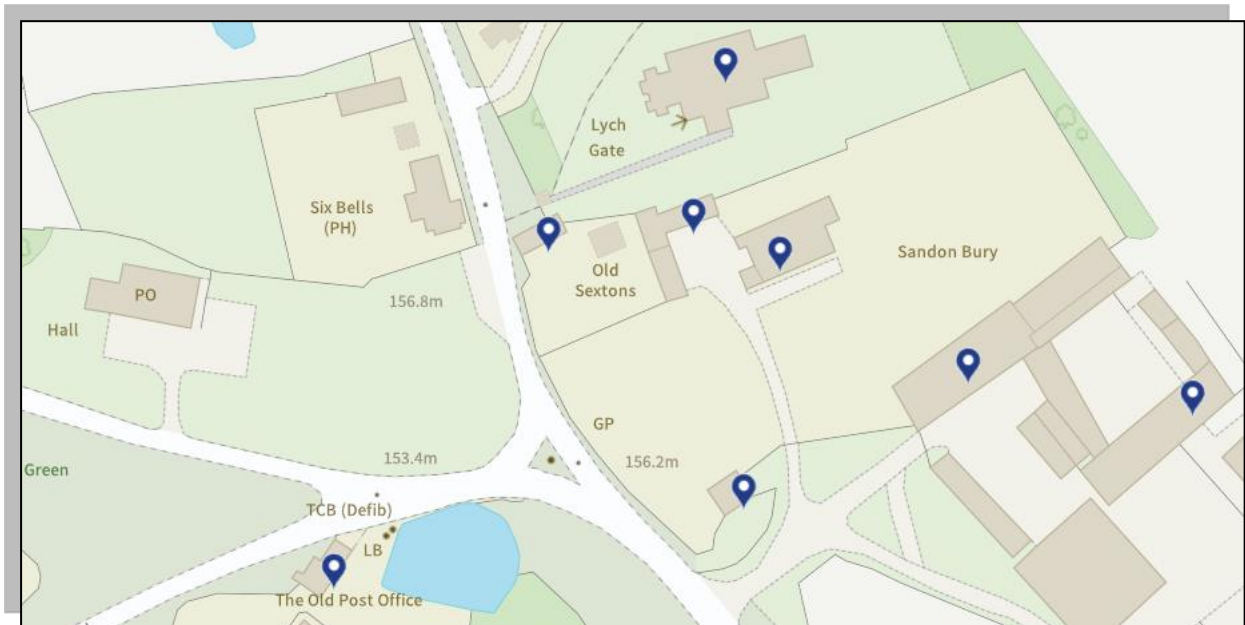
Interior: jowled arcade posts with braces, some renewed, to arcade plates and tie beams. Angled struts clasp purlins.

Listing NGR: TL3233734455

The aerial image below indicates the positioning of Old Sextons.



The map extract below indicates the location of Old Sextons in context with the other nearby listed structures .



**SCHEDULE OF REMEDIAL REPAIR WORKS
TO EACH ROOM INTERNALLY, AND TO THE
EXTERNAL ELEVATIONS WITH METHOD
STATEMENTS TO FULLY DESCRIBE THE
WORKS PROCESS.**

*** General Note: - All Windows and external doors to be replaced throughout the property as described and illustrated on submitted detailed drawings.**

Re-rendering of all external walls including the addition of insulated boards after the careful removal of the cementitious and live and loose render.

Re-roofing of property where described within this document and indicated on the submitted drawings.

Installation of perforated drainage pipe to north and east perimeter of house.

GENERAL CONDITIONS

1.01 VISIT TO THE SITE

The Contractor must visit the premises prior to tendering to acquaint himself of the exact nature of the works and the means of access, working space, headroom, and ground conditions.

1.02 PROGRAMME AND ORDER OF WORKS

Upon acceptance of the tender, the Contractor shall submit a programme for the commencement and completion of the works specified, and a meeting will be arranged for all parties to discuss this programme before the commencement of work

All work shall be continuous, and it is the responsibility of the contractor to maintain sufficient staff on site in order to achieve a mutually agreed completion date.

1.03 ACCESS AND SECURITY

The contractor shall, where applicable, comply with any police regulations affecting the works and storage of materials or skips on the highway etc and shall at all times liaise with the Local Authority Building Control.

The Employer shall not be responsible for any plant or materials delivered to site, and the contractor shall ensure he has a representative on site to receive such goods.

The contractor must make arrangements to ensure that the security of the premises is maintained and ensure the structural stability and safety of the premises is satisfactory. Any loss or damage caused by failure of the contractor to take proper precautions in these respects shall be made good at his own expense.

1.04 DAMAGE TO THE PROPERTY

The Contractor shall be held responsible for any damage that may be caused to the building, or any site works, including paving, drains, manhole covers and the like, or fitments etc arising out of execution of this contract. Any such damage is to be made good at the contractor's expense.

1.05 MATERIALS

Where a specification issued by the British Standards Institute is current at the date of tender and is appropriate, the goods and materials used in the contract shall be in accordance with that specification.

All works shall comply with the relevant British Standard Code of Practice, Building Regulations, and good building practice.

1.06 MATERIALS ON SITE

The contractor is to agree with the employer, in advance of ordering any materials, the location for stacking materials on site and is to lay down protection beforehand for the existing paved or surfaced areas and include for making good any surface adversely affected thereby.

1.07 PLANT AND EQUIPMENT

The contractor is to supply all plant and equipment that may be required for the works including such items that may be required for subcontractors, also to clear away and make good afterwards.

1.08 EXISTING SERVICES

The contractor is to make every endeavour to ascertain the position of all existing service mains, cables, junction boxes, drains and sewers and is to support and protect same from any damage arising from the execution of the work. Any damage caused through the contractor's failure to take such precautions must be made good at his own expense.

1.09 PROTECTION AND TEMPORARY SUPPORT

The contractor is to allow for the covering up of all materials and work requiring protection from frost, rain, or heat. Dust sheets and temporary partitions are to be used internally where necessary to prevent dust and dirt from spreading into adjoining rooms.

The contractor is to allow for the provision of adequate and temporary supports at all times when carrying out structural modifications or repairs, excavations or otherwise and for clearing away on completion.

1.10 DISPOSAL OF RUBBISH AND SCRAP

All redundant equipment, rubbish and scrap shall be the responsibility of the contractor and, as such, shall be removed from site at his own expense.

The contractor shall maintain and hand back the working areas in a condition equal to that existing at the time of his occupation.

1.11 USE OF SITE

The contractor shall not use the site for any purpose other than that of carrying out the contract. He shall take all reasonable steps to ensure that no undue nuisance due to noise, litter or by any other means is caused to the users of neighbouring buildings. No fires will be permitted on site.

1.12 INSURANCE

The contractor will have insurance to cover for Public, Third Party and Product Liability for the minimum sum of £500,000 (five hundred thousand pounds) and unlimited Employers Liability.

1.13 COMPLETION

On completion the contractor will ensure that all works are completed to the satisfaction of the employer.

INTERNAL REPAIR WORKS

MASTER BEDROOM (FIRST FLOOR)



Remedial repairs required include the following: -

Patch repairs to the ceiling to the south-east end of the room to remedy the damp/mould patches caused by water ingress and poor ventilation in the likely location of the roof hips.

Small areas of patch repairs to the walls where the current surface is loose or unstable.

Both windows to the north and south are to be replaced due to their poor condition and inability to easily open, which are contributing to the lack of ventilation and damp/mould patches.

Patching work will incorporate a mixture of lime putty and gypsum (3:1) to a minimum of half part water. The skim coat will utilise a pre-mixed lime topcoat superfine plaster such as 'Ty-Mawr' with water mixed on site. A breathable emulsion finish suitable for lime-based plaster is to be used.

A small area of floor repair is required close to the north Master Bedroom window where there currently appears to be a hole in the floor. The carpet is to be lifted to expose and diagnose the area requiring repair. Any lifted or broken floorboards should be replaced on a like-for-like basis. The timber floor joists should be carefully inspected for any structural instability, damp, decay and insect attack. If required, a specialist report should be carried out and backed with an insurance guarantee prior to repair works being undertaken.

The photographs below provide an indication of the dampness and mould that has occurred to the ceiling over an extensive period of time.



INTERNAL REPAIR WORKS

MASTER BEDROOM ENSUITE (FIRST FLOOR)



Remedial repairs required include the following: -

Patch repairs to the ceiling where required to remedy the damage caused by and poor ventilation and dampness.

Small areas of patch repairs to the walls where the current surface is loose or unstable.

Patching work will incorporate a mixture of lime putty and gypsum (3:1) to a minimum of half part water. The skim coat will utilise a pre-mixed lime topcoat superfine plaster such as 'Ty-Mawr' with water mixed on site. A breathable emulsion finish suitable for lime based plaster is to be used.

The current extractor fan is to be replaced with a modern equivalent to cope with the minimum extract rates as described within the Building Regulations.

The heater is to be replaced with a suitable modern equivalent suitable for high humidity and potential dampness.

(Refer to photographs overleaf)



INTERNAL REPAIR WORKS

BEDROOM 2 (FIRST FLOOR)



Remedial repairs required include the following: -

Patch repairs to the ceiling and walls to remedy where it is either loose or unstable. Window to be replaced due to its poor condition and inability to easily open, which is contributing to the lack of ventilation.

Patching work will incorporate a mixture of lime putty and gypsum (3:1) to a minimum of half part water. The skim coat will utilise a pre-mixed lime topcoat superfine plaster such as 'Ty-Mawr' with water mixed on site. A breathable emulsion finish suitable for lime based plaster is to be used. (See photographs below)



(Photographs above indicate windows in bedroom 2 to be replaced)



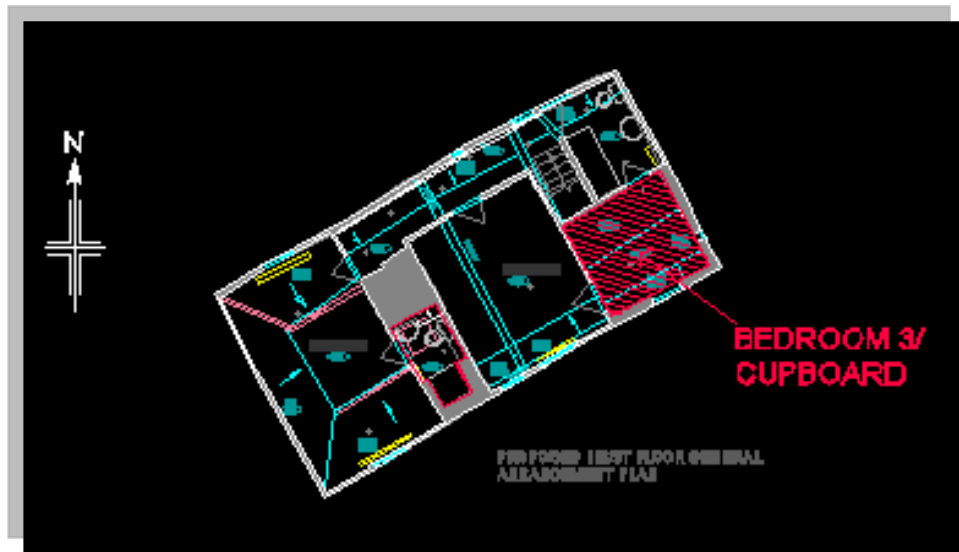
Remedial repairs required include the following: -

Patch repairs to the ceiling and walls to remedy where it is either loose or unstable. Window to be replaced due to its poor condition and inability to easily open, which is contributing to the lack of ventilation.

