

ALTON Town Council



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Town Clerk: Mrs Pat Harris

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

22nd May 2024

Dear Councillor,

YOU ARE HEREBY SUMMONED to a meeting of the **CLIMATE CHANGE COMMITTEE** which will be held on **Wednesday, 29th May at 9.30AM** when the under mentioned business will be transacted.

Yours faithfully

Patricia M Harris

Pat Harris
Town Clerk

To: Councillor Barbara Tansey (Chair)
Councillor Don Hammond
Councillor Matthew Kellermann
Councillor Janice Treacher

ACAN: Jenny Griffiths & Rod Painell
Energy Alton: Stuart Mills
Active Travel representative: Chris Chappell
Youth Representative: Erdogan Ornek
Business Representative - Janos Huszar
EHDC Representative – Pennie Brown
EHDC Representative - Harriet Coombs

Copied to all other Councillors for information.

CLIMATE CHANGE COMMITTEE
WEDNESDAY 29th MAY 2024
TOWN HALL, MARKET SQUARE, ALTON AT 9.30AM

AGENDA

1. Chairman's Announcements.
2. Apologies for absence
3. Minutes - to approve the minutes of the meeting held on Wednesday 7th February
4. Declarations of Interests & Requests for Dispensations - Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on any matter in which you have a pecuniary interest. You must withdraw from the room when the meeting discusses and votes on the matter.
5. Questions/Representations to the Committee including those received in writing (Public Speaking)
6. Climate Change Action Plan – overview of updates made to online version
 - a. ATCs transport and carbon emissions – CC handover to JV & DH
 - b. Carbon capture from planting - JT & MK
 - o Report from Community Projects and Enhancements Officer about tree/hedge planting projects.
 - c. Retrofitting - DH/SM
 - o Town Hall
 - o Assembly Rooms
 - o Finnimore Pavilion
 - o Units 15 to 17 Market Square – (unit 16 – WS)
 - o Others, including Jubilee Bungalows
 - d. LCWIP (Local Cycling and Walking Infrastructure Plan) update - CC
7. Funding Opportunities
 - VCSE Energy Efficiency grant - SM
 - Hampshire Forest Partnership funding scheme - WS
8. Alton Green Homes Fair - SM/BT
Launch of Alton Town Council Climate Change Strategy.
Alton Town Council will have a stall at the Energy Alton Green Homes Fair on Saturday 29th June for public engagement and launch of our Climate Change Strategy.
Volunteers needed.
9. Climate Change Grants - BT
Review criteria and application process.
10. ACAN Update - JG
11. Energy Alton Update - SM
12. District Council Update - PB
 - EV Charging points.
13. Dates for future meetings
 - Wednesday 24th July 2024
 - Wednesday 16th October 2024
 - Wednesday 22nd January 2025
 - Wednesday 23rd April 2025

Date of Next Meeting: 24th July 9.30am

CLIMATE CHANGE COMMITTEE
WEDNESDAY 29th MAY 2024
REPORTS

6a – Report on electric vehicles at Salisbury City Council

Mark Read, procurement Officer from Salisbury City Council spoke gave a short overview of their decision to change some of their vehicles (4) from diesel to electric. The key points to be aware of are:

- Ensuring the infrastructure is in place to charge the vehicles.
- The cost of either leasing or buying is three times the cost of a comparable diesel model.
- The lead time for their most recent order was 12 months from order to delivery.
- The load that the vans can hold is limited, Salisbury City Council have only replaced their panel vans as the flat bed units would not carry the load these diesel units are used for. Salisbury do have a small electric caged vehicle that they use to empty bins in the parks, but these are kept at each site.

The fleet of vehicles owned by Salisbury City Council when Mark joined 2.5 years ago were old, with the youngest being more than 10 years old. They took the “Street Scene” project in-house (having been contracted out) which required several additional vehicles which is why they changed.

All the electric vehicles are leased, this was done to protect the City Council from any issues with depleted batteries. The lease is for 5 years, and they pay on an annual basis which includes the cost of the annual service.

Quotes for lease of a Belingo and Kangoo attached.

6b – Report from Community Projects and Enhancements Officer

6c – Mitchell & Dickinson quotes for secondary glazing at Town Hall & Assembly Rooms (WS)

Attached are two quotes, one for the Town Hall and the second for the Assembly Rooms.

6c – Quotes for double glazing in units 15, 16 & 17 Market Square (SM)

6c – Progress with Unit 16 refit (WS)

The following work has been undertaken:

- Electrical work to remove unwanted lighting, alarm and cabling.
- Install of new LED lighting.
- Install of four electric heaters
- Install new extractor fan in toilet to replace faulty unit.
- Replace toilet and basin with eco flush suite.
- Replace water heater to provide hot water on demand.
- Replace kitchen worktop and sink.
- Decorate throughout.

The furniture for the unit along with any room divider facility is on hold while discussions take place with Citizens’ Advice.

7 – Hampshire Forest Partnership funding scheme

Funding is available for local councils, community groups, schools, charities, farmers, and landowners for free trees, tree guards, and stakes. Applications are judged on eligibility and merit, but we recommend applying without delay as these funds are limited.

In addition to the funds listed below we are exploring funding options to provide communities with large “standard” trees as replacement trees for ones that have been lost to stress or disease (e.g. ash dieback) within the last 3 years. If you have any sites you would like to include in our funding request let us know. If we are successful, we will be in touch.

Linking Leaves

Funding for local councils, schools, community groups, and charities for planting hedges and trees on sites that are either publicly accessible or open to significant number of people (e.g. school or allotment sites).

We can provide trees, tree guards, and stakes. Communities must be involved and able to plant, maintain and provide aftercare in the first few years.

Community orchards

Funding for local councils, schools, community groups, and charities for planting a minimum of five fruit and nut trees on sites that are publicly accessible, or open to significant number of people (e.g. school or allotment), to create a new community orchard or help expand an existing orchard.

We can provide fruit and nut trees, tree guards, stakes, and an information board. Communities must be involved and able to plant, maintain and provide aftercare in the first few years.

Mini forests

Funding for local councils, schools, community groups, and charities for creating a mini 'Miyawaki' forest in an urban area as small as a tennis court. Trees within a mini forest grow faster than traditional woodland and have benefits including cooling the air, improving soil water infiltration, and filtering out pollution. They also provide an excellent way to engage children and local communities.

We can cover the cost of the trees, ground preparation, fencing and interpretation, and can advise on design and tree species mix. Communities must be involved and able to plant, maintain and provide aftercare in the first few years.

Disease resistant elm trial

Funding for local councils, schools, community groups, charities, farmers, landowners, and organisations for Dutch elm disease-resistant elm trees.

We have a variety of 1.5m to 2.75m elm trees available this winter. Applicants must commit to providing planting locations and completing a short annual report, enabling us to track the trees' resilience to disease and value to the endangered white-letter hairstreak butterfly. This scheme was incredibly popular last winter, please apply today to avoid missing out.

Shoots Along the Routes

Funding for farmers, landowners, local councils, and organisations that own or manage land within eligible areas. Shoots Along the Routes is aimed at improving connectivity across the landscape by creating green corridors for wildlife, such as the hazel dormouse, that have become increasingly isolated due to loss and fragmentation of habitats.

We can fund new hedges, hedgerow trees, linear woodlands, new woodlands up to two hectares in size, tree clusters, shelterbelts and more.

Eligible land includes a 2km wide zone along certain major roads spanning 630km across Hampshire. In exceptional cases, we may be able to fund outside of these areas, for example if there are significant benefits to biodiversity or connecting habitats. We are also keen to plant in riparian zones, where appropriate.

General Tree Planting

Funding may be available outside of the schemes listed above, dependent upon availability of tree once we have supplied applicants to our other funds. We encourage farmers and landowners to apply even if their land is outside of a Shoots Along the Routes eligible area.

8 - Climate Change Strategy

Attached is the Climate Change Strategy.

8 - Alton Green Homes Fair (BT)

Attached is mock of leaflet to be printed.

9 – Climate Change Grant paperwork (WS)

Attached is the current criteria and application form for the Climate Change Grant.

Report to Alton Town Council (ATC) Committee for Climate Change

Recap re reducing carbon emissions of ATC vehicles.

May 22nd 2024 Chris Chappell

Further to my report in January 2024, I outline the main points to reduce carbon emissions from the transport section of ATC.

There are five vehicles owned and used by ATC for maintenance and new projects. They are used on the green spaces and sports pitches, covering 247 acres and numerous facilities including playparks, footpaths, pump tracks and skate parks etc.

Their total carbon footprint is 19 tonnes pa. The three diesel vans account for nearly 6 tonnes pa.

The committee agreed these three vehicles should be replaced by electric vehicles when they are due for replacement. The emissions from tractors will have to be offset by planting of trees and hedges.

There are electric versions available second hand, with a good range. An electric charger can be installed free for council use. The cost of replacement of these 3 vehicles is likely to be £50,000 at today's prices, but maintenance and fuel costs will be lower.

The Climate Change Action Plan lead is being passed to Don Hammond and Janos Huszar as of now.

Recommendations

ATC to agree, this year, which year/s the three vehicles will need replacing.

ATC to calculate and agree the funds required and allocate in the budget accordingly.

Climate Change Action Plan leads to calculate number and type of trees and length of hedging required to offset the tractor emissions of 12 tonnes.

