


NEW MILTON TOWN COUNCIL

GRANT APPLICATION FORM

Please read the Council's Policy and Procedures for Awarding Grants before completing this form.
(You may use a continuation sheet if necessary)

Name of organisation making the application: Lions Club of New Milton		
Name of person to whom correspondence should be addressed: Simon Carter	Address for correspondence: 58 Osborne Road New Milton Post Code: BH25 6 AB	
Payee for Grant Cheque: Lions Club of New Milton	Daytime Tel: 07708 777783	
Details of the organisation, i.e. what does it do? <ul style="list-style-type: none"> • Charitable organisation • We raise money for causes which we support. • The Lions motto is 'We Serve' and we do this in our local community by fundraising and giving freely of our time. 		Amount of Grant applied for: £500
What is the Grant for and who will benefit? (Give details of the project) Financial sponsorship to Lions Club of New Milton promoting 'May Fayre'. Outdoor Event for benefit of Residents and visitors to our Town. Date: 25th May, 2024. No road closures		
Have you applied to any other body for a grant towards this project? (If yes, please give details) YES NMRA & NMSB		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc) Christmas Festival & Parade; Town Show; Car Boot Sales; '100 Club' Lottery; Charity Golf Competition		
What age groups do you cater for? All ages	Total Membership: Lions club membership is currently 31	Are you a registered charity? If yes, please provide your number. CIO Registration: 1177005
Signature of Responsible Adult:  Activities Committee Chairman Date: 15th March 2024	Bank Details Account Name: Lions Club of New Milton (CIO) Sort Code: 30-96-26 Account Number: 8127 9968 Lloyds Bank PLC	For Council use only

You must attach the following to your application:

Copy of: Last year's accounts, Minutes of your last AGM, current Constitution or Rules.



Accounts 22-23.pdf



Minutes of Directors

Lions Club of New
and Trustees meeting Milton Constitution.pc**Additional Information:**

Outline financial details for the event 25.03.2024

May Fayre - 25th May 2024 BUDGET COSTS	
PROJECTED INCOME	Estimate
Stalls - 27 x £25	£ 675
Bar	£ 150
Refreshments JJ	£ 150
BBQ	£ 500
Ice Creams	£ 50
Dog Show	£ 100
Childrens ride / Funfair	£ 300
Donations (NMRA, NMTC, NMSB)	£ 3,100
Sub Total	£ 5,025
PROJECTED EXPENDITURE - Including VAT @ 20%	Estimate
Medical First Aid including gazebo	£ 350
Audio Services / PA	£ 1,875
Memorial Hall Hire	£ 205
Entertainers	£ 500
Temporary Labour & Security	£ 500
Transport	£ 450
Promotional Printing	£ 400
Fire Extinguisher Hire	£ 65
Signage & Banners & Highways Licence	£ 430
Consumables & Miscellaneous items	£ 250
Sub Total	£ 5,025
Income	£ 5,025
Expenditure	£ 5,025
Balance	£ -
Grant Requested from NMTC	£ 500

SUMMARY

Appendix 2

MONTHLY MANAGEMENT ACCOUNTS - FEBRUARY 2024

	Actual Feb £	Budget Feb £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
AMENITIES	61959	54693	7266	13%	629500	618115	11385	2%	674304	44804	7%
F&GP	29055	46001	-16946	-37%	471473	556872	-85399	-15%	605587	134114	22%
TOTAL	91014	100694	-9680	-10%	1100973	1174987	-74014	-6%	1279891	178918	14%

AMENITIES

MONTHLY MANAGEMENT ACCOUNTS - FEBRUARY 2024

	Actual Budget				Actual Budget				Annual Amount		
	Feb £	Feb £	Var £	Var %	YTD £	YTD £	Var £	Var %	Budget £	Left £	Left %
Amenities - General											
<i>Expenditure:</i>											
Wages & Salaries	19076	19598	-522	-3%	222211	215572	6639	3%	235171	12960	6%
Ers NI	1900	1960	-60	-3%	22404	21557	847	4%	23517	1113	5%
Ers Pension	4082	4194	-112	-3%	46866	46133	733	2%	50327	3461	7%
Skip Hire	225	500	-275	-55%	3410	5500	-2090	-38%	6000	2590	43%
Tree Work	1450	0	1450		50712	16500	34212	207%	18000	-32712	-182%
Tree Planting	0	458	-458	0%	15191	5042	10149	201%	5500	-9691	-176%
Signs	0	367	-367	-100%	0	4033	-4033	-100%	4400	4400	0%
Vehicle Maintenance	349	1604	-1255	-78%	12028	17646	-5618	-32%	19250	7222	38%
Fuel & Oil	0	1192	-1192	-100%	10348	13108	-2760	-21%	14300	3952	28%
Contract Hire van	2938	2500	438	18%	32316	27500	4816	18%	30000	-2316	-8%
Safety Equip/Covid signs	0	833	-833	-100%	2002	9167	-7165	-78%	10000	7998	80%
Hand Tools	115	62	53	84%	237	687	-450	-66%	750	513	68%
Dog Fouling	0	137	-137	-100%	1769	1512	257	17%	1650	-119	-7%
Environmental Schemes	0	1167	-1167	-100%	0	12833	-12833	-100%	14000	14000	100%
Service Level Agreement	0	417	-417	-100%	1295	4583	-3288	-72%	5000	3705	74%
Statutory Testing	930	583	347	59%	13089	6417	6672	104%	7000	-6089	-87%
Sub-Total	31065	35572	-4507	-13%	433878	407790	26088	6%	444865	10987	2%
<i>Income:</i>											
Insurance claim	0	156	-156	0%	2909	1719	1190	0%	1875	-1034	0%
Sub-Total	0	156	-156	0%	2909	1719	1190	0%	1875	-1034	0%
SUB-TOTAL	31065	35416	-4351	-12%	430969	406071	24898	6%	442990	12021	3%
Ashley Sports	2632	634	1998	315%	17838	6973	10865	156%	7607	-10231	-134%
Rec (including skatepark)	1843	254	1589		8990	2792	6198	222%	3046	-5944	-195%
Fawcetts	-3363	577	-3940	-683%	6355	6346	9	0%	6923	568	8%
Moore Close	19	-263	282	0%	-5264	-2889	-2375	82%	-3152	2112	-67%
Fernhill Lane	664	269	395	0%	-7436	2964	-10400		3234	10670	330%
Allotments	130	225	-95	0%	383	2480	-2097	-85%	2706	2323	86%
Donated Seats	-50	96	-146	0%	-1531	1054	-2585		1150	2681	233%
Open Spaces	4922	7233	-2311	-32%	107556	79566	27990	35%	86800	-20756	-24%
Flowerbed sponsorship	0	-375	375	-1.00	-69	-4125	4056	-98%	-4500	-4431	98%
Bus Shelter advertising	0	-250	250	-1.00	-2520	-2750	230	-8%	-3000	-480	16%
Plant a Tree income	0	-208	208	-100%	-4354	-2292	-2062	90%	-2500	1854	-74%
HLS