Patching work will incorporate a mixture of lime putty and gypsum (3:1) to a minimum of half part

water. The skim coat will utilise a pre-mixed lime topcoat superfine plaster such as 'Ty-Mawr' with water mixed on site. A breathable emulsion finish suitable for lime based plaster is to be used.

BEDROOM 3/CUPBOARD (FIRST FLOOR)



Remedial repairs required include the following: -

Patch repairs to the ceiling and walls as previously described, and replacement window.

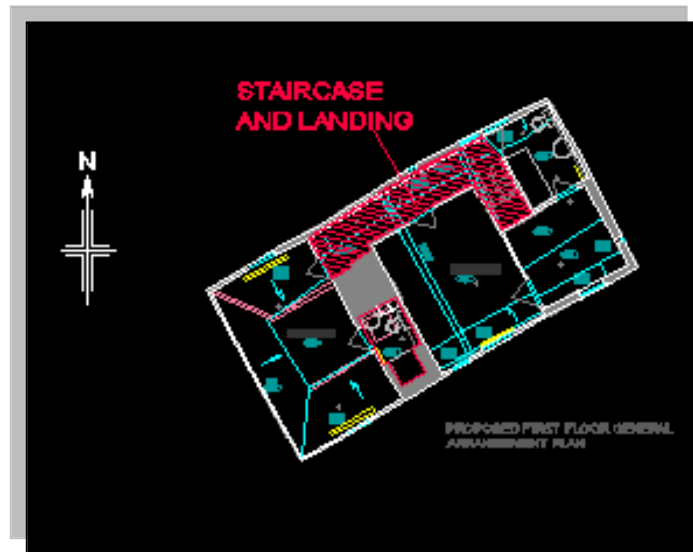
BATHROOM (FIRST FLOOR)



Remedial repairs required include the following: -

Patch repairs to the ceiling and walls as previously described, and replacement window. Replacement sanitaryware and wall tiling on a like-for-like basis. All fittings to be installed in current locations and connected to existing waste pipes.

STAIRS AND LANDING



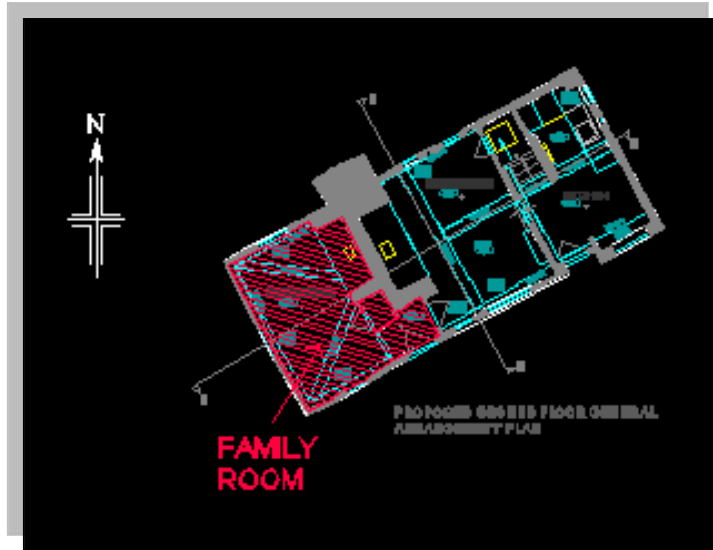
Remedial repairs required include the following: -

Patch repairs to the ceiling and walls as previously described, and replacement window.
Damage to the timber wall plate over the landing area to be locally repaired as can be seen in the photograph below.

Installation of interlinked smoke detectors at ground and first floor level.



FAMILY ROOM (GROUND FLOOR)



Remedial repairs required include the following: -

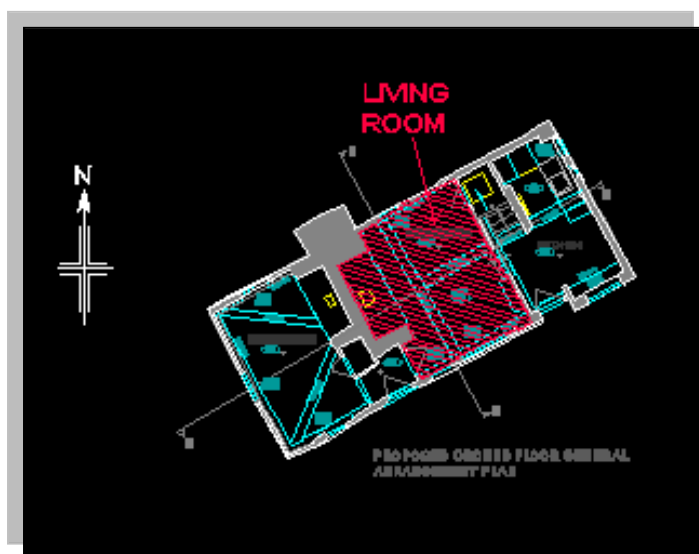
Patch repairs to the ceiling and walls as previously described, and replacement windows.

Replacement log burner to be installed. Existing flue to be checked for adequacy by specialist installer prior to installation.





LIVING ROOM (GROUND FLOOR)



Remedial repairs required include the following: -

The living room walls and ceilings appear to be in good order and do not require any major repairs other than general decoration. The windows are to be replaced as previously described.



KITCHEN (GROUND FLOOR)

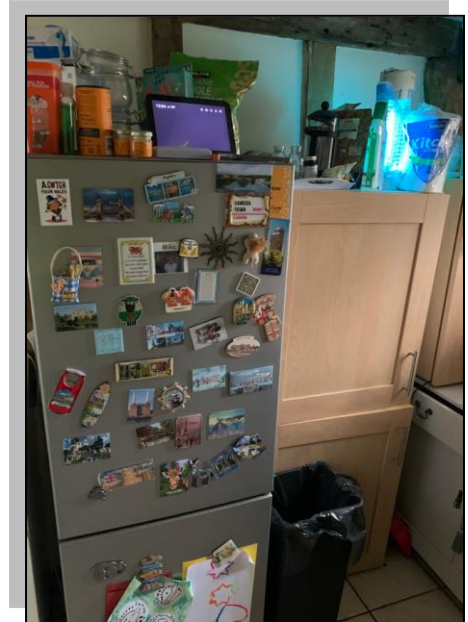


Remedial repairs required include the following: -

The kitchen appears to be in good order and does not require any repairs to the walls, floor or ceiling. All units and fittings are in a serviceable condition and do not need replacing.

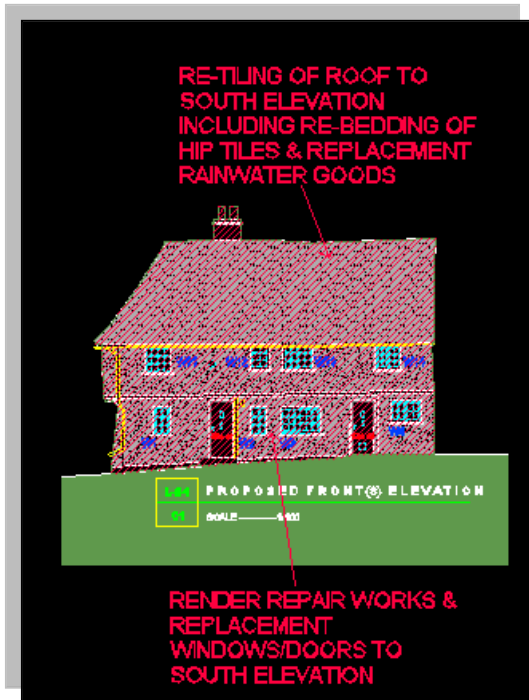
Slimline timber double glazed windows have previously been fitted into the kitchen, although these would be replaced to ensure a suitable window cill depth over insulated panel and render.

A carbon monoxide detector is to be installed on both floors and within any room that contains a fixed combustion appliance.



EXTERNAL REMEDIAL WORKS

FRONT (SOUTH) ELEVATION



Remedial repairs required include the following: -

- Erect scaffolding to remove existing roof tiles to this elevation only and set aside for re-use. Existing timber battens to be removed and replaced. The existing rafters and other timber members should be carefully inspected for any structural instability, damp, decay and insect attack, and any essential remedial repairs carried out. If required, a specialist report should be carried out and backed with an insurance guarantee prior to repair works being undertaken. The existing roof tiles will be re-fixed to new 25x38mm SW treated battens over 25x38mm counter battens on a vapour permeable sarking membrane. Any additional handmade tiles required will be supplemented with Sahtas Brookhurst handmade clay roof tiles (as recently approved on The Dovecote roof (Listed Building Ref: 18/00585/LBC Condition 4), and to match the north roof slope (which has previously been re-tiled). Existing ridge and hip tiles to be re-bedded and supplemented if necessary. Insulation installed above ceiling level within the loft space such as Knauf Earthwool Loft Roll 44 laid in 2 layers, 100mm thick between and 200mm at right angles across the ceiling joists
- Replace all rainwater goods (gutter and rainwater pipe). All proposed replacement rainwater goods are to be Brett Martin plastic heritage iron effect roundstyle, with a 112mm dia. gutter, fixed back to each rafter end with matching gutter clips and galvanised steel top rafter brackets, and 68mm dia. downpipes. A new downpipe is to be fitted to the front right corner of the house as indicated on the submitted drawings.

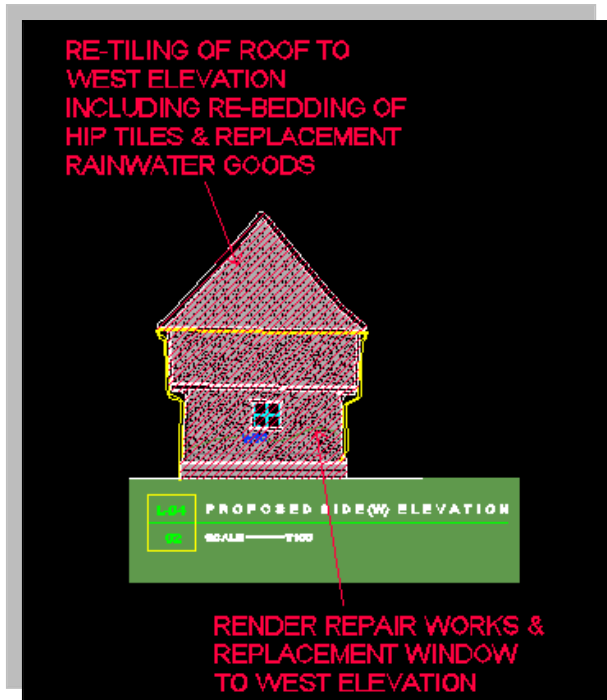
All fittings to be in black from the same range. Include for all running outlets, junctions, stop ends, corners, swan necks etc. This specification has recently been approved at the nearby Dovecote (Listed Building Ref: 18/00585/LBC) and other barn nearby refurbishments.