Climate Change Action Plan leads to monitor fuel use and carbon emissions annually.

Quotation



Contract Hire Vehicle Quotation

Quote ref : 5098727
Quote date : 20/05/2024
Contract period : 60 months
Contract mileage : 50000 miles
Excess mileage rate excl. VAT : 8.39 ppm
Excess mileage rate incl. VAT : 10.06 ppm

Vehicle description : Renault Kangoo L2 E-tech LI21 90kW 44kWh Advance [safety] Van Auto

Vehicle details :	Retail price :
– Base vehicle price :	£33,850.00
– Solid - Mineral white	£0.00
– Kangoo cloth - Black	£0.00

Vehicle total including options : £33,850.00

Payment profile :
3 rental(s) in advance followed by 59 monthly rentals

Payment breakdown :	Finance	Service	Total excl. VAT	VAT	Total incl. VAT
Initial payment of 3 monthly rental(s) comprising	£1,172.37	£0.00	£1,172.37	£234.47	£1,406.84
Followed by 59 monthly rentals, commencing month 2	£390.79	£0.00	£390.79	£78.15	£468.94
Total rental amount payable	£24,228.98	£0.00	£24,228.98	£4,845.79	£29,074.77

Contract details :

Contract type :	Associate CH no maint - LCV
Motorclub :	None
Relief vehicle :	None
RFL :	£0.00

Quotations

Disclaimers

- This is a quotation to provide you with a hire vehicle.
- Subject to any increase in the cost of providing the vehicle to you as a result of the following, the quotation is fixed for up to 28 days from the date on the quotation:
 - Manufacturer price, vehicle specification or our cost of funds. – Note: The manufacturer may make changes at any time and without prior notice. If this is the case, we and you choose to order the vehicle you will be contacted at this time to discuss the differences to clarify your selection.
 - Change in duties and taxes including any import tax levied as a result of the United Kingdom leaving the European Union that increases our cost of providing the vehicle to you; or
 - The withdrawal by the Government of any subsidy or grant (e.g. OLEV grant) that are included in the quotation.
- The quotation is based on ordering the vehicle through our selected suppliers and includes delivery on the UK mainland.
- All quotations (other than quotations for contract purchase and credit sale rentals) exclude VAT which is payable at the applicable rate.
- You may be required to pass a credit check before we provide a hire vehicle to you. Missing payments can make obtaining credit in the future more difficult.

Worldwide Harmonised Light Vehicle Test Procedure (WLTP) and Benefit in Kind Tax (BIK)

Please Note: Any information we provide you with in respect of WLTP, vehicle specifications and BIK tax must not be used for tax, legal or accounting purposes without first verifying the information with your professional advisors.

- WLTP tests are used to determine the emissions outputs including, official Fuel Consumption and CO2 emissions of new cars.
- Vehicle Road tax costs and Benefit in Kind (BIK) tax calculations are based on WLTP CO2 values. The CO2 values are derived from our data providers and are for illustrative purposes only.
- Vehicle CO2 ratings are based on a vehicle with no additional options added. Adding optional extras to the vehicle may result in an increase in the CO2 rating and a reduction in Zero Emissions Range. This may change the monthly rental cost and the driver BIK tax payable.
- Vehicle emissions ratings may change between the time of quotation and delivery of the vehicle. Real world emissions and fuel consumption experience may differ from the WLTP stated values.
- BIK tax is based on the HMRC rates for the current tax year. A hybrid with a CO2 rating below 50g/km will be treated as having an electric range of 1 to 29 miles per charge. Please note, for a Hybrid car with an electric range over 30 miles per charge, BIK rates may be lower.
- BIK is calculated by multiplying the vehicle list price, including any options selected and the CO2 emissions by your marginal tax rate. BIK tax may increase during the hire period if the tax relating to CO2 ratings changes. Further information and guidance on the taxation of company cars can be found on the HMRC website.

Quotation

Contract Hire Vehicle Quotation

Quote ref : 5098720
 Quote date : 20/05/2024
 Contract period : 60 months
 Contract mileage : 50000 miles
 Excess mileage rate excl. VAT : 8.39 ppm
 Excess mileage rate incl. VAT : 10.06 ppm

Vehicle description : Citroen E-berlingo XL 100kW 50kWh 750kg Van Enterprise Auto

Vehicle details :	Retail price :
– Base vehicle price :	£28,905.00
– Solid - Icy white	£0.00
– Curitiba cloth - Grey	£0.00

Vehicle total including options : £28,905.00

Payment profile :
 3 rental(s) in advance followed by 59 monthly rentals

Payment breakdown :	Finance	Service	Total excl. VAT	VAT	Total incl. VAT
Initial payment of 3 monthly rental(s) comprising	£1,193.37	£0.00	£1,193.37	£238.67	£1,432.04
Followed by 59 monthly rentals, commencing month 2	£397.79	£0.00	£397.79	£79.55	£477.34
Total rental amount payable	£24,662.98	£0.00	£24,662.98	£4,932.59	£29,595.57

Contract details :
Contract type : Associate CH no maint - LCV
Motorclub : None
Relief vehicle : None
RFL : £0.00

Quotations

Disclaimers

- This is a quotation to provide you with a hire vehicle.
- Subject to any increase in the cost of providing the vehicle to you as a result of the following, the quotation is fixed for up to 28 days from the date on the quotation:
 - Manufacturer price, vehicle specification or our cost of funds. – Note: The manufacturer may make changes at any time and without prior notice. If this is the case, we and you choose to order the vehicle you will be contacted at this time to discuss the differences to clarify your selection.
 - Change in duties and taxes including any import tax levied as a result of the United Kingdom leaving the European Union that increases our cost of providing the vehicle to you; or
 - The withdrawal by the Government of any subsidy or grant (e.g. OLEV grant) that are included in the quotation.
- The quotation is based on ordering the vehicle through our selected suppliers and includes delivery on the UK mainland.
- All quotations (other than quotations for contract purchase and credit sale rentals) exclude VAT which is payable at the applicable rate.
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- BIK is calculated by multiplying the vehicle list price, including any options selected and the CO2 emissions by your marginal tax rate. BIK tax may increase during the hire period if the tax relating to CO2 ratings changes. Further information and guidance on the taxation of company cars can be found on the HMRC website.
- The BIK tax, vehicle list price, and emissions values stated by Novuna are provided by a third-party data supplier. The actual tax that you will pay will be based on the V5 registration certificate for the vehicle issued by the DVLA.

Alton in Bloom

Gardening for people & planet

We are constantly evolving 'Alton in Bloom' to ensure it is relevant and moves with the times. A couple of years ago we decided not to do the traditional best front garden, best hanging basket and best pub garden competition. It was always the same people entering and the awards evening was the same few people each year who didn't need yet another certificate the same as what they had won the previous year. Also they didn't garden because they had been inspired by the competition and have continued to have nice gardens without it.

We instead decided to focus our time and resources on making 'Alton in Bloom' a community initiative to inspire residents to make positive changes in our town through horticultural, environmental and community action.

Community Gardening Projects

We recognise the positive impacts of community gardening for people and the planet.

We have a new Regency themed community garden which is being created now, on the Assembly Rooms Lawn, ready for Regency week in June.

The landscaping, new picnic pod benches and a bronze sculpture of Jane Austen have been funded by a rural community's grant through EHDC. The plants themselves have been funded by a donation from a local resident who is very passionate about Jane Austen and Alton's history. The new garden will be planted up and maintained with help from local volunteers and the Dementia Friends garden club.

We created last year a small Community Kitchen Garden in the Public Gardens where the fruit and vegetables growing are very visible to the park users who often ask what things are that are growing there. The project has been very well received by the community who can then help themselves to the produce when it's ready to harvest.

Community Grow Club

We were successful in applying for a Community Grow Up Grant which has funded the creation of our new 'Community Grow Club'.

This focuses on encouraging and educating families about the benefits of growing their own food and flowers. So far we have held two workshops with families in the public gardens which were attended over 40 people aged between 8 months and 80+ years. It has been wonderful to see the more experienced gardeners volunteer to join us to help show the families that are new to gardening how to plant seeds for the town centre flower scheme and community kitchen garden.

We would like to continue to expand this project as it has so many benefits for the community including social prescribing, teaching the young children how much work goes into making our town look lovely so hopefully when they grow into teenagers they

are respectful of our parks and plants, inspiring families to reduce their carbon footprint and their shopping bills by teaching them how to grow their own food!

Community Orchards

We were successful in applying for a grant from the HCC Forest Partnership to plant a new community orchard this year at Hawthorns allotment between the plots and the beehive. As well as adding another 25 fruit trees to expand the orchard at Barley Fields which was originally planted by ALFI. These add to the community orchard at Windmill Hill that was planted a couple of years ago to celebrate the Queens Jubilee, by planting 70 trees that were all individually sponsored by the community.

Friends of King's Pond

We host monthly volunteer mornings at the pond where a small group of keen helpers join us to help maintain the site for the benefit of people and wildlife. Upon the advice of the HCC Nature Recovery Officer we have recently changed an unsuccessful wildflower area that hadn't worked because the soil was too rich in nutrients and too damp into a Re-Wilding area. We have removed the fencing, planted some Pussy Willow cuttings that we took from trees around the pond but left the flowers that had been successful in growing there.