- The existing render to all elevations should be carefully removed as the current finish, including previous repairs is cementitious and thus, does not allow the building to breathe sufficiently. In addition, the render is either live, loose or has fallen off.

The re-rendering repairs are described further on drawing No. L-04 (Proposed plans & elevations), including the repainting of the walls with a suitable breathable paint for lime render.

- It is proposed to replace both timber doors to the south elevation with new timber doors as illustrated and specified on the proposed drawings.

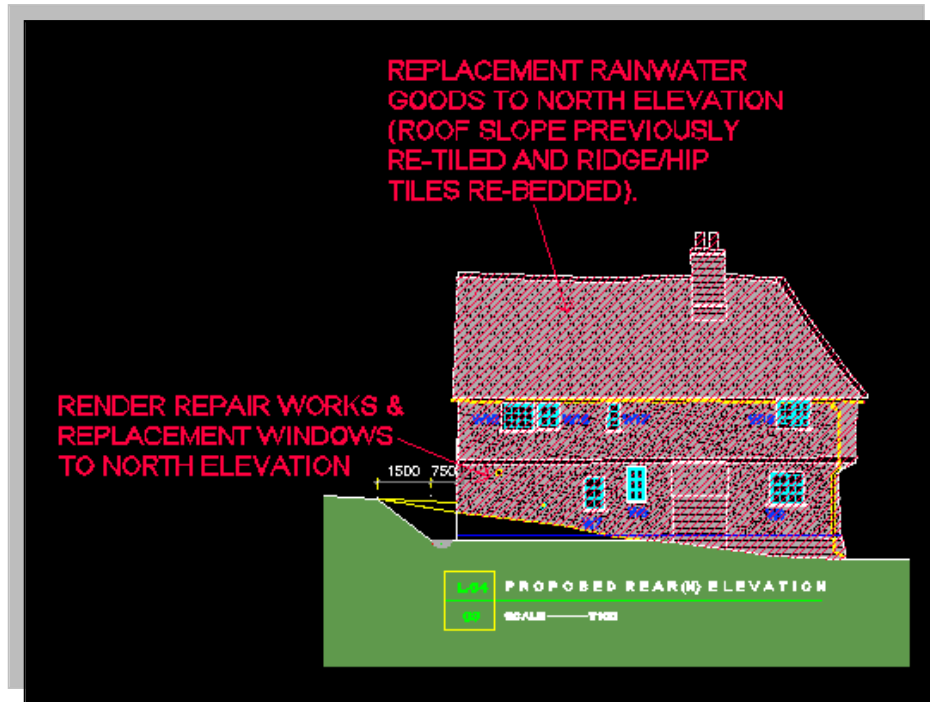
SIDE (WEST) ELEVATION



Remedial repairs required include the following: -

- Re-roofing of west elevation and insulation to roof space all as described previously to south elevation.
- Replace existing gutter with a Brett Martin plastic heritage iron effect roundstyle equivalent as described previously to south elevation.
- Re-rendering as described to south elevation and as described in detail on drawing No. L-04 (Proposed plans & elevations), including the repainting of the walls with a suitable breathable paint for lime render.
- Existing bushes and shrubbery are to be trimmed and cut back away from the building.

REAR (NORTH) ELEVATION



Remedial repairs required include the following: -

- Replace all gutters as these are not fitted correctly due to large gaps between the underside of the bottom row of tiles and the gutter itself, allowing rainwater to pass through.



Poorly fitted gutter on north elevation

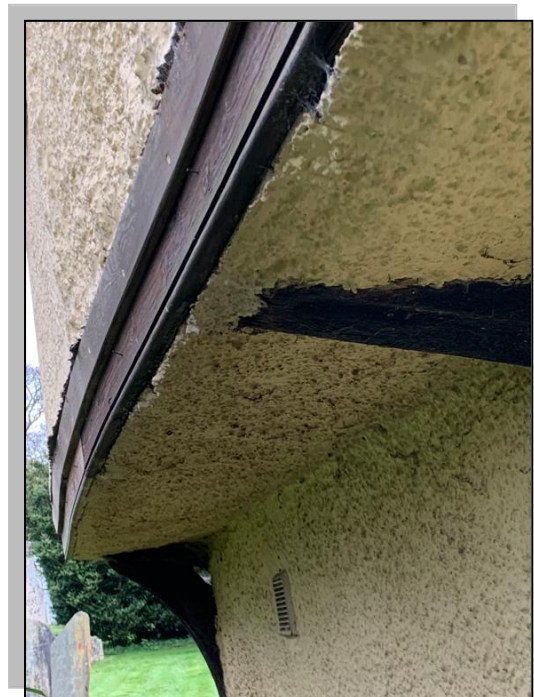
- Only one rainwater pipe discharges rainwater from this roof slope, located on the north-west corner of the building as indicated on the photograph below. It is therefore proposed to fit a new rainwater pipe to the opposite corner, discharging into a new perforated drain as described on Drawing No. L-03 Rev A running to the external perimeter at this end of the building.



All proposed replacement rainwater goods are to be Brett Martin plastic heritage iron effect roundstyle, with a 112mm dia. gutter, fixed back to each rafter end with matching gutter clips and galvanised steel top rafter brackets, and 68mm dia. downpipes. All fittings to be in black from the same range. Include for all running outlets, junctions, stop ends, corners, swan necks

etc. This specification has recently been approved at the nearby Dovecote (Listed Building Ref: 18/00585/LBC) and other barn nearby refurbishments.

- Timber to the perimeter of the overhanging jetty is to be replaced with a simple profiled board more in keeping with the historic appearance of the building. The underside is to be insulated and re-rendered as described elsewhere.



- Like-for-like repairs to the exposed timber framework. There will be no full replacement of any timber members without prior consent.



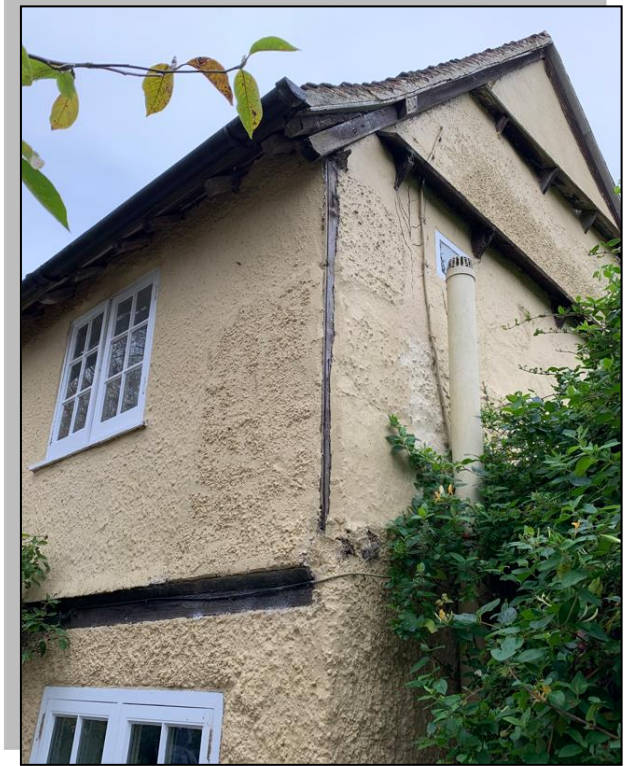
- For small areas of brickwork repair including chimney stack – Allow to rake out existing joints and re-point in a lime-based mortar to match existing as closely as possible in colour, texture and consistency.



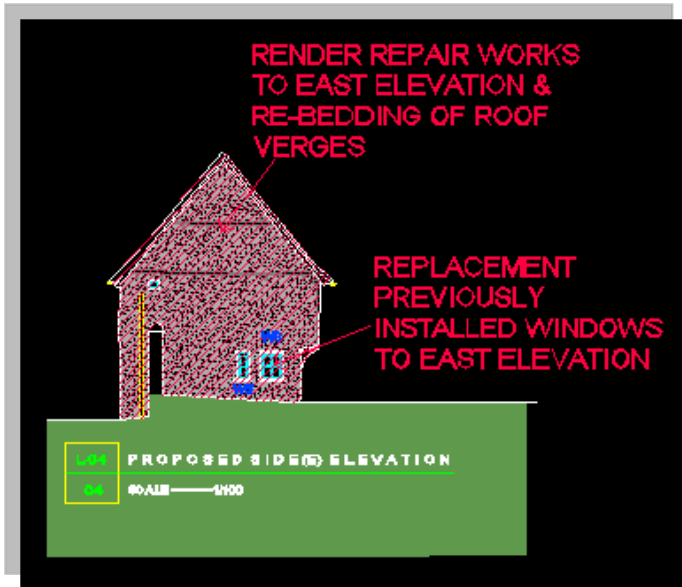
- Replace all timber windows as previous described and illustrated on the enlarged details and joinery details submitted.
- Carefully remove all existing render to the ground and first floor as previously described as the existing is loose and mostly live (refer to photographs below and elsewhere within this document). Immediate attention is required to prevent damp to the timber frame which should be carefully checked upon exposure and repaired/treated as necessary. In addition, the existing render does not allow the building to breathe as it includes cementitious products for previous repairs to all elevations.



Example of current loose and unstable cementitious render to North, East and West elevations



SIDE (EAST) ELEVATION



Remedial repairs required include the following: -

- Carefully remove all existing render to the ground and first floor as previously described as the existing is loose and mostly live (refer to photograph below and elsewhere within this document). Immediate attention is required to prevent damp to the timber frame which should be carefully checked upon exposure and repaired/treated as necessary. In addition, the existing

render does not allow the building to breathe as it includes cementitious products for previous repairs to all elevations.

- Ground to be cut back and graded away from the house after all agreements have been secured with the land owners. New perforated pipe to be installed around the perimeter at this side of the building including connection of both new downpipes as indicated on the submitted drawings.
- Replacement windows as previously described.
- Repairs to roof verges after the south elevation has been re-tiled and all wall insulation installed.

- It is proposed to install Warmshell External Woodfibre boards (100mm thick) to all elevations after the careful removal of the existing loose and unstable render. This will be installed in full accordance with the manufacturer's recommendations. See literature below.

Product Data

Warmshell Woodfibre Boards

Warmshell woodfibre boards are the universal sustainable, breathable, rigid insulation slabs for direct plastering and rendering with products from Lime Green. Ideal for new build and retrofit, Warmshell boards can be fitted inside or out, and used with render, plaster or cladding or under roof tiles.

3/3/23



Description

Warmshell woodfibre boards are the intelligent insulation option which can buffer and store heat and moisture, keeping you warm and dry in winter and stopping overheating in summer. Warmshell boards won't trap moisture because they are highly breathable and exploit wood's incredible ability to wick and harmlessly move water. Made with waste sawdust from sustainable FSC accredited forests, they are the sustainable, low carbon option for use on walls and roofs insulated from the inside or out.

Compared to lightweight synthetic insulations, the density of Warmshell woodfibre allows phase-shift to reduce summer overheating as well as giving excellent sound deadening acoustic properties. Warmshell doesn't just save heat, it creates a comfortable, healthy indoor climate. And unlike some insulations, our boards are totally free from formaldehyde and other biocides.

A range of compatible renders and plasters are available with the boards as part of the system, along with detailed guidance and installation information.

Thickness (mm)	Dimensions (mm) - net	Edge profile	Boards per pallet	m ² per pallet	Weight per pallet (Kg)	Pallet size (mm)	Unit of sale
40	1430 x 560	Tongue & Groove	56	44.8	397	1500 x 1200	Board
60	1430 x 560	Tongue & Groove	36	28.8	384	1500 x 1200	Board
80	1430 x 560	Tongue & Groove	28	22.4	275	1500 x 1200	Pallet
100	1430 x 560	Tongue & Groove	22	17.6	271	1500 x 1200	Pallet

Storage

Store dry and protected from damage. Only install when dry. Stack no more than 4 pallets on top of each other. Render or cover within 3 weeks of installation. Keep absolute moisture content to <13%.

lime|green

T: 01952 728611
E: enquire@lime-green.co.uk
www.lime-green.co.uk

Lime Green Products Ltd.
Coates Kiln, Stretton Road,
Much Wenlock TF13 6DG.

Product Data

Performance

	40 & 60mm boards	80 to 160mm boards
Density	165 Kg / m ³	130 Kg / m ³
Thermal conductivity (EN 13171) W/(mK)	0.043	0.040
Specific heat capacity c J/(kgK)	2100	2100
Vapour diffusion resistance coefficient μ	4	3
Reaction to fire (EN 13501-1)	E	E
Tensile strength perpendicular to faces (kPa)	10	10
Water absorption	WS1.0	WS1.0
Compressive Strength at 10% deformation (kPa)	CS(10Y)100	CS(10Y)70
Dimensional stability	DS(70,90)3	DS(70,-)2

Application

Only apply to dry backgrounds. Consult with your supplier for fixing advice. Before rendering or plastering, do not allow the boards to become saturated and ensure the absolute moisture content is no more than 13%. Render within 4 weeks of installation. When used as a sarking board ensure the Warmshell Woodfibre Board is covered with a breather membrane immediately after installation. Compatible renders and plasters are available from Lime Green.

Disposal

Waste code (EWC) 030105; 170201; 170604

lime|green

T: 01952 728611
E: enquire@lime-green.co.uk
www.lime-green.co.uk

Lime Green Products Ltd.
Coates Kiln, Stretton Road,
Much Wenlock TF13 6DG.

- A detailed Method Statement for the insulating, re-rendering and painting of the property has been included on Drawing No. L-04 Rev A.

100mm Warmshell External Old Sextons, SGY 0QY

 Exterior wall
 created on 30.5.2025

Thermal protection

 $U = 0,33 \text{ W/(m}^2\text{K)}$

 GEG 2020/24 Bestand*: $U < 0,24 \text{ W/(m}^2\text{K)}$

excellent

Moisture proofing

 Condensate: 149 g/m^2

Dries 3 days

 Drying reserve: $4818 \text{ g/m}^2\text{a}$

excellent

Heat protection

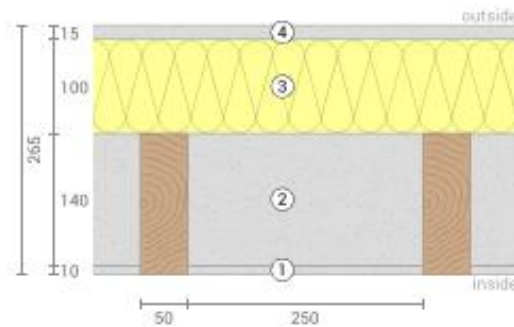
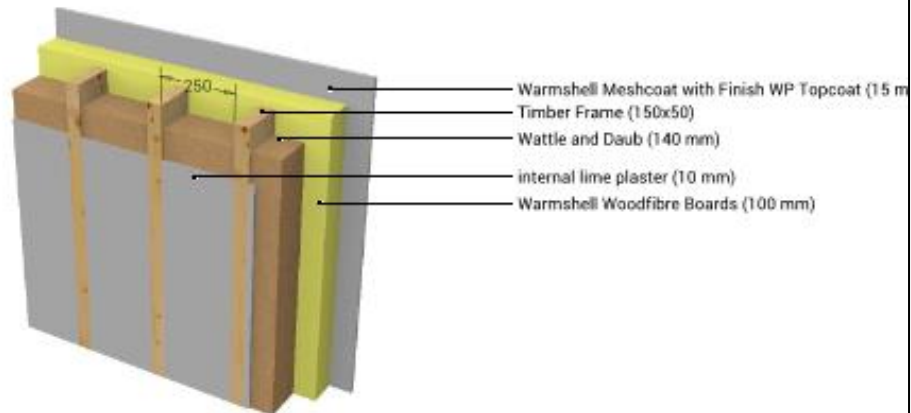
Temperature amplitude damping: 76

phase shift: 13,3 h

 Thermal capacity inside: $211 \text{ kJ/m}^2\text{K}$

excellent

insufficient



- ① internal lime plaster (10 mm) ③ Warmshell Woodfibre Boards (100 mm)
 ② Wattle and Daub (140 mm) ④ Warmshell Meshcoat with Finish WP Topcoat (15 mm)

 Inside air : $20,0^\circ\text{C} / 50\%$

 Outside air: $-5,0^\circ\text{C} / 80\%$

 Surface temperature.: $17,9^\circ\text{C} / -4,7^\circ\text{C}$

sd-value: 1,4 m

 Drying reserve: $4818 \text{ g/m}^2\text{a}$

Thickness: 26,5 cm

 Weight: 256 kg/m²

 Heat capacity: $278 \text{ kJ/m}^2\text{K}$
☐ GEG 2020/24 Bestand

☐ BEG Einzelmaßn.

☐ GEG 2023/24 Neubau

☒ DIN 4108

*Comparison of the U-value with den Höchstwerten aus GEG Anlage 7 (GEG 2020-2024 Bestand); den techn. Mindestanforderungen für BEG Einzelmaßnahmen; 70% des U-Werts der Referenzausführung aus GEG 2023/2024 Anlage 1 (GEG Neubau); den R-Werten aus DIN 4108-2 Tabelle 3

Page 1

100mm Warmshell External Old Sextons, SGY 0QY, $U=0,33 \text{ W/(m}^2\text{K)}$

U-Value calculation according to DIN EN ISO 6946

#	Material	Dicke [cm]	λ [W/mK]	R [m ² K/W]
	Thermal contact resistance inside (Rsi)			0,130
1	internal lime plaster	1,00	0,700	0,014
2	Wattle and Daub	14,00	0,420	0,333
	Timber Frame (Width: 5 cm)	15,00	0,130	1,154
3	Warmshell Woodfibre Boards	10,00	0,040	2,500
4	Warmshell Meshcoat with Finish WP Topcoat	1,50	0,500	0,030
	Thermal contact resistance outside (Rse)			0,040

Thermal contact resistances have been taken from DIN 6946 Table 7.

Rsi: heat flow direction horizontally

Rse: heat flow direction horizontally, outside: Direct contact to outside air

Upper limit of thermal resistance $R_{\text{tot,upper}} = 3,158 \text{ m}^2\text{K/W}$.

Lower limit of thermal resistance $R_{\text{tot,lower}} = 3,093 \text{ m}^2\text{K/W}$.

Check applicability: $R_{\text{tot,upper}} / R_{\text{tot,lower}} = 1,021$ (maximum allowed: 1,5)

The procedure may be used.

Thermal resistance $R_{\text{tot}} = (R_{\text{tot,upper}} + R_{\text{tot,lower}})/2 = 3,125 \text{ m}^2\text{K/W}$

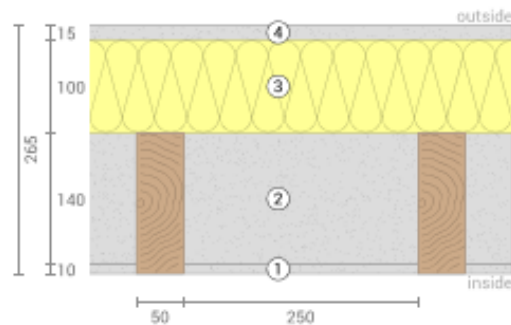
Estimated maximum relative uncertainty according to section 6.7.2.5: 1,0%

Heat transfer coefficient $U = 1/R_{\text{tot}} = 0,320 \text{ W/(m}^2\text{K)}$

Corrections for air gaps / mechanical fastening elements

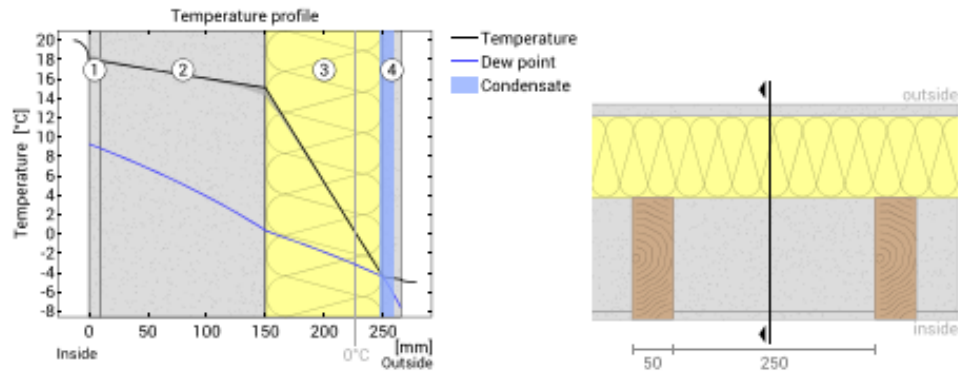
Anchorage of layer 3 (Warmshell Woodfibre Boards) $\Delta U = 0,010 \text{ W/(m}^2\text{K)}$

Corrected heat transfer coefficient $U_c = 0,33 \text{ W/(m}^2\text{K)}$



100mm Warmshell External Old Sextons, SGY 0QY, $U=0,33 \text{ W/(m}^2\text{K)}$

Temperature profile



- ① internal lime plaster (10 mm) ③ Warmshell Woodfibre Boards (100 mm)
② Wattle and Daub (140 mm) ④ Warmshell Meshcoat with Finish ...

Left: Temperature and dew-point temperature at the place marked in the right figure. The dew-point indicates the temperature, at which water vapour condensates. As long as the temperature of the component is everywhere above the dew point, no condensation occurs. If the curves have contact, condensation occurs at the corresponding position.

Right: The component, drawn to scale.