We have applied to the Forest Partnership and should find out in June if we have been successful for some native hedging to be planted next to the barrier with the railway line to provide pollen for pollinators, berries for birds and the thorny bushes should discourage anyone trying to hop the fence onto the railway.

Community Grow Events

We are hosting two events this year, at each end of the growing season to encourage and inspire the community to join in the fun of gardening and showcase the benefits to people and our planet.

The Spring Garden Fayre in May with ALFIs seedling swap, charity plant sale stalls from local growers, community group stall and live music from local musicians.

A new event this year is the Harvest Festival which is in September and will include a garden show competition where we are hoping the community will enter their prize produce, celebrate their wonky veg, bring along their best blooms, get creative with recycled planters and their best bakes! Along with community stalls and live music and morris dancing!

Reducing ATCs carbon footprint

This year is the first time we have tried to grow our own flowers for the town centre planting scheme. Due to successful EHDC grant funding last year we were able to purchase the equipment to make this possible including a polytunnel and staging.

We have an Olympic theme to this years town centre scheme, to celebrate the hard work that our athletes have put into representing our country. We have grown a mixture

of seeds, bulbs and brought on some very tiny plug plants ourselves reducing our carbon footprint by not shipping everything in from a nursery like we usually do.

Pollinator friendly planting

We have also planted two new pollinator friendly areas in what was traditionally formal flower beds in the Public Gardens to show how plants can be good for wildlife and people even in formal garden settings.

The first was funded by the HCC Parish Pollinator Project and we created a shady pollinator garden in the corner of the park near the entrance to Westbrook Road.

The second is one of the round feature beds which has a combination of direct sown seeds and some seeds grown on in the polytunnel which will then be planted out early June. This is all pollinator friendly flowers and will create a colour wheel to hopefully inspire the community.

Reducing the community's waste

We have secured grant funding from HCC Waste Prevention team to purchase the garden and DIY tools for a share library. These will be able to be borrowed by the community and groups to help avoid the purchase of items that are used very rarely or even sometimes just once then either thrown away or sit in a shed doing nothing.

The tools have already been used by volunteers at Kings Pond and families joining in the Community Grow Club. We are currently putting together a loan system to be able to promote what people can borrow and then will share this good news with the community.

Going Forward

We are excited to see how this new direction for 'Alton in Bloom' will continue to progress and expand to benefit both our community and the planet! We will keep looking for new ways to fund these projects going forward as without the grants none of the above would have been possible!

Comprehensive Mitchell & Dickinson Quotation V4

Customer Wendy Simson
Address Market Square, Alton, Hampshire, GU34 1HD
Date 5th March 2024
VAT No 126 4469 09

Re: Assembly, GU34 1BA

Item	Details	Qty	Amount
CosyGlazing	Supply & fit CosyGlazing units to all fixed and casement windows in the schedule	57	£31,520.83
	Supply & fit integrated CosyGlazing units to sash windows in the schedule	22	£10,069.23
Specification	Draught-proofing component of CosyGlazing for Sash windows Units to be frameless with white magnetic tape on CosyGlazing and grey magnetic tape on window frames Integrated CosyGlazing includes complete re-engineering of sash windows, adding concealed brush beading, perfectly balanced weights, new sash cords, removal of excess paint from channels and redecorating channels, resulting in a window that opens smoothly with two fingers	22	£15,103.83
Draught Proofing	Rout-in concealed brushes to Rear exit door (D1)	1	£447.30
Subtotal	Quote valid for 60 days		£57,141.19
Total	Net of VAT		£57,141.19
VAT	0% on Draught Proofing		£0.00
	20% on CosyGlazing		£8,318.01
Grand Total	Including VAT		£65,459.20
Deposit	50%		£32,729.60
Duration	Approx estimated no of working days for installation not including travel (installation may take less or more time partly depending on whether our craftsmen can do extra hours - this does not affect the price)		45.1

Terms and Pre-Installation Notes

Deposit & Order Confirmation

Your deposit payment is confirmation of your order and that you would like to accept our quotation. As soon as we receive it we will arrange a detailed pre installation survey and following the results of that survey we will agree an installation date. Our terms herewith will apply.

Payment

You can pay electronically by BACS or telephone transfer to Mitchell & Dickinson Ltd. Account number 20231644 sort code 16-58-10. This will reach our account in 1-3 working days. Please reference your payment with your name.

Cheques are payable to the same account name and send to the address above. Cheques take approx. four days in transit and five working days to clear.

We will send you a VAT invoice on completion of work and payment will be due within 14 days.

Fixed Price Quotation versus Estimate

We provide a fixed price Quotation for our insulation installation services which means that the cost of our work is known and agreed for the scope of works set out and will not go up or down.

For restoration work, decorating or additional carpentry and joinery work required we will provide a separate Estimate which will include any work that is by its nature uncertain and for which the final price may vary depending on the extent of work that is finally required. If your project includes restoration your Restoration Estimate will be separate to your fixed price quotation and can be found at the end of the quotation documentation.

Terms and Pre-Installation Notes

Variations to order

In the course of fitting we sometimes discover decayed timber. This quotation covers specified works only. Should you wish us to repair decayed timber discovered during the installation, we will obtain your approval beforehand, and complete the repairs at our standard rate of £39.00 per hour. If the installation requires overnight accommodation any additional work that requires an additional night's stay will be charged at £124.00 per craftsman per night.

What's included in reengineering a fully integrated sash window

Reengineering an integrated sash window includes taking out sashes, rubbing down and removing old paint from the running channel to allow smooth operation, interior inspection of boxes and clearing of any obstructions, renewal of sash cords/check sash chains, reweighting, checking alignment of meeting rails, adjusting sash widths so that they operate smoothly, reassembling and making good of areas disturbed. When draught proofing is fitted we will replace parting and staff beads with specialist timber beading and install draught proofing brushes to the meeting rails. We will replace window hardware appropriate to our system.

Draught Proofing and ventilation

Older buildings must retain an element of ventilation so we aim to cut draughts by up to 70%. The ventilation requirements are bespoke to each property depending on existing ventilation and appliances in use. Trickle vents in our sash window system are usually adequate for ventilation purposes but occasionally additional forms of ventilation, mechanical or otherwise, may be required and where that is the case they will be specified separately to this Quotation. Further technical information is available on request.

What's included in reengineering a fully integrated sash window

Reengineering an integrated sash window includes taking out sashes, rubbing down and removing old paint from the running channel to allow smooth operation, interior inspection of boxes and clearing of any obstructions, renewal of sash cords/check sash chains, reweighting, checking alignment of meeting rails, adjusting sash widths so that they operate smoothly, reassembling and making good of areas disturbed. When draught proofing is fitted we will replace parting and staff beads with specialist timber beading and install draught proofing brushes to the meeting rails. We will replace window hardware appropriate to our system.

Terms and Pre-Installation Notes

Decorating

Our customers usually prefer to employ a local specialist firm of decorators for painting and decorating works. Unless we have specified decorating as a separate service in your Quotation or Estimate our standard decorating service will be carried out in which we paint only the areas of your windows/doors which we have disturbed with our work and we will paint to the existing specification e.g. where the windows' existing decorating standard is to top coat we will apply primer, undercoat and top coat to the areas we disturb in keeping with the existing decoration. Where the window's/doors existing decorating standard is to primer, we will apply primer to the disturbed areas.

Condensation

CosyGlazing usually reduces condensation but we cannot guarantee that it will eradicate it entirely. In rare cases condensation appears after installing CosyGlazing. This is usually due to poor historical or current window maintenance including previously cracked putty, paints or seals allowing timbers to become saturated and release moisture into the void, which can still occur after restoration or repair and which we cannot therefore predict prior to our installation.

Our surveyors may offer general advice but they are not qualified to conduct window condition surveys and Mitchell & Dickinson cannot be responsible for the appearance or persistence of condensation should this occur after installation. Further technical information on condensation and CosyGlazing is available on request.

Window Condition

Our service is designed to improve the thermal efficiency of your property and although we may undertake restoration work in some cases, we do not provide general window maintenance services which are better provided by a more generalist local maintenance provider.

It is recommended that the putty and paint on windows fitted with secondary glazing is maintained in good condition. This is the responsibility of the property owner. Unmaintained putty and paint can allow rainwater to enter beneath the glass and cause condensation. Maintained and waterproof windows prevent this so customers are advised to ensure that a regular programme of maintenance is undertaken. Our surveyors may offer advice regarding condition of windows and doors where time and access allows, however they will prioritise

Soundproofing

Unless specified in your quotation we will install our insulation system to provide benefits in thermal insulation as the principle objective, although there may be some ancillary benefit in sound insulation. Where sound insulation is your principle objective a different design and installation approach will be required which must be specified in your quotation as a sound proofing design. Further technical information on soundproofing capabilities is available on request.

Terms and Pre-Installation Notes

Installation dates

We cannot fix installation dates unless specifically agreed in writing and only where the installation date required is at least 4 months ahead of the date of your order (and in receipt of your 50% deposit payment). We will be able to notify you of our proposed installation date following your specification survey visit and will endeavour to keep to those dates as far as possible but we cannot give date guarantees since dates will be subject to change from time to time whether due to delays in availability of materials or skilled craftsmen for your project.

Customer changes to the installation date

We like to accommodate customer requests to change agreed installation dates wherever possible. However, where a change request is made at short notice, i.e less than 4 weeks prior to your installation date, and we are unable to reschedule our craftsmen to alternative projects, a cancellation charge equal to 33% of the value of your quotation will apply.