Layers (from inside to outside)

#	Material	λ [W/mK]	R [m ² K/W]	Temperatur [°C]		Weight [kg/m ²]
	Thermal contact resistance*		0,250	min	max	
1	1 cm internal lime plaster	0,700	0,014	17,8	18,2	12,1
2	14 cm Wattle and Daub	0,420	0,333	14,7	18,0	198,3
	15 cm Timber Frame (Width: 5 cm)	0,130	1,154	14,3	18,6	11,3
3	10 cm Warmshell Woodfibre Boards	0,040	2,500	-4,5	15,1	14,5
4	1,5 cm Warmshell Meshcoat with Finish WP Topcoat	0,500	0,030	-4,7	-4,5	19,5
	Thermal contact resistance*		0,040	-5,0	-4,7	
	26,5 cm Whole component		3,107			255,7

*Thermal contact resistances according to DIN 4108-3 for moisture protection and temperature profile. The values for the U-value calculation can be found on the page 'U-value calculation'.

Thermal bridges

The U-value includes the following surcharges for air gaps and / or mechanical fasteners in accordance with DIN 6946:

Anchorage of layer 3 (Warmshell Woodfibre Boards) 0,010 W/(m²K)

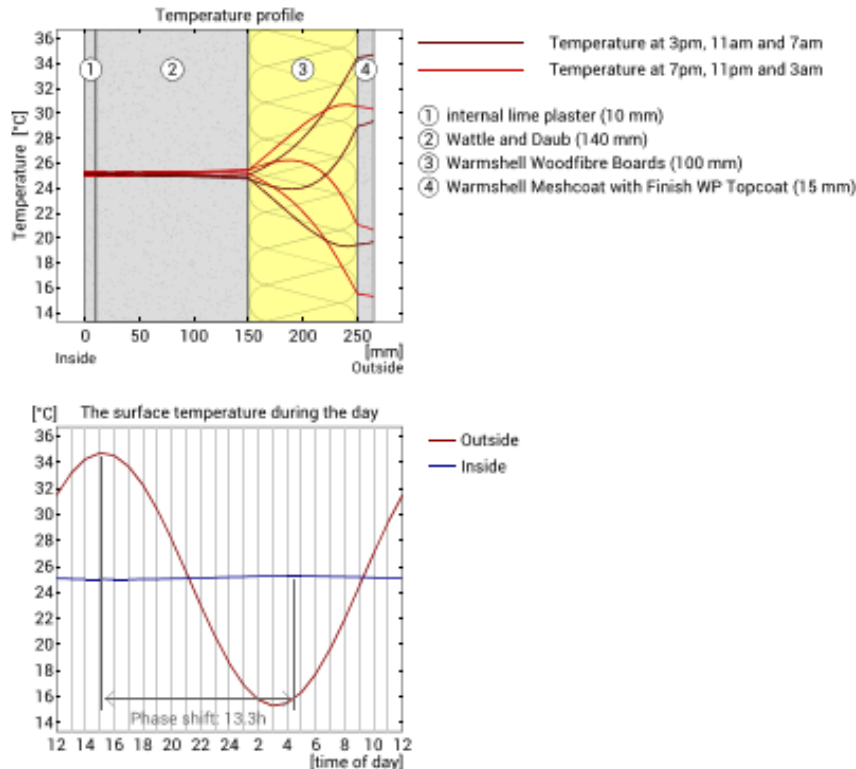
Surface temperature inside (min / average / max): 17,9°C 18,1°C 18,6°C

Surface temperature outside (min / average / max): -4,7°C -4,7°C -4,7°C

100mm Warmshell External Old Sextons, SGY 0QY, $U=0,33 \text{ W/(m}^2\text{K)}$

Heat protection

The following results are properties of the tested component alone and do not make any statement about the heat protection of the entire room:



Top: Temperature profile within the component at different times. From top to bottom, brown lines: at 3 pm, 11 am and 7 am and red lines at 7 pm, 11 pm and 3 am.

Bottom: Temperature on the outer (red) and inner (blue) surface in the course of a day. The arrows indicate the location of the temperature maximum values. The maximum of the inner surface temperature should preferably occur during the second half of the night.

Phase shift*	13,3 h	Heat storage capacity (whole component):	278 kJ/m ² K
Amplitude attenuation **	76,3	Thermal capacity of inner layers:	211 kJ/m ² K
TAV ***	0,013		

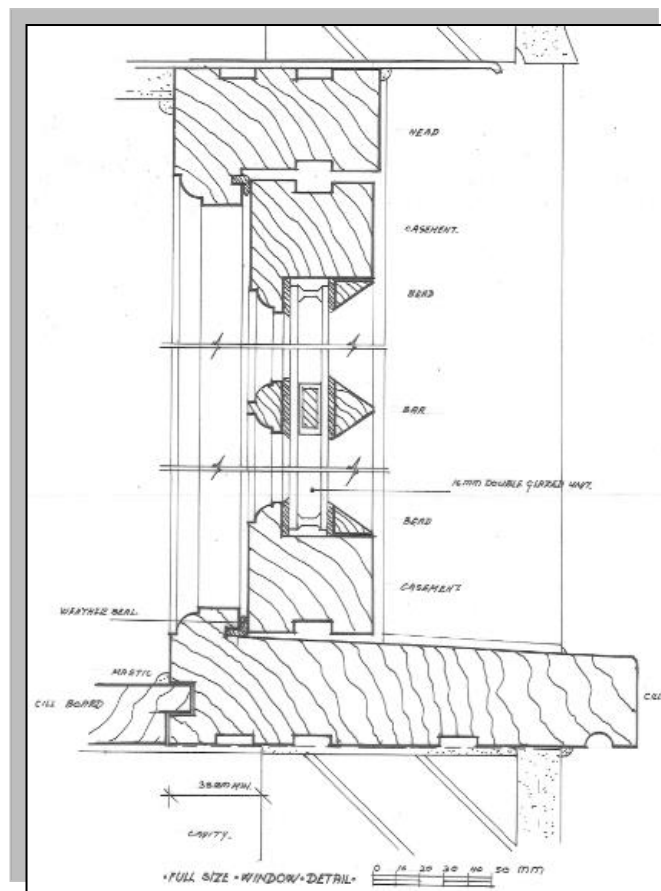
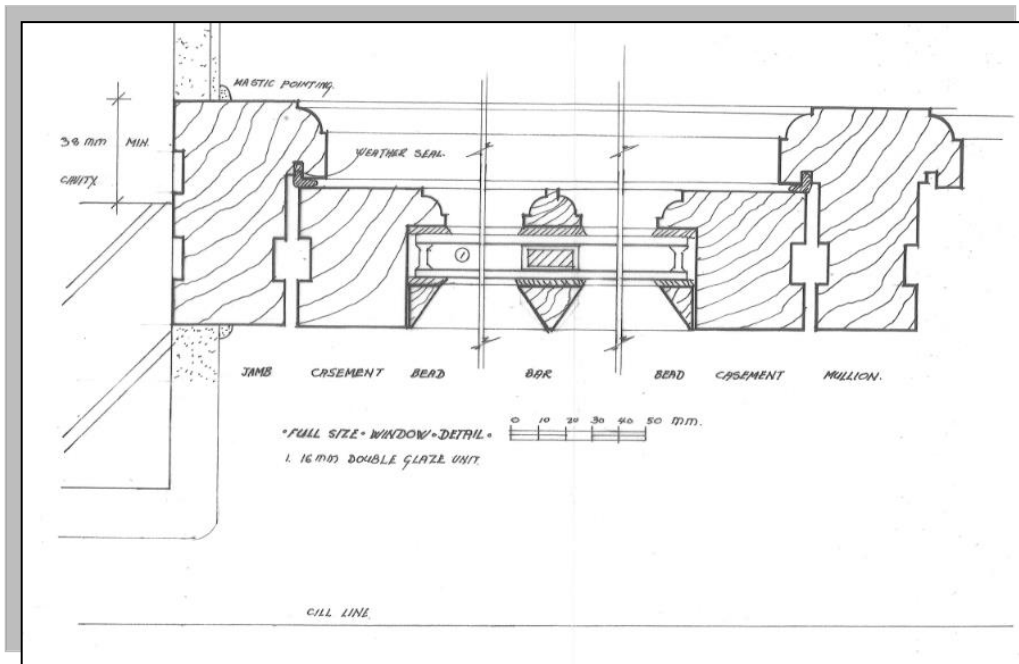
* The phase shift is the time in hours after which the temperature peak of the afternoon reaches the component interior.

** The amplitude attenuation describes the attenuation of the temperature wave when passing through the component. A value of 10 means that the temperature on the outside varies 10x stronger than on the inside, e.g. outside 15-35 °C, inside 24-26 °C.

*** The temperature amplitude ratio TAV is the reciprocal of the attenuation: $TAV = 1 / \text{amplitude attenuation}$

Note: The heat protection of a room is influenced by several factors, but essentially by the direct solar radiation through windows and the total amount of heat storage capacity (including floor, interior walls and furniture). A single component usually has only a very small influence on the heat protection of the room.

The calculations presented above have been created for a 1-dimensional cross-section of the component.



Typical enlarged replacement window details (plan & section)
as previously approved at the Dovecote (Listed Building Ref: 18/00585/LBC)

Trees & Hedges

The site includes limited low-level hedging and shrubs to the north, east and west elevations. Some mature trees, shrubbery and undergrowth are located in the formal garden to the south as indicated on the submitted site plans.

The proposals do not include any works that would detrimentally affect any mature trees and hedges. Any scaffolding, machinery and building materials would be stored away from trees and hedges to ensure that no damage occurs.

Protected Species and Preliminary Roost Assessment

From inspections undertaken during the surveying works, there is no obvious evidence of bat roosts or bird nesting within and immediately around the property that could potentially be affected by the works proposed. However, should bats or any other protected species be discovered during development; works will stop immediately, and Natural England contacted for further advice.

Professional Consultant advice has also been sought regarding the potential for bat roosts within the property. A preliminary roost assessment (PRA) has therefore been undertaken and information provided by Dr Duncan Painter CEnv MCIEEM (Director) on behalf of Applied Ecology Ltd. dated 27th May 2025.

This Report has been included as a separate submitted Appendix, and it noted that there was no evidence of bats present on the exterior of the property in any location. A full internal survey of the loft space was not possible due to the integrity of the structure, although a visual inspection was undertaken through the loft hatch.

A summary of recommendations includes the following: -

- Roofing/scaffold Contractors to be briefed (tool box talk) at the start of the project by a licensed bat worker to maintain a watching brief for bats as part of the roof strip, and to contact the LBW in the event that a bat is found.

- All roof tiles to be removed by hand while a watching brief for bats is maintained.
- Start scaffold construction and re-roofing works during the autumn (October – November or April) when bats are active but maternity and vulnerable young dependent bats will not be present – i.e. avoid blocking/disturbing the roof during the period May-September when maternity roosts may be active.
- Similarly, do not start work to the roof in the winter months (December-March) when bats could be hibernating below roof tiles, and would be particularly vulnerable to disturbance.
- Ensure that any replacement roofing felt is bat friendly i.e. use a traditional IF felt, or a breathable membrane that has passed a snagging propensity test and is deemed to be “bat safe” by Natural England.
- Ensure that existing roofing tiles (which are naturally bowed) or similar clay tiles are used for the replacement roof covering to provide continuous opportunity for crevice roosting bats to access spaces below the roof tiles in the long-term.
- Ensure that the roofing work is completed and scaffolding removed before the end of April to allow bats full access to the roof during the period when bats may be supporting dependent young (May-September).

Conclusions

A full survey and technical evaluation has been undertaken on the property to provide the information included within this Heritage Statement for repair works as specified.

All historic fabric will be retained unless described elsewhere following further investigations. There would be no significant loss of materials as the remedial works proposed would involve re-using existing materials for the most part, some of which may have to be set aside to enable access to the southern roof slope for example.

Any new materials proposed such as repair works to plastered walls, ceilings and floors will be undertaken in appropriate materials as described allowing the building to breathe which hasn't always been the case historically.

A preliminary roost assessment (PRA) has been undertaken by a professional consultant and the Report provided together with recommendations has been included with this submission.

There will be no additional structures constructed. The works will return the heritage asset back to its original standing, and will prevent any further deterioration of the structure, thus providing a weathertight dwelling and all repair works carefully covered by fresh decoration throughout providing a comfortable family home for the current long term tenants of the property.

The overall setting and appearance of the listed building will not be affected by these repair works.

Financial Report for Sandon Parish Council Meeting

9th July 2025

a) To note receipt of income (3rd July 2025):

- Total receipts: ½ precept payment £4399.37
- Memo: VAT reclaim for £79.80 in process

Available balance (Bank a/c less uncleared chq & committed funds £17,033.43-£69.00) **£16,964.43**

b) [To receive summary report of receipts and payments against budget](#)

c) [To receive bank reconciliation](#)

d) To consider price quotations, charges and grant requests

e) To authorise payments made in accordance with the budget July 2025 spend approvals /
cheque release authorisations required:

- | | |
|--|----------|
| ● Clerk salary (£247.91+£567.22+90.44) | £ 905.57 |
| ● Broadmead Leisure inv 2925 (May/June and July inspections) | £ 234.00 |
| ● HAPTC new councillor training | £ 69.00 |
| ● Focus Broadband (to note inv 10808479 & 10779661) | £ 133.36 |
| ● RoSPA Play Safety Annual Inspection | £ 96.00 |

Total new (July 2025) expenditure to be approved by PC **£1437.93**

Projected Balance following above July 2025 expenditure: **£16375.77**

- f) [RoSPA report](#): Annual safety inspection by RoSPA Play Safety was completed in May 2025, report. No urgent concerns but some upkeep to be completed.
- g) [Exercise of Public Rights](#): In compliance with the Accounts and Audit Regulations 2015 the notices advertising the period for the exercise of public rights were posted on the Sandon Parish Council website and village notice boards; to date no requests for inspection of the financial records have been received from members of the public (the inspection period ends 14th July 2025).

SANDON PARISH COUNCIL 2025-26 BUDGET & MANAGEMENT ACCOUNTS

Month 1 - to 31 March 2026

	2024-2025 Actual	2025-2026 Budget	£ Actual YTD paid (excl'g VAT)	£ Actual YTD VAT paid	Forecast to 31 March 2026
Balance in Santander Bank a/c at prior year end	17683.16	17683.16	18723.06		
Cash and cheques in hand					
Less value of uncleared cheques as at prior year end	-2150.56	-2150.56			
Less Creditors (money owed by SPC) - at prior year end					
Plus Debtors (money owed to SPC) - at prior year end					
Net balance at start of current year	15532.60	15532.60	18723.06		
Receipts					
Precept	9321.94	8,500.00	4399.37		9,000.00
Grants					
VAT	212.76				
Other receipts (uncleared and returned cheque)	160.00				
TOTAL	9,694.70	8,500.00	4,399.37	0.00	9,000.00
Expenditure					
Operating expenses					
Employment costs (including PAYE)	4634.68	5,300.00	78.31		5,221.69
Insurance	464.00	500.00	464.00		36.00
Playground Management (annual ROSPA inspection)	78.00	95.00			95.00
Audit Commission (Audit fee)	187.25	200.36	200.36		0.00
Village Hall rent		150.00	150.00		0.00
Clerk's expenses		37.50			37.50
Financial Officer's expenses					0.00
Other operating expenses (incl IT)	152.84		86.00	17.20	-86.00
Parish Council Election expenses (in allocated PC reserves)					0.00
Councillor & Officer Training (HAPTC)	60.00	500.00	69.00		431.00
Subscriptions - (HAPTC, SLCC, ICO, Focus broadband)	419.08	423.00	458.99		-35.99
Professional services (VAT on legal fees)					0.00
Other admin and general expenses	72.00				0.00
Total operating expenses	6,067.85	7,205.86	1,506.66	17.20	5,699.20
Section 137 Grants awarded by Sandon PC		1,500.00			1,500.00
Sandon PCC					0.00
Friends of Sandon School	500.00		500.00		-500.00
Sandon Gardeners Club	100.00				0.00
Sandon Sports Club					0.00
Sandon Cygnets					0.00
Sandon Strollers Cricket Club					0.00
Herts Air Ambulance					0.00
D-Day celebration	291.50		313.23		-313.23
Total grants awarded	891.50	1,500.00	813.23	0.00	686.77
Village projects					0.00
New General Equipment					0.00
Village Hall Improvements & Equipment		450.00			450.00
Other Village projects		300.00			300.00
Total village projects	0.00	750.00	0.00	0.00	750.00
Maintenance of assets & miscellaneous					0.00
Repairs & maintenance (regular payment to Broadmead Leisure)	195.00		3,330.00	78.00	-3,330.00
Capital replacements					0.00
Other costs	79.20				0.00
Total maintenance & miscellaneous expenditure	274.20	0.00	3,330.00	78.00	-3,330.00
Earmarked reserves					0.00
Parish Council Election expenses		1,744.13			1,744.13
Capital Replacements		1,000.00			1,000.00
Repairs and Maintenance		600.00			600.00
New equipment		500.00			500.00
Village Hall improvements		500.00			500.00
					0.00
TOTAL EXPENDITURE	14,467.10	9,455.86	5,649.89	95.20	3,805.97
TOTAL INCOME	9,694.70	8,500.00	4,399.37		9,000.00
Spending from Reserves (- denotes use of reserve)	-4,772.40	-955.86	-1,250.52		5,194.03
Total year to date receipts less total year to date payments (incl. VAT)				-1,345.72	
Net actual balance (excluding creditors & debtors)				17,377.34	
memo: Total payments incl. VAT				5,745.09	
<i>Application of funds at 13th June 2025</i>					
Balance in Santander bank a/c		17,446.34		Reconciled:	yes
Less unpresented cheques		69.00			
Less committed funds		0.00			
Plus cash / cheques to pay-in		0.00			
Plus Debtors (HMRC is not included as debtor for unclaimed VAT)		0.00			
Net funds available to Sandon Parish Council at 1st July 2025		17377.34			
Free Reserves (funds available less unspent budget)		13571.37		Date:	
Memo: Reclaimed VAT (paid by SPC but not yet repaid by HMRC)		95.20		Prepared by CFGS 03/07/2025	

Councillor Signature confirming Balance reconciliation to Bank Statement.

Sandon Parish Council
Quarterly Summary Information Report – Covering 2024/24 Quarters 1-4 (i.e. 12 months to 31st March 2024)

Ref	Information Title	PC Approval Date	Beneficiary	Purpose	£ Excl. VAT	£ VAT not yet recovered	Merchant category of expenditure / Explanatory notes on Parish Council (PC) activities
1	Expenditures exceeding £100		HAPTC BHIB HAPTC L. Armstrong Focus Group Broadmead Leisure	Annual subscription Annual premium Audit Fish & Chips Broadband Playground inspection	307.08 464.00 187.25 219.50 104.18 195	20.84 39	Association of Parish & Town Councils Insurance underwriters Audit s.137 D-Day celebrations Broadband provision Playground inspection
2	Govern't Procurement Card transactions						None
3	Procurement Tenders issued over £5,000						None
4	PC Land & Buildings owned.	Village Hall (13/12/1960)	Village residents	Meetings & Social events	(Rebuild Insurance value £373k)		This Community Asset was conveyed to the Parish Council by St Albans Diocesan Board of Finance and Elizabeth Faure Walker in 1960 in consideration of funds raised by donations, subscriptions and gifts from the inhabitants of the Parish, and cannot be sold by the Council and is hence valued at a nominal £1 on the PC Asset Register
5	Social Housing Asset Value						None
6	Grants paid to voluntary, community and social enterprise organisations						None
7	Organisation Chart						The PC comprises 6 councillors, who elect a Chair and Deputy from their number. Both Clerk and RFO report to the PC.
8	Trade Union Facility Time						There are no trade union representatives and no paid time is allocated for trade union activities
9 & 10	Parking Account & Parking Spaces						The Council has no parking spaces and hence no parking account
11	Senior Salaries						No employee earns over £50,000 p.a.
12	Constitution						Standing Orders and Code of Conduct are regularly reviewed and published on the Sandon Parish Council website
13	Pay multiple						1:0 – M & F employees are paid the same hourly rate
14	Fraud						No instances of fraud and no ongoing fraud investigations
15	Waste Contracts						No waste contracts are appointed by Sandon PC

Transactions
XXXX XXXX XXXX 9709: 03/06/2025 to 03/07/2025

Date	Description	Money in	Money Out	Balance
02/07/2025	PAYMENT BY CHEQUE WITH SERIAL NO 000811		£2,940.00	£17,446.34
26/06/2025	DIRECT DEBIT PAYMENT TO FOCUS GROUP REF FH7203, MANDATE NO 0002		£125.02	£20,386.34
13/06/2025	PAYMENT BY CHEQUE WITH SERIAL NO 000810		£234.00	£20,511.36

Sandon Parish Council 2025-26

RTI Full Payment Submission (FPS)

Apr-2025

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
C Scott	326.22			247.91	
Total	326.22	0.00	0.00	247.91	0.00

Employer Totals:

	PAYE Month
Total Net Pay	247.91
TAX:	
NIC:	
HMRC ACCOUNT:	
Tax & NIC due for Apr-2025	0.00
Payment for Apr-2025	0.00
Balance carried forward to May-2025	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	247.91

Amounts shown in the PAYE Month column are the totals for all the pay periods in that PAYE Month.

The figures in this report are based on the data contained in your payroll file NOW. If you have made changes to your data since submitting the RTI return for this period then the figures in this report may be different from those sent to HMRC originally.

Sandon Parish Council 2025-26

RTI Full Payment Submission (FPS)

Jun-2025

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
C Scott	90.44			90.44	
Total	90.44	0.00	0.00	90.44	0.00

Employer Totals:

	PAYE Month
Total Net Pay	90.44
TAX:	
NIC:	
HMRC ACCOUNT:	
Tax & NIC due for Jun-2025	0.00
Payment for Jun-2025	0.00
Balance carried forward to Jul-2025	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	90.44

Amounts shown in the PAYE Month column are the totals for all the pay periods in that PAYE Month.

The figures in this report are based on the data contained in your payroll file NOW. If you have made changes to your data since submitting the RTI return for this period then the figures in this report may be different from those sent to HMRC originally.