Cancellation

Very rarely life can change, and you need to cancel your installation after you have paid your deposit. We will refund your deposit in full provided we have not incurred any costs at the point of cancellation for your specific installation. If we have already ordered your bespoke materials which we will do 6 weeks before your installation date, we will refund your deposit less 20% of the value of your quotation. For cancellations less than 4 weeks before your installation date where we cannot reschedule our craftsmen to alternative projects a further charge equal to 33% of the value of your quotation will apply.

Schedule of Windows - Assembly, GU34 1BA

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W1-B	Lower Room	SF	830	910	0.8	N		
W1-T	Lower Room	SF	830	960	0.8	N		
								£975.86
W2-T	Lower Room	SI	830	960	0.8	Y		
W2-B	Lower Room	SI	830	910	0.8	Y		
								£2,520.01
W3-T	Lower Room	SF	830	960	0.8	N		
W3-B	Lower Room	SF	830	910	0.8	N		
								£975.86
W4-T	Lower Room	SF	610	760	0.5	N		
W4-B	Lower Room	SF	610	800	0.5	N		
								£855.04
W5-T	Lower Room	SF	610	760	0.5	N		
W5-B	Lower Room	SF	610	800	0.5	N		
								£855.04
W6-T	Lower Room	SF	610	760	0.5	N		
W6-B	Lower Room	SF	610	800	0.5	N		
								£863.43

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: **CM** = Colour Match Trim, **WF** = Wood Frame

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Schedule of Windows - Assembly, GU34 1BA

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W7-T	Lower Room	SI	610	760	0.5	Y		
W7-B	Lower Room	SI	610	800	0.5	Y		
								£2,334.74
W8-T	Lower Room	SF	610	760	0.5	N		
W8-B	Lower Room	SF	610	800	0.5	N		
								£855.04
W9-B	Lower Room	SF	610	800	0.5	N		
W9-T	Lower Room	SF	610	760	0.5	N		
								£855.04
W10-T	I.T Room	SI	480	550	0.3	Y		
W10-B	I.T Room	SI	480	575	0.3	Y		
								£2,189.89
W11	I.T Room	SF	495	1190	0.6	N		
								£849.91
W12	Rear stairwell	SF	495	1200	0.6	N		
								£734.10
W13	Rear stairwell	SF	495	1200	0.6	N		
								£734.10

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: **CM** = Colour Match Trim, **WF** = Wood Frame

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Schedule of Windows - Assembly, GU34 1BA

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W14	Store Room	FF	1140	525	0.6	N		£654.22
W15	Store Room	FF	1140	525	0.6	N		£654.22
W16	Boiler Room	FF	1140	455	0.5	N		£638.17
W17-T	Ladies Room	SI	745	660	0.5	Y		
W17-B	Ladies Room	SI	745	670	0.5	Y		£2,346.85
W18-T	Ladies Room	SI	745	660	0.5	Y		
W18-B	Ladies Room	SI	745	670	0.5	Y		£2,346.85
W19	Mens Room	FF	640	540	0.3	N		£325.05
W20	Mens Room	FF	640	540	0.3	N		£325.05
W21	Mens Room	FF	640	540	0.3	N		£325.05

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: **CM** = Colour Match Trim, **WF** = Wood Frame

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Schedule of Windows - Assembly, GU34 1BA

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W22	Mens Room	FF	640	540	0.3	N		£325.05
W23-T	Ladies WC	SF	470	675	0.3	N		
W23-B	Ladies WC	SF	470	685	0.3	N		£792.19
W24	Ladies WC	FF	520	660	0.3	N		£535.52
W25	Ladies WC	FF	520	660	0.3	N		£535.52
W26	Ladies WC	FF	520	660	0.3	N		£535.52
W27	Ladies WC	FF	1010	645	0.7	N		£597.54
W28	Gents WC	FF	995	650	0.6	N		£596.59
W29-T	Rear Lobby	SF	745	670	0.5	N		
W29-B	Rear Lobby	SF	745	680	0.5	N		£865.94

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: CM = Colour Match Trim, WF = Wood Frame

Schedule of Windows - Assembly, GU34 1BA

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W30-T	Rear Lobby	SF	745	670	0.5	N		
W30-B	Rear Lobby	SF	745	680	0.5	N		
								£865.94
W31-B	Rear Exit	CF	365	1120	0.4	N		
W31-T	Rear Exit	CF	365	405	0.1	N		
								£623.02
W32-B	Rear Exit	CF	365	1120	0.4	N		
W32-T	Rear Exit	CF	365	405	0.1	N		
								£623.02
W33	Gen's WC	CF	350	415	0.1	N		
								£495.69
W34	Gen's WC	CF	350	415	0.1	N		
								£495.69
W35-T	Jiu Jitsu Gym	SF	805	735	0.6	N		
W35-B	Jiu Jitsu Gym	SF	805	740	0.6	N		
								£902.48
W36-T	Jiu jitsu Gym	SI	830	955	0.8	Y		
W36-B	Jiu jitsu Gym	SI	830	920	0.8	Y		
								£2,521.29

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: **CM** = Colour Match Trim, **WF** = Wood Frame

Schedule of Windows - Assembly, GU34 1BA

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W37-T	Jiu Jitsu Gym	SF	805	735	0.6	N		
W37-B	Jiu Jitsu Gym	SF	805	740	0.6	N		
								£902.48
W38	Jiu Jitsu Gym	SF	625	1300	0.8	N		
								£854.34
W39	Jiu Jitsu Gym	SF	625	1300	0.8	N		
								£854.34
W40-B	Jiu jitsu Gym	SI	580	615	0.4	Y		
W40-T	Jiu jitsu Gym	SI	580	620	0.4	Y		
								£2,010.67
W41-B	Jiu jitsu Gym	SI	580	615	0.4	Y		
W41-T	Jiu jitsu Gym	SI	580	620	0.4	Y		
								£2,010.67
W42	Jiu Jitsu Gym	SF	625	1300	0.8	N		
								£854.34
W43	Jiu Jitsu Gym	SF	625	1300	0.8	N		
								£854.34
W44	Landing	SF	630	1305	0.8	N		
								£856.28

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: CM = Colour Match Trim, WF = Wood Frame

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Schedule of Windows - Assembly, GU34 1BA

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W45	Landing	SF	630	1305	0.8	N		£856.28
W46-B	Lobby	SI	600	775	0.5	Y		
W46-T	Lobby	SI	600	750	0.5	Y		£2,323.46
W47-B	Lobby	SI	600	775	0.5	Y		
W47-T	Lobby	SI	600	750	0.5	Y		£2,323.46
W48	Landing	SF	760	1180	0.9	N		£871.30
W49	Landing	SF	760	1180	0.9	N		£871.30
W50	Rear Stairs	SF	640	1600	1.0	N		£896.89
W51	Rear Stairs	SF	640	1600	1.0	N		£896.89
W52-T	Radio Room	SI	645	515	0.3	Y		
W52-B	Radio Room	SI	645	510	0.3	Y		£2,245.13

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: CM = Colour Match Trim, WF = Wood Frame

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Schedule of Windows - Assembly, GU34 1BA

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W53	Radio Room	SF	690	1100	0.8	N		£843.57
W54	Radio Room	SF	690	1100	0.8	N		£843.57

Total 42.3

Please note that your quotation is calculated based on installation of all windows in the schedule. The prices per individual window may increase should the number of windows reduce.

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: **CM** = Colour Match Trim, **WF** = Wood Frame

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Restoration Estimate

Customer Wendy Simson
Address Market Square, Alton, Hampshire, GU34 1HD
Date 5th March 2024
VAT No 126 4469 09

Re: Assembly, GU34 1BA

Area	Details	Hours
<u>Restoration</u>		
--	<u>W2, W6, W7, W17, W18</u> Pulleys & Weights may be required. TBC at Spec/Install. Estiamte to be updated accordingly	0.0
<u>W10T</u>	<u>I.T Room</u> Replace glass pane x(1) with 4mm clear float glass, face putty the new glazing with Timba care putty. (Only after current Extractor unit has been removed)	2.5
<u>W16</u>	<u>Boiler Room</u> Replace glass pane x(1) with 4mm clear float glass, face putty the new glazing with Timba care putty.	2.5
<u>W1B</u>	<u>I.T Room</u> Replace glass pane x(1) with 4mm clear float glass, face putty the new glazing with Timba care putty.	2.5
<u>W35B.1</u>	<u>Jiu jitsu Gym</u> Remove rotten timber from the Left/Right/Both stile up to 250mm scarf join in new timber, European Oak, epoxy fill ensure joints are sealed. Make good and decorate the repaired area only with water based paint.	5.0
<u>W35B.2</u>	<u>Jiu jitsu Gym</u> Remove and replace rotten bottom rail with pre-formed European Oak. Make good and decorate repaired area only with water based paint.	6.0
<u>W35T</u>	<u>Jiu jitsu Gym</u> Remove rotten timber from the Left/Right/Both stile up to 250mm scarf join in new timber, European Oak, epoxy fill ensure joints are sealed. Make good and decorate the repaired area only with water based paint.	5.0

Restoration Estimate

Re: Assembly, GU34 1BA

Area	Details	Hours
<u>W36B.1</u>	<u>Jiu jitsu Gym</u> Remove rotten timber from the Left/Right/Both stile up to 250mm scarf join in new timber, European Oak, epoxy fill ensure joints are sealed. Make good and decorate the repaired area only with water based paint.	5.0
<u>W36B.2</u>	<u>Jiu jitsu Gym</u> Remove and Replace rotten bottom rail with pre-formed European Oak. Make good and decorate repaired area only with water based paint.	6.0
<u>W36T</u>	<u>Jiu jitsu Gym</u> Remove rotten timber from the Left/Right/Both stile up to 250mm scarf join in new timber, European Oak, epoxy fill ensure joints are sealed. Make good and decorate the repaired area only with water based paint.	5.0
<u>W37B.1</u>	<u>Jiu jitsu Gym</u> Remove rotten timber from the Left/Right/Both stile up to 250mm scarf join in new timber, European Oak, epoxy fill ensure joints are sealed. Make good and decorate the repaired area only with water based paint.	5.0
<u>W37B.2</u>	<u>Jiu jitsu Gym</u> Remove and replace rotten bottom rail with pre-formed European Oak. Make good and decorate repaired area only with water based paint.	6.0
<u>W37T</u>	<u>Jiu jitsu Gym</u> Remove rotten timber from the Left/Right/Both stile up to 250mm scarf join in new timber, European Oak, epoxy fill ensure joints are sealed. Make good and decorate the repaired area only with water based paint.	5.0
<u>W46T</u>	<u>Lobby</u> Replace glass pane x(1) with 4mm clear float glass, face putty the new glazing with Timba care putty.	2.5
<u>W52B.1</u>	<u>Radio Room</u> Remove rotten timber from the Left/Right/Both stile up to 250mm scarf join in new timber, European Oak, epoxy fill ensure joints are sealed. Make good and decorate the repaired area only with water based paint.	5.0

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Restoration Estimate

Re: Assembly, GU34 1BA

Area	Details	Hours
<u>W52B.2</u>	<u>Radio Room</u> Replace glass pane x(1) with 4mm clear float glass, face putty the new glazing with Timba care putty.	6.0
<u>W53B.1</u>	<u>Radio Room</u> Remove rotten timber from the Left/Right/Both stile up to 250mm scarf join in new timber, European Oak, epoxy fill ensure joints are sealed. Make good and decorate the repaired area only with water based paint.	5.0
<u>W53B.2</u>	<u>Radio Room</u> Remove and replace rotten bottom rail with pre-formed European Oak. Make good and decorate repaired area only with water based paint.	6.0
<u>W54B.1</u>	<u>Radio Room</u> Remove rotten timber from the Left/Right/Both stile up to 250mm scarf join in new timber, European Oak, epoxy fill ensure joints are sealed. Make good and decorate the repaired area only with water based paint.	5.0
<u>W54B.2</u>	<u>Radio Room</u> Remove and replace rotten bottom rail with pre-formed European Oak. Make good and decorate repaired area only with water based paint.	6.0
<u>Subtotals</u>		
Labour Hours		91.0
Restoration		£6,679.75
Total		£6,679.75
VAT	%	£1,335.95
Grand Total	including VAT	£8,015.70
Deposit	50%	£4,007.85
Duration	Expected number of working days for completion of restoration	6.5

Restoration Estimate

Re: Assembly, GU34 1BA

Area	Details	Hours
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Please note that restoration has an element of unpredictability so for this aspect we work to an estimate based on £39.00p/hr + £166.98 per person per day if working away. Therefore it is possible for the actual work to cost more or less than the estimate. Our experience is that a variance of +/- 20% is not uncommon. We will keep you informed where on discovery during the project we anticipate more significant additional costs.

Comprehensive Mitchell & Dickinson Quotation V4

Customer Wendy Simson
Address Market Square, Alton, Hampshire, GU34 1HD
Date 5th March 2024
VAT No 126 4469 09

Re: Market Square, GU34 1HD

Item	Details	Qty	Amount
CosyGlazing	Supply & fit CosyGlazing units to all fixed and casement windows in the schedule	57	£41,548.96
	Supply & fit integrated CosyGlazing units to sash windows in the schedule	28	£14,791.24
	Draught-proofing component of CosyGlazing for Sash windows	28	£22,186.80
Specification	Units to be frameless with white magnetic tape on CosyGlazing and grey magnetic tape on window frames EXCEPT W15, W16, W17, W18, W19, W20, W21, W22, & W23 to have black magnetic tape on Cosyglazing and grey magnetic tape on window frames. Integrated CosyGlazing includes complete re-engineering of sash windows, adding concealed brush beading, perfectly balanced weights, new sash cords, removal of excess paint from channels and redecorating channels, resulting in a window that opens smoothly with two fingers		
Draught Proofing	Supply & fit aqua bead to doors: Citizen's Advice (D1) and Alton Climate (D2) and Food bank (D3) Rout-in concealed brushes to windows: Toilet (W5), Citizen's Advice (W16B, W17B & W18B), Alton Climate (W20B & W21B), Citizens Advice (W19B), Food bank (W22B), Toilet (W26), Kitchen (W27) and Toilet (W28)	14	£5,652.48

Comprehensive Mitchell & Dickinson Quotation V4

Subtotal	Quote valid for 60 days	£84,179.48
Total	Net of VAT	<u>£84,179.48</u>
VAT	0% on Draught Proofing	£0.00
	20% on CosyGlazing	£11,268.04
Grand Total	Including VAT	<u>£95,447.52</u>
Deposit	50%	£47,723.76
Duration	Approx estimated no of working days for installation not including travel (installation may take less or more time partly depending on whether our craftsmen can do extra hours - this does not affect the price)	49.9

Terms and Pre-Installation Notes

Deposit & Order Confirmation

Your deposit payment is confirmation of your order and that you would like to accept our quotation. As soon as we receive it we will arrange a detailed pre installation survey and following the results of that survey we will agree an installation date. Our terms herewith will apply.

Payment

You can pay electronically by BACS or telephone transfer to Mitchell & Dickinson Ltd. Account number 20231644 sort code 16-58-10. This will reach our account in 1-3 working days. Please reference your payment with your name.

Cheques are payable to the same account name and send to the address above. Cheques take approx. four days in transit and five working days to clear.

We will send you a VAT invoice on completion of work and payment will be due within 14 days.

Fixed Price Quotation versus Estimate

We provide a fixed price Quotation for our insulation installation services which means that the cost of our work is known and agreed for the scope of works set out and will not go up or down.

For restoration work, decorating or additional carpentry and joinery work required we will provide a separate Estimate which will include any work that is by its nature uncertain and for which the final price may vary depending on the extent of work that is finally required. If your project includes restoration your Restoration Estimate will be separate to your fixed price quotation and can be found at the end of the quotation documentation.

Terms and Pre-Installation Notes

Variations to order

In the course of fitting we sometimes discover decayed timber. This quotation covers specified works only. Should you wish us to repair decayed timber discovered during the installation, we will obtain your approval beforehand, and complete the repairs at our standard rate of £39.00 per hour. If the installation requires overnight accommodation any additional work that requires an additional night's stay will be charged at £124.00 per craftsman per night.

What's included in reengineering a fully integrated sash window

Reengineering an integrated sash window includes taking out sashes, rubbing down and removing old paint from the running channel to allow smooth operation, interior inspection of boxes and clearing of any obstructions, renewal of sash cords/check sash chains, reweighting, checking alignment of meeting rails, adjusting sash widths so that they operate smoothly, reassembling and making good of areas disturbed. When draught proofing is fitted we will replace parting and staff beads with specialist timber beading and install draught proofing brushes to the meeting rails. We will replace window hardware appropriate to our system.

Draught Proofing and ventilation

Older buildings must retain an element of ventilation so we aim to cut draughts by up to 70%. The ventilation requirements are bespoke to each property depending on existing ventilation and appliances in use. Trickle vents in our sash window system are usually adequate for ventilation purposes but occasionally additional forms of ventilation, mechanical or otherwise, may be required and where that is the case they will be specified separately to this Quotation. Further technical information is available on request.

What's included in reengineering a fully integrated sash window

Reengineering an integrated sash window includes taking out sashes, rubbing down and removing old paint from the running channel to allow smooth operation, interior inspection of boxes and clearing of any obstructions, renewal of sash cords/check sash chains, reweighting, checking alignment of meeting rails, adjusting sash widths so that they operate smoothly, reassembling and making good of areas disturbed. When draught proofing is fitted we will replace parting and staff beads with specialist timber beading and install draught proofing brushes to the meeting rails. We will replace window hardware appropriate to our system.

Terms and Pre-Installation Notes

Decorating

Our customers usually prefer to employ a local specialist firm of decorators for painting and decorating works. Unless we have specified decorating as a separate service in your Quotation or Estimate our standard decorating service will be carried out in which we paint only the areas of your windows/doors which we have disturbed with our work and we will paint to the existing specification e.g. where the windows' existing decorating standard is to top coat we will apply primer, undercoat and top coat to the areas we disturb in keeping with the existing decoration. Where the window's/doors existing decorating standard is to primer, we will apply primer to the disturbed areas.

Condensation

CosyGlazing usually reduces condensation but we cannot guarantee that it will eradicate it entirely. In rare cases condensation appears after installing CosyGlazing. This is usually due to poor historical or current window maintenance including previously cracked putty, paints or seals allowing timbers to become saturated and release moisture into the void, which can still occur after restoration or repair and which we cannot therefore predict prior to our installation.