Sandon Parish Council 2025-26

RTI Full Payment Submission (FPS)

May-2025

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
C Scott	567.22			567.22	22.53
Total	567.22	0.00	0.00	567.22	22.53

Employer Totals:

	PAYE Month
Total Net Pay	567.22
TAX:	
NIC:	
Employer NIC	22.53
NIC Employment Allowance	-22.53
Total NIC Due	0.00
Total Tax & NIC Due	0.00
HMRC ACCOUNT:	
Tax & NIC due for May-2025	0.00
Payment for May-2025	0.00
Balance carried forward to Jun-2025	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	567.22

** EPS item

** The NIC Employment Allowance is reported once on an RTI Employer Payment Summary (EPS) at the beginning of the year.

Amounts shown in the PAYE Month column are the totals for all the pay periods in that PAYE Month.

Broadmead Leisure Limited
17 Stanstead Road
Hoddesdon
Hertfordshire
EN11 0PF
07974465351
VAT Registration No.: 894940961

INVOICE TO
Sandon Parish Council

VAT Invoice 2925

DATE 28/04/2025 **TERMS** 14 days

DUE DATE 12/05/2025

DESCRIPTION	AMOUNT
To carry out Monthly inspection to village playground. May/June and July 2025	195.00
SUBTOTAL	195.00
VAT TOTAL	39.00
TOTAL	234.00
TOTAL DUE	£234.00

BACS Payments: Lloyds
Sort :30-99-86
A/C No. 01024221

Kimpton Memorial Hall, Hall Lane, Kimpton. SG4 8RD
T: 07956 590094 email: sue@haptc.org.uk www.haptc.org.uk

Sandon Parish Council

Invoice No: 2526/134
Date: 28.04.25

INVOICE

For: Cllr Lisa Megraw	
• New Councillor Training	£17
• Introduction to Planning	£17
• Finance for Councillors	£35
Total Due	£69

PREFERRED payment method: BACS:

- Sort code 60-83-01
- Account 20361897
- Name for confirmation of payee: **Hertfordshire Asso**
- Reference: **invoice number**

Please only pay by cheque when strictly necessary.

- *Ensure the **invoice number** is on the back*
- *Payable to: Hertfordshire Association of Parish and Town Councils*
- ***Please contact sue@haptc.org.uk for current postal address***

Your first invoice explained:

Your first invoice may be more than expected, so here's an explanation of how it's made up:

When Focus Group take over or install a service it can take a while for the supplier to start the billing process. As Focus Group charge for services a month in advance, your first invoice may include three separate charges for the same service.

Example:

This is the date that the service went live with us, and the part-month charge		This is the charge for the month that the invoice is dated		
Business Line Rental	09/01/24	31/01/24	1	18.11
Business Line Rental	01/02/24	28/02/24	1	23.95
Business Line Rental	01/03/24	31/03/24	1	23.95
This is the advanced month charge				

(In the example above, the service started with Focus Group on the 09/01/24 and you would have received your first invoice in February)

The next invoice that you would receive in this example would include a single charge of £23.95 for the advance charges for April.

If you have any further questions regarding your invoice, don't hesitate to contact our Customer Service Team.

INVOICE



Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Sandon Parish Council
Sandon Village Hall
Payne End
Buntingford
Hertfordshire
SG9 0QU

VAT No. 837118622

Account No.	FH7203	Invoice No.	10779661	Date/Tax Point	14/05/25
-------------	--------	-------------	----------	----------------	----------

Description	Price Each	Qty	Total (£)
Service Charges	6.95	1	6.95
Subtotal			6.95
VAT at 20.00%			1.39
TOTAL DUE			8.34


Thank you for paying by Direct Debit. The amount shown will be collected on or after 29/05/2025

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Standard payment terms are 14 days from the date of this invoice. Choose how to pay from the following options:

Direct Debit

If the invoice does not confirm that you are already paying by DD, please email creditcontrol@focusgroup.co.uk and we will switch you to Direct Debit.

Electronic Payments

BACS, Internet and Telephone Banking Payments can be made to the following bank details:

Account Name: Focus 4 U Ltd

Sort Code: 40-25-03

Account No: 01464973

Please quote your Account No (FH7203) as the Reference

Pay your bill online

You can pay us online by going to www.focusgroup.co.uk/pay-online/

Cheque

Make cheques payable to Focus 4 U Ltd, quoting your account number (FH7203), and send to the address on the remittance advice below

To tell us you've already paid your bill, please email creditcontrol@focusgroup.co.uk

IF YOU NEED TO CONTACT US

For technical support and customer services please contact us via our customer portal at <https://portal.focusgroup.co.uk>.

For all other contact details please go to our customer area at <https://focusgroup.co.uk/customer-area>.

If your contract is coming to an end and you would like to discuss the options available to you, please contact us on customerengagement@focusgroup.co.uk

We make every effort to ensure our customers are happy with the level of service they receive from us. However, despite our best efforts, we appreciate sometimes, things can go wrong. When they do, we want to know so we can put them right. Please see our Customer Complaints Code <https://focusgroup.co.uk/information/customer-complaints-code/> for how you can get in touch, including how to use the Alternative Dispute Resolution Service provided by the Ombudsman.

Please detach and enclose with your payment

Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Account No.

FH7203

Cheque Enclosed

☐

Electronic Payment

☐

Amount you are paying

REMITTANCE ADVICE

INVOICE



Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Sandon Parish Council
Sandon Village Hall
Payne End
Buntingford
Hertfordshire
SG9 0QU

VAT No. 837118622

Account No.	FH7203	Invoice No.	10808479	Date/Tax Point	12/06/25
-------------	--------	-------------	----------	----------------	----------

Description	Price Each	Qty	Total (£)
Service Charges	104.18	1	104.18
Subtotal			104.18
VAT at 20.00%			20.84
TOTAL DUE			125.02


Thank you for paying by Direct Debit. The amount shown will be collected on or after 26/06/2025

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Let's connect. Let's grow.

PAYING YOUR INVOICE

Standard payment terms are 14 days from the date of this invoice. Choose how to pay from the following options:

Direct Debit

If the invoice does not confirm that you are already paying by DD, please email creditcontrol@focusgroup.co.uk and we will switch you to Direct Debit.

Electronic Payments

BACS, Internet and Telephone Banking Payments can be made to the following bank details:

Account Name: Focus 4 U Ltd

Sort Code: 40-25-03

Account No: 01464973

Please quote your Account No (FH7203) as the Reference

Pay your bill online

You can pay us online by going to www.focusgroup.co.uk/pay-online/

Cheque

Make cheques payable to Focus 4 U Ltd, quoting your account number (FH7203), and send to the address on the remittance advice below

To tell us you've already paid your bill, please email creditcontrol@focusgroup.co.uk

IF YOU NEED TO CONTACT US

For technical support and customer services please contact us via our customer portal at <https://portal.focusgroup.co.uk>.

For all other contact details please go to our customer area at <https://focusgroup.co.uk/customer-area>.

If your contract is coming to an end and you would like to discuss the options available to you, please contact us on customerengagement@focusgroup.co.uk

We make every effort to ensure our customers are happy with the level of service they receive from us. However, despite our best efforts, we appreciate sometimes, things can go wrong. When they do, we want to know so we can put them right. Please see our Customer Complaints Code <https://focusgroup.co.uk/information/customer-complaints-code/> for how you can get in touch, including how to use the Alternative Dispute Resolution Service provided by the Ombudsman.

Please detach and enclose with your payment

Focus House
Ham Road
Shoreham-by-Sea
BN43 6PA

Account No.

FH7203

Cheque Enclosed

☐

Electronic Payment

☐

Amount you are paying

REMITTANCE ADVICE

Description	Date From	Date To	Qty	Price (£)
Sandon Village Hall - SG9 0QU				
Tel. No: DSL-SG90QU-001				
SoGEA Activation - Part Fibre	06/05/25	06/05/25	1	0.00
SOGEA (G) 80/20 Rental - Part Fibre	06/05/25	31/05/25	1	29.35
SOGEA (G) 80/20 Rental - Part Fibre	01/06/25	30/06/25	1	35.00
SOGEA (G) 80/20 Rental - Part Fibre	01/07/25	31/07/25	1	35.00
Static IP Address	06/05/25	31/05/25	1	1.43
Static IP Address	01/06/25	30/06/25	1	1.70
Static IP Address	01/07/25	31/07/25	1	1.70



INVOICE

Sandon Parish Council
Lye End Farm
Sandon
Buntingford
Hertfordshire
SG9 0RS

Invoice Date
30 May 2025

Account Number

Invoice Number
88554

Purchase Order
Mike Wicksteed

VAT Number
876328389

Playsafety Limited
Unit 78 Shrivenham Hundred Business Park
Watchfield
SWINDON
SN6 8TY
UNITED KINGDOM
+44(0)1793 317470

accounts@rospaplaysafety.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
AI PARISH, Annual Inspection - Roe Green Recreation Ground	1.00	80.00	20%	80.00
Subtotal				80.00
Total VAT 20%				16.00
Amount Due GBP				96.00

Due Date: 29 Jun 2025

Terms: 30 days. A late payment charge may be added at the rate of 5% per month (0.16% per day)

Electronic or BACS payments to:

(Please quote invoice number as reference)

Sort Code: 60-22-31
Account: 70525366

International Payments:

(Please quote invoice number as reference)

BIC: NWBKGB2L
IBAN: GB17NWBK60223170525366

Please make cheques payable to Playsafety Limited

Playsafety Ltd is licensed by RoSPA Play Safety



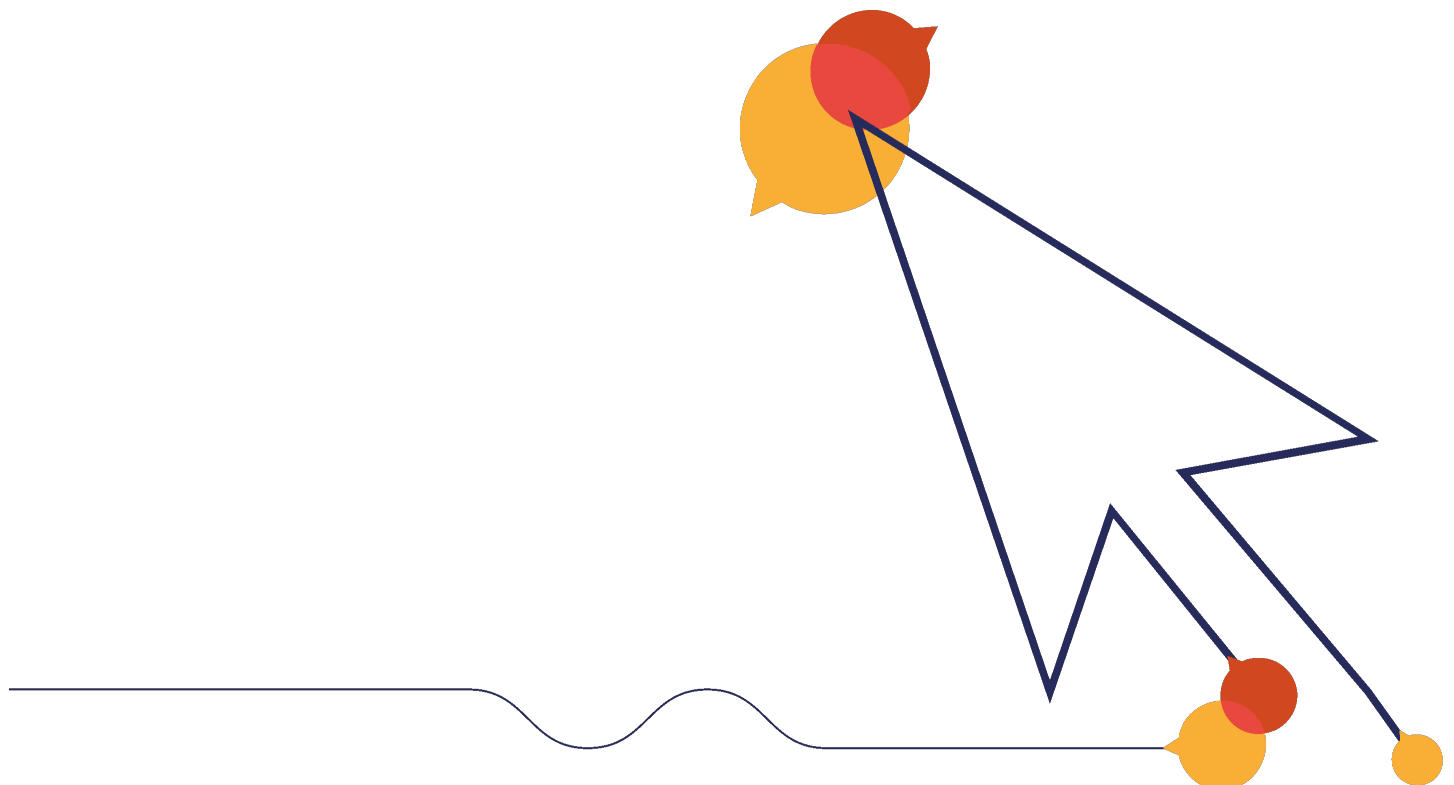
Safety Inspection Report

Annual Inspection

Roe Green Recreation Ground

Sandon Parish Council

23 May 2025



Safety Inspection Report

Annual Inspection

Site name: **Roe Green Recreation Ground**
Date of inspection: **23 May 2025**
Inspector: **Lewis Heath**



Litter Bin

Innate risk score:
 2

Description	Tasks	Risk score
Minor repairs are needed.	Repair., Replace.	 6

Seating

Innate risk score:
 3

Description	Tasks	Risk score
Item is rusting in places.	Treat and repair.	 3

General Surface - Grass

Innate risk score:
 3

Description	Tasks	Risk score
No Findings		

Signage - Info




Innate risk score:
 2

Description	Tasks	Risk score
No Findings		

Goal Posts x 2

Innate risk score:

 8

Description	Tasks	Risk score
Item has some parts missing.	Replace the missing parts.	 7
Loose in ground.	Repair.	 6
Item is rusting in places.	Descale.	 4

Slide

Innate risk score:

 5

Description	Tasks	Risk score
There is a toggle entrapment.	Eliminate the entrapment.	 6

Climber - Frame

Innate risk score:

 6

Description	Tasks	Risk score
The paint is chipped.	Touch up the paint.	 3

Swing - Junior - 1 Bay 2 Seat

Innate risk score:


 5

Description	Tasks	Risk score
No Findings		

Swing - Toddler - 1 Bay 2 Seat

Innate risk score:

 4

Description	Tasks	Risk score
Fittings are rusty.	No reasonably practicable action is identified.	 5

How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

Primary Items

Sample Asset Name

Manufactured by Manufacturer Name

asset image here

Innate risk level

Actual risk level

Risk level:
Low

Potential risk score reduction:
1

Remedial tasks:
1

Standards:

EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Surface: Grass

Finding

Description

Item is rusting in places.

Tasks

Replace.

Note

Two of the frame washers are rusting.

Finding Photos

asset image here

asset image here

Risk level:
Low

Risk score:
7

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

4

Signage - Info



Litter Bin



Innate risk level

Actual risk level

2

6

Risk level:

Low

Potential risk score reduction:

4

Remedial tasks:

2

Maintenance Finding

Description
Minor repairs are needed.
Tasks
Repair., Replace.
Note
Timbers are damaged and loose leaving fixings projecting.

Risk level:

Low

Risk score:

6

Finding Photos



Seating



Innate risk level

Actual risk level

3

3

Risk level:

Very low

✓

Risk score as low as possible

Remedial tasks:

1

Maintenance Finding

Description

Item is rusting in places.

Tasks

Treat and repair.

Risk level:

Very low

Risk score:

3

Finding Photos



General Surface - Grass



Slide

Manufactured by Wicksteed Leisure Ltd



Innate risk level

Actual risk level

5

6

Risk level:

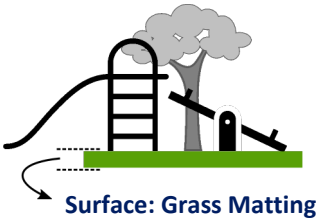
Low

Potential risk score reduction:

1

Remedial tasks:

1



Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings

1. There is a toggle entrapment.

There are no maintenance findings for this item.

Standard Compliance Finding

Description

There is a toggle entrapment.

Tasks

Eliminate the entrapment.

Risk level:

Low

Risk score:

6

Finding Photos



Climber - Frame

Manufactured by (Unknown)



Innate risk level

Actual risk level

6

6

Risk level:

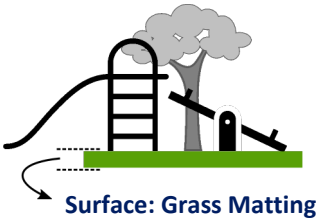
Low

✓

Risk score as low as possible

Remedial tasks:

1



Standards:

EN 1176-1:2017+A1:2023
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

The paint is chipped.

Tasks

Touch up the paint.

Risk level:

Very low

Risk score:

3

Finding Photos



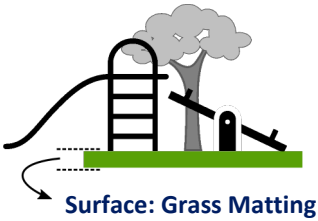
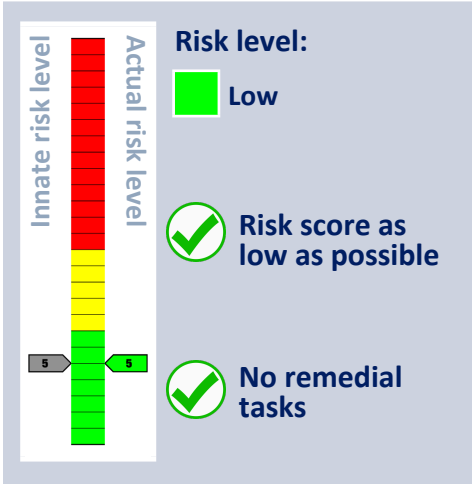
Swing - Junior - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd



Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Swing - Toddler - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd



Innate risk level

Actual risk level

4

5

Risk level:

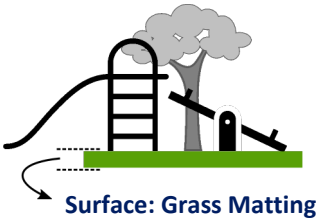
Low

Potential risk score reduction:

1

Remedial tasks:

1



Standards:

EN 1176-1:2017+A1:2023, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Fittings are rusty.

Tasks

No reasonably practicable action is identified.

Note

Nuts on underside of seats.

Risk level:

Low

Risk score:

5

Finding Photos



Maintenance Finding

Description

Loose in ground.

Tasks

Repair.

Note

Loose in ground sockets. Secure.
Posts leaning. Repair.

Risk level:

Low

Risk score:

6

Finding Photos



Maintenance Finding

Description

Item is rusting in places.

Tasks

Descale.

Note

Rusting on frames.

Risk level:

Low

Risk score:

4

Finding Photos



General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5$ = low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5$ = low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

L i k e l i h o o d	Severity					
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.



General Notes

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).



General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.



General Notes

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

- * No obstacles in the minimum space (other than structures to assist or safeguard the user)
- * Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

- * Free height of fall should not exceed 3m
- * No obstacles in the falling space
- * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- * No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

- * Surfacing should have no sharp edges or protrusions
- * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm)
- * Hard surfaces should only be used outside where children fall
- * Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

DESIGN AND MANUFACTURE

- * The equipment must be suitable for the user and risks should be identifiable by the child
- * Accessibility: adults must be able to gain access to help children
- * Grip requirements: permitted diameter 16 - 45mm (i.e. overhead bars)
- * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)
- * Requirements for easily accessible equipment

FINISHING

- * Timber species and synthetics should be splinter resistant
- * No protrusions or sharp-edged components
- * Bolts should not protrude by more than 8mm
- * Corners, edges or projecting parts over 8mm should have a 3mm radius.
- * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel)
- * No crushing or shearing points
- * Connections should not come loose by themselves and should resist removal.
- * Timber connections should not rely solely on screws or nails.
- * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES

- * Conform to EN 701 or 919 or have a material and load certificate
- * Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES

- * Non-rotating and corrosion resistant with no splayed wires outside the ferrule
- * Wire connector clip threads should protrude less than 8mm
- * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS

- * Maximum opening of individual links: 8.6mm in any one direction.
- * Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES

- * Not combined with swings in the same bay
- * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts
- * 2m - 4m long: over 1000mm from anything
- * Diameter: 25 - 45mm

CLIMBING ROPES

- * Anchored at both ends and movement less than 20% of rope length
- * Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

ENTRAPMENTS

- * Entrapment: a place from which children cannot extricate themselves unaided
- There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES

- * The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS

- * Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- * There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS

- These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps
- * Tube ends should be securely enclosed and removable only with tools
 - * Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS

- * Hand-rail: a rail to help the child balance
- * Guard-rail: a rail to prevent children falling
- * Barrier: a guard-rail with non-climbable in-fill

HAND-RAILS

- * Where required they should be between 600 and 850mm above the standing surface

EQUIPMENT FOR UNDER 3'S

- * Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

EQUIPMENT FOR OVER 3'S

- * Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over
- * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing
- * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing
- * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS

- The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to $\pm 3^\circ$ (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

REQUIREMENTS

* No all rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. Do not mix cradle and flat seats in same bay * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single point swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

* Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply *

From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm

RUN -OUTS

* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (BS type only)

* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: * DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * BS type: 1m each side and 1m beyond

CABLE RUNWAYS

SAFETY REQUIREMENTS

* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) *

Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm

SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

EN 1176 Notes – Summary of Requirements

* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm in * Protective skirts should be of rigid material and have no burrs or other defects * The bottom edge should be flared towards the inside or protected

Giant revolving discs

* Clearance of underside at lowest point: 300mm * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m ; standing 1.8m * Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

* Rocking equipment which can be moved by the user and is supported from below

* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position

* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

SAFETY

* Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas * Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible * Information on accidents should be kept (RoSPA has a suitable form)

* Staff and users should be safe during maintenance operations

INSPECTION

* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

* An inspection schedule should be prepared for each playground, listing components and methods

* Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

* This covers remedial work and repairs as required * Alterations should only be carried out after consultation & agreement with the supplier or a competent person





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