Our surveyors may offer general advice but they are not qualified to conduct window condition surveys and Mitchell & Dickinson cannot be responsible for the appearance or persistence of condensation should this occur after installation. Further technical information on condensation and CosyGlazing is available on request.

Window Condition

Our service is designed to improve the thermal efficiency of your property and although we may undertake restoration work in some cases, we do not provide general window maintenance services which are better provided by a more generalist local maintenance provider.

It is recommended that the putty and paint on windows fitted with secondary glazing is maintained in good condition. This is the responsibility of the property owner. Unmaintained putty and paint can allow rainwater to enter beneath the glass and cause condensation. Maintained and waterproof windows prevent this so customers are advised to ensure that a regular programme of maintenance is undertaken. Our surveyors may offer advice regarding condition of windows and doors where time and access allows, however they will prioritise

Soundproofing

Unless specified in your quotation we will install our insulation system to provide benefits in thermal insulation as the principle objective, although there may be some ancillary benefit in sound insulation. Where sound insulation is your principle objective a different design and installation approach will be required which must be specified in your quotation as a sound proofing design. Further technical information on soundproofing capabilities is available on request.

Terms and Pre-Installation Notes

Installation dates

We cannot fix installation dates unless specifically agreed in writing and only where the installation date required is at least 4 months ahead of the date of your order (and in receipt of your 50% deposit payment). We will be able to notify you of our proposed installation date following your specification survey visit and will endeavour to keep to those dates as far as possible but we cannot give date guarantees since dates will be subject to change from time to time whether due to delays in availability of materials or skilled craftsmen for your project.

Customer changes to the installation date

We like to accommodate customer requests to change agreed installation dates wherever possible. However, where a change request is made at short notice, i.e less than 4 weeks prior to your installation date, and we are unable to reschedule our craftsmen to alternative projects, a cancellation charge equal to 33% of the value of your quotation will apply.

Cancellation

Very rarely life can change, and you need to cancel your installation after you have paid your deposit. We will refund your deposit in full provided we have not incurred any costs at the point of cancellation for your specific installation. If we have already ordered your bespoke materials which we will do 6 weeks before your installation date, we will refund your deposit less 20% of the value of your quotation. For cancellations less than 4 weeks before your installation date where we cannot reschedule our craftsmen to alternative projects a further charge equal to 33% of the value of your quotation will apply.

Schedule of Windows - Market Square, GU34 1HD

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
D1E	Citizen's Advice	FF	300	1450	0.4	N		
D1F	Citizen's Advice	FF	300	1450	0.4	N		
								£601.96
W1-B	Committee Room	SI	1160	1080	1.3	Y		
W1-T	Committee Room	SI	1160	1070	1.2	Y		
								£2,785.76
D2E	Citizen's Advice	FF	300	1450	0.4	N		
D2F	Citizen's Advice	FF	300	1450	0.4	N		
								£601.96
W2-T	Committee Room	SI	1160	1070	1.2	Y		
W2-B	Committee Room	SI	1160	1080	1.3	Y		
								£2,477.09
D3E	Citizen's Advice	FF	300	1450	0.4	N		
D3F	Citizen's Advice	FF	300	1450	0.4	N		
								£601.96
W3-B	Committee Room	SI	1160	1080	1.3	Y		
W3-T	Committee Room	SI	1160	1070	1.2	Y		
								£2,477.09

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: **CM** = Colour Match Trim, **WF** = Wood Frame

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Schedule of Windows - Market Square, GU34 1HD

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W4-T	Committee Room	SI	1160	1070	1.2	Y		
W4-B	Committee Room	SI	1160	1070	1.2	Y		
								£2,782.18
W5-T	Cloak Room	SI	1155	1080	1.2	Y		
W5-B	Cloak Room	SI	1155	1090	1.3	Y		
								£2,789.57
W6-T	Landing	SI	1155	1080	1.2	Y		
W6-B	Landing	SI	1155	1090	1.3	Y		
								£2,789.57
W7-T	Kitchen	SI	1143	1060	1.2	Y		
W7-B	Kitchen	SI	1143	1085	1.2	Y		
								£2,464.05
W8-T	Office 1	SI	1155	1080	1.2	Y		
W8-B	Office 1	SI	1155	1090	1.3	Y		
								£2,789.57
W9-T	Office 2	SI	1155	1080	1.2	Y		
W9-B	Office 2	SI	1155	1090	1.3	Y		
								£2,789.57

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: CM = Colour Match Trim, WF = Wood Frame



Schedule of Windows - Market Square, GU34 1HD

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W10-B	Office 2	SI	1155	1090	1.3	Y		
W10-T	Office 2	SI	1155	1080	1.2	Y		
								£2,789.57
W11-B	Office 3	SI	1155	1090	1.3	Y		
W11-T	Office 3	SI	1155	1080	1.2	Y		
								£2,789.57
W12-B	Office 3	SI	1155	1090	1.3	Y		
W12-T	Office 3	SI	1155	1080	1.2	Y		
								£2,789.57
W13	Kitchen	CC	435	405	0.2	N		
								£644.71
W14	Toilet	CC	435	710	0.3	N		
								£380.60
W15	Toilet	CC	435	710	0.3	N		
								£380.60
W16A-T	Citizen's advice	CC	778	455	0.4	N		
W16B-T	Citizen's advice	CC	755	478	0.4	N		
W16C-T	Citizen's advice	CC	778	455	0.4	N		

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: CM = Colour Match Trim, WF = Wood Frame

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Schedule of Windows - Market Square, GU34 1HD

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W16D-B	Citizen's advice	CF	752	1593	1.2	N		
W16E-B	Citizen's advice	CF	752	1593	1.2	N		
W16F-B	Citizen's advice	CF	752	1593	1.2	N		
								£5,324.77
W17A-T	Citizen's advice	CC	778	455	0.4	N		
W17B-T	Citizen's advice	CC	755	478	0.4	N		
W17C-T	Citizen's advice	CC	778	455	0.4	N		
W17D-B	Citizen's advice	CF	752	1593	1.2	N		
W17E-B	Citizen's advice	CF	752	1593	1.2	N		
W17F-B	Citizen's advice	CF	752	1593	1.2	N		
								£5,324.77
W18A-T	Citizen's advice	CC	778	455	0.4	N		
W18B-T	Citizen's advice	CC	755	478	0.4	N		
W18C-T	Citizen's advice	CC	778	455	0.4	N		
W18D-B	Citizen's advice	CF	752	1593	1.2	N		
W18E-B	Citizen's advice	CF	752	1593	1.2	N		
W18F-B	Citizen's advice	CF	752	1593	1.2	N		
								£5,324.77

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: **CM** = Colour Match Trim, **WF** = Wood Frame

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Schedule of Windows - Market Square, GU34 1HD

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W19A-T	Citizen's Advice	CF	778	455	0.4	N		
W19B-B	Citizen's Advice	CF	755	478	0.4	N		
W19C-T	Citizen's Advice	CF	778	455	0.4	N		
W19D-B	Citizen's Advice	CF	752	1593	1.2	N		
W19E-B	Citizen's Advice	CF	752	1593	1.2	N		
								£3,514.52
W20A-T	Alton Climate	CC	778	455	0.4	N		
W20B-T	Alton Climate	CC	755	478	0.4	N		
W20C-T	Alton Climate	CC	778	455	0.4	N		
W20D-B	Alton Climate	CF	752	1593	1.2	N		
W20E-B	Alton Climate	CF	752	1593	1.2	N		
W20F-B	Alton Climate	CF	752	1593	1.2	N		
								£5,324.77
W21A-T	Citizen's Advice	CF	778	455	0.4	N		
W21B-B	Citizen's Advice	CF	755	478	0.4	N		
W21C-T	Citizen's Advice	CF	778	455	0.4	N		
W21D-B	Citizen's Advice	CF	752	1593	1.2	N		
W21E-B	Citizen's Advice	CF	752	1593	1.2	N		
								£3,514.52

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: **CM** = Colour Match Trim, **WF** = Wood Frame

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Schedule of Windows - Market Square, GU34 1HD

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W22A-T	Citizen's Advice	CF	778	455	0.4	N		
W22B-B	Citizen's Advice	CF	755	478	0.4	N		
W22C-T	Citizen's Advice	CF	778	455	0.4	N		
W22D-B	Citizen's Advice	CF	752	1593	1.2	N		
W22G-B	Citizen's Advice	CF	752	1593	1.2	N		
								£3,514.52
W23A-T	Alton Climate	CC	778	455	0.4	N		
W23B-T	Alton Climate	CC	755	478	0.4	N		
W23C-T	Alton Climate	CC	778	455	0.4	N		
W23D-B	Alton Climate	CF	752	1593	1.2	N		
W23E-B	Alton Climate	CF	752	1593	1.2	N		
W23F-B	Alton Climate	CF	752	1593	1.2	N		
								£5,324.77
W24-T	Food Bank	SI	1155	560	0.6	Y		
W24-B	Food Bank	SI	1155	580	0.7	Y		
								£2,232.46
W25-T	Food Bank	SI	1155	560	0.6	Y		
W25-B	Food Bank	SI	1155	580	0.7	Y		
								£2,232.46

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: CM = Colour Match Trim, WF = Wood Frame

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Schedule of Windows - Market Square, GU34 1HD

Number	Location	Type (CC,CF, SI,SF)	Width mm	Height mm	Area sqm	Sash Window Draught Seals	Trim CM/WF	Price
W26	Toilet	CC	476	746	0.4	N		£389.91
W27	Kitchen	CC	476	746	0.4	N		£389.91
W28	Toilet	CC	476	746	0.4	N		£389.91
Total					70.8			

Please note that your quotation is calculated based on installation of all windows in the schedule. The prices per individual window may increase should the number of windows reduce.

Key

Type: **SI** = Fully Integrated Sash, **SF** = Fixed Sash, **CF** = Fixed Casement, **CC** = Casement Fit
Trim: **CM** = Colour Match Trim, **WF** = Wood Frame

Financial Savings For: Market Square, GU34 1HD

Heatloss Reduction:	29%	
Financial Saving:	£6655	in the first year, increasing with rising bills
Payback Time:	8.2	years
Financial Return:	12%	per year

Your financial savings were based on:

Heating Costs

Current annual cost	£22756	(Based on information you gave on your fuel bills)
Annual cost 10 years ago	£7934	(Due to 10% annual inflation in fuel prices)
Projected annual cost in 10 years	£70676	(Based on increased inflation rate of 12% per year)

Heatloss

Your property heatloss is approximately as follows:		The annual cost is approximately as follows:	
Lofts	3%	Lofts	£735
Windows	27%	Windows	£6117
Draughts	27%	Draughts	£6117
Walls	27%	Walls	£6117
Floors	16%	Floors	£3671

Effectiveness of this installation

The insulation in this estimate will cover	0% of loft heatloss
	100% of window heatloss
	97% of draught heatloss
	0% of wall heatloss
	0% of floor heatloss
This insulation will reduce heatloss by	0% in treated loft areas
	70% in treated window areas
	40% in treated draught areas
	70% in treated wall areas
	70% in treated floor areas
Overall this will reduce house heatloss by	29% in total

Carbon Footprint

Your property carbon footprint is currently	57.4 Tonnes CO2 per year
With this insulation it will be	40.8 Tonnes CO2 per year
So you will save	16.6 Tonnes CO2 per year
The government target for your property is	3.6 Tonnes CO2 per year
Wall and floor insulation will achieve further reductions	

Figures are calculated using statistics typical for the UK, specific "U-value" data for materials, and adjustments for the characteristics of your property. Mitchell & Dickinson cannot guarantee their accuracy but experience suggests they give a good indication of heatloss savings to be expected. Predicted financial savings are based on continuing to live at the same temperature after your property has been insulated. You may use your reduced heatloss to make financial savings, increase comfort or a combination of the two.

Restoration Estimate

Customer Wendy Simson
Address Market Square, Alton, Hampshire, GU34 1HD
Date 5th March 2024
VAT No 126 4469 09

Re: Market Square, GU34 1HD

Area	Details	Hours
<u>Restoration</u>		
<u>W1</u>	<u>Committee Room</u> Remove section of bottom rail due to rot, plant on new timber make good	7.0
<u>W10</u>	<u>Office 2</u> Remove section of bottom rail due to rot, plant on new timber make good	7.0
<u>W2</u>	<u>Committee Room</u> Remove rotten cill, replace with replica cill made in European Oak	8.0
<u>W8</u>	<u>Office 1</u> Remove rotten cill, replace with replica cill made in European Oak	8.0
<u>W9</u>	<u>Office 2</u> Remove rotten cill, replace with replica cill made in European Oak	8.0
<u>Subtotals</u>		
Labour Hours		38.0
Restoration		£3,355.14
Total		£3,355.14
VAT	%	£671.03
Grand Total	including VAT	£4,026.17
Deposit	50%	£2,013.09
Duration	Expected number of working days for completion of restoration	2.7

Please note that restoration has an element of unpredictability so for this aspect we work to an estimate based on £39.00p/hr + £166.98 per person per day if working away. Therefore it is possible for the actual work to cost more or

Restoration Estimate

Re: Market Square, GU34 1HD

Area	Details	Hours
------	---------	-------

less than the estimate. Our experience is that a variance of +/- 20% is not uncommon. We will keep you informed where on discovery during the project we anticipate more significant additional costs.

Active Travel report for Alton Town Council Committee on Climate Change. May 22 2024

Aim 3.62. Contribute towards and assist in delivery of the EHDC LCWIP (Local Cycling and Walking Infrastructure Plan)

In 2017 the government instructed all district councils to develop their own LCWIP. The aim was to increase the number of people who walk or cycle their everyday local journeys.

East Hants launched their own LCWIP in August 2020. Cycle Alton (CA), among other local organisations, were able to review and comment on the plan. Over the next year members of CA surveyed the sites of proposed changes and presented their findings to all three tiers of council and Damian Hinds on May 17th 2021. It was clear that the LCWIP constituted small, isolated infrastructure changes that would not create a safe cohesive network of cycle paths. EHDC took CA comments on board and Cllr Rob Mocatta encouraged CA to develop safe cycle routes focussing on senior school age children. Over the next 18 months, members of CA undertook this work and presented their plans to ATC in Nov 2022. The town council approved the plan and shared it with EHDC and HCC.

In January 2023 CA discussed their plan with the HCCs newly appointed Principal Transport Planner, Ben Kennedy. By then he had realised that the EH LCWIP did not meet the government guidance issued in July 2020 (Gear Change), which stated they had to form a safe cohesive network of cycle paths. CA was consulted on a revised first draft, that took on board CA plans, in March 2023. Subsequently the LCWIP had to undergo rigorous assessment for feasibility before being circulated for public consultation. Its progress was delayed and in Nov. 2023 Ben informed us that 'the routes will now be audited followed by the prioritisation exercise and assessment against LTN01/20 criteria and deliverability. Due to a significant shortage of staff resources internally we are about six months behind schedule from the timeline previously provided to you and we will be looking to launch a public engagement on the LCWIP route network proposals in early Spring 2024.'

In March 2024 Ben Kennedy was moved to another area and we are hoping to soon have contact with his replacement, Hayley Thorn, currently on leave, to understand the current situation for Alton. Rob Mocatta is not currently able to support us on the section of the LCWIP relating to Alton.

Meanwhile, out of the 12 district councils in HCC, only three LCWIPs have not been approved: EHDC, Hart and Test Valley South.



Alton Town council Climate Change Strategy (2023)

The Intergovernmental Panel on Climate Change (IPCC) report published in October 2018 stated that we have just 12 years for “ambitious action from national and subnational authorities, civil society, the private sector, and local communities to deliver “rapid and far-reaching transitions in land, energy, industry, buildings, transport, so we can prevent tipping points where we no longer have the ability to avoid extreme weather events.” In July 2019 ATC began to make climate change mitigation a priority with a joint initiative Climate Change Workshop for residents involving councillors, Energy Alton, and Alton Climate Action Network. It was concluded from this workshop that action on climate change can deliver many local benefits, including improved health, increased equity and social cohesion, economic opportunities, and increased resilience and that the will of the people of Alton was behind it, further confirmed by a climate change survey of the views of 200 residents, carried out by Energy Alton. (Appendix)

ALTON TOWN COUNCIL CLIMATE CHANGE STRATEGY and ACTION PLAN 2023

On 31st October 2019 ATC declared a climate emergency. The current Climate Change committee continue to work on the vision of carbon neutral by 2030. Much work has already been done by the previous climate change committee and ATC officers, and now this document aims to achieve clarity of vision with an Action Plan of three Climate Change aims encompassing nine Climate Change targets/objectives covering the original 8 resolutions.

THREE CLIMATE CHANGE AIMS – ACTION PLAN 2023

AIM 1: To reduce Alton Town Council’s carbon footprint to achieve carbon neutral by 2030.

AIM 2: To create opportunities for residents, schools, and businesses to have a direct and positive impact on their own energy consumption habits by working alongside our climate change community groups.

AIM 3: To influence third parties in the adoption of policies providing sustainable alternatives to traditional construction, infrastructure, and transport models.

NINE CLIMATE CHANGE STRATEGIES

Alton Town Council will:

1. Lead by example and reduce its own carbon footprint, adopting an ethical procurement framework to reduce consumption of resources and impact on the environment towards achieving carbon neutral across its own properties and operations by 2030.
2. Manage green spaces owned by Alton Town Council to improve climate resilience, biodiversity, carbon capture and use the woodland trust’s tree charter as a guide.
3. Support the health and wellbeing of the people of Alton by creating more green spaces for sport and recreation, providing cycle parking and signage, and maintaining footpaths in its owned spaces.
4. Install/encourage public use facilities i.e., water refill, cycle repair, and EV charging stations.
5. Embed climate strategy into all aspects of Alton Town Council policy making.

6. Continue to work alongside community groups such as ACAN and Energy Alton to promote and provide opportunities for residents, schools, and businesses to have a direct and positive impact on their own energy consumption and carbon emissions.
7. Encourage stall holders, market/events participants, and local businesses to adopt green policies on packaging, takeaway containers, bags etc.
8. Work with the Neighbourhood Plan team promoting sustainable interconnected new development in Alton.
9. Lobby decision makers in the adoption and promotion of policies to provide sustainable alternatives to traditional construction, infrastructure, and transport models.

OVERVIEW OF THE CURRENT POSITION, THE WORK DONE SO FAR AND THE VITAL PARTNERSHIPS DEVELOPED

AIM 1: To reduce Alton Town Council's carbon footprint to achieve carbon neutral by 2030.

Work was begun in 2019 on decarbonising ATCs properties and operations, increasing tree planting and Hedgerows in public open spaces, installing EV charging at council owned locations, supporting walking, and cycling with practical measures, maps, and signage, and providing start up assistance for environmentally sustainable retail/social enterprise initiatives. Town centre bedding planting has largely been replaced with pollutant absorbing perennial planting which also reduces water consumption. Wildflower planting takes place regularly with wildflower and wilderness areas in council owned Windmill Hill, Flood Meadows, Barley Fields, and Northanger Hill. The council has extended its ownership of open spaces, adopting land at Barley Fields, Chawton Park Road, and the Lower Field at Will Hall Farm to preserve for future generations and has adopted the 10 Principles of the Woodland Trust Tree Charter. (ref/link.) Also, in 2019 Alton Town Council joined the Refill Campaign after recommissioning the 'Miss Bell' Fountain in the Public Gardens as a public drinking water station, and aims to increase refill areas around the town.

AIM 2: To create opportunities for residents, schools, and businesses to have a direct and positive impact on their own energy consumption habits by working alongside our climate change community groups.

Alton is fortunate to have several community groups active in climate change and already working alongside the town council and other bodies.

Energy Alton is a volunteer Community Interest Company, offering advice on saving energy and carbon emissions. They offer free public energy surveys and free thermal imaging and were instrumental in installing 10kW photovoltaic system in Alton Library in 2014. They continue to support and promote other sustainability issues such as climate change, energy efficient transport and travel and effective waste management through their energy advice café and energy surveys.

ACAN (Alton Climate Awareness Network) has been active in our town since 2019, increasing awareness of the need to act with urgency across our communities. ACAN are an umbrella group focusing on the areas of Food; Green Spaces; Transport; Energy; Reusing/Recycling/Sharing; Building Standards; Lobbying & Campaigning and Information & Outreach. They have established a successful exchange economy in Alton through the Toy Library, Resurrection Furniture, Men's Shed, Repair Café and Community Cupboard so that Local residents are able to reduce their consumption of goods and increase sharing and repairing.

AVLAN (Alton Local Action for Nature) are a community group improving our local area for wildlife, successfully promoting 'no mow May' and providing wildflower verges in Alton.

Cycle Alton promotes better conditions for local cyclists and works actively with our Local Authorities on the Local Cycling & Walking Infrastructure Plan, and Safe Routes to Schools.

ALFI (Alton Local Food Initiative) Encourages and enables local people to be involved in growing, sourcing, and eating local, seasonal, and responsibly produced food.

AIM 3: To influence third parties in the adoption of policies providing sustainable alternatives to traditional construction, infrastructure, and transport models.

Since 2019 we have seen additional cycle lanes added around Anstey Park, and a footpath being constructed to the new Lidl development along Montecchio Way. These are detailed in the Neighbourhood Plan which is being updated in 2023/24.

APPENDIX

Climate change – a survey of Alton resident's views 2019, carried out by Energy Alton (link?)

In 2019 Energy Alton conducted a survey of local people's views to help with local action planning and to share with decision makers in local and national government. 17 volunteers undertook a door-to-door survey covering diverse areas of the town. 200 anonymous short surveys were completed by Alton residents.

Key Findings: 92% of those surveyed are convinced that the world's climate is changing; 90% of respondents are worried about climate change; 89% said that they are prepared to change their behaviour to limit climate change. People said they would like more information to help to do more to reduce their carbon emissions and would like to see more help from the government through government legislation.

Many people said they lived relatively low carbon lifestyles or were already taking action to reduce their carbon emissions by reducing energy use in the home, reducing car usage, eating less meat, buying second-hand goods or sharing goods. About half never or rarely fly. Respondents would like the government to improve public transport services, improve active travel infrastructure, reduce single-use plastic, improve recycling services with a uniform, easily understood system, and provide accurate and trustworthy information.

The consensus was that national government should do a lot more.



ALTON TOWN COUNCIL CLIMATE CHANGE SMALL GRANTS POLICY 2024

1.0 General

Alton Town Council has a one-off Climate Change Fund designed to assist local organisations and groups achieve modest aspects of a decarbonisation programme. A sum of £10,000 in total is available and applications for up to £1,000 may be submitted (by exception, higher grants can be awarded).

These grants will be awarded throughout the year by the Climate Change Sub Committee, which meets four times a year (dates can be obtained from www.alton.gov.uk) and will be considered on a first come first served basis until such time as the funding is all allocated. Applications must be submitted no later than three weeks prior to the Committee meeting date. These grants are to assist organisations to reduce their carbon production and support the priorities of the Town Council.

Applicants may apply to

- 1.1 Applicants may only apply once in any 12 month period and applications may not be made retrospectively.
- 1.2 In general, grant awards are not made to educational establishments or religious organisations unless the particular project or event is for the benefit of the whole community.
- 1.3 Grants will only be awarded to recognised organisations, voluntary and local groups which are not for profit or charitable. Grants will not be awarded to individuals.
- 1.4 All grant applications will be considered on their own merit and any award made is purely at the discretion of the Town Council.
- 1.5 All applicants will need to support their application by submitting a copy of their constitution (or rules) plus accounts for the previous year.
- 1.6 Where the residency of members of an organisation is spread over a number of different communities, groups are encouraged to apply for funding to the relevant parish and town councils at the same time. All applicants are required to disclose any funding applications made to other organisations. Failure to do so may lead to any grant award being withdrawn.
- 1.7 Applicants whose organisation works with young people under the age of 18 will also be required to submit a copy of their Child Protection Policy.
- 1.8 It is a condition of an offer of a grant that acknowledgement is made by the body or organisation in some way such as in its literature, posters or programmes. This should be in the form of a statement "Supported by Alton Town Council" or similar.
- 1.9 Any funds not spent for the purposes they were given must be returned to the council promptly.

Appendix A

Alton Town Council is committed to providing assistance and support to local groups which are set up to promote community life for Alton residents. Alton Town Council provides grant funding to support the following aims and aspirations and ALL applicants should demonstrate at least TWO of these criteria in their application.

To Promote and Encourage Pride in Alton through:

- Active citizenship
- Community Involvement
- Fostering local talent and skills
- Green, clean and safe town
- Regeneration and Development for the benefit of all residents to create a vibrant town.
- Social inclusiveness and preventing social isolation.

Appendix B

Suggested examples of other bodies that may be approached to obtain grant aid are:-

- (a) East Hampshire District Council & District Councillors individual grant allocations
- (b) Hampshire County Council & County Councillor individual grant allocations
- (c) Neighbouring Parish Councils
- (d) Veolia Environmental Trust
- (e) Sport England
- (f) Hampshire Playing Fields Association
- (h) National Lottery



ALTON TOWN COUNCIL CLIMATE CHANGE SMALL GRANT APPLICATION

PART 1 - YOUR ORGANISATION

NAME OF ORGANISATION

NAME OF CONTACT

ADDRESS OF CONTACT

TELEPHONE NO:

DAYTIME

EVENING

EMAIL ADDRESS:

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

PLEASE GIVE NUMBERS IN THE
ORGANISATION WHO ARE

A) PAID	
B) VOLUNTEERS	

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN ALTON

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£

WHAT IS THE TOTAL COST OF THE
PROJECT/ITEM/SERVICE?

£

HAS MATCHED FUNDING ALREADY
BEEN SECURED? IF SO, PLEASE STATE VALUE

£

WHAT IS THE GRANT TO BE USED FOR?

WHAT IS THE ENVIROMENTAL BENEFIT OF THE PROJECT?

HAS YOUR ORGANISATION APPLIED FOR A
GRANT ELSEWHERE TOWARDS THIS PROJECT?

YES/NO

IF YES, PLEASE
GIVE DETAILS

SECURED / PENDING

WHAT OTHER FUNDRAISING HAS BEEN DONE TOWARDS THIS ITEM/PROJECT?
EG CAKE STALL, COFFEE MORNING

--

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE
COUNCIL IN CONSIDERING YOUR APPLICATION

--

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT
THE END OF LAST FINANCIAL YEAR

LEVEL OF UNALLOCATED RESERVES

HOW MUCH DID THE GROUP RAISE
LAST YEAR (EG FUNDRAISING BY THE
GROUP OTHER THAN BY GRANT
APPLICATION)?

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

☐

All relevant parts of the form completed

☐

Form signed

☐

Most recent accounts (Audited or draft)

☐

Constitution/Rules

☐

Child Protection Policy (if applicable)

Copies of this completed form and any supporting papers will appear on a Town Council Committee Agenda and will be discussed by the Committee in the presence of the Press and Public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE ABOVE INFORMATION IS CORRECT. I ALSO DECLARE THAT ANY GRANT AWARDED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION AND I WILL COMPLETE A GRANT EVALUATION FORM WITHIN 6 MONTHS OF THE AWARD OF GRANT. I UNDERSTAND THAT ALTON TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.

NAME

.....

SIGNATURE

.....

POSITION

.....

DATE...../...../.....

Completed applications should be sent to: Alton Town Council, Town Hall, Market Square, Alton, Hampshire GU34 1HD

Applications are also available from our web site www.alton.gov.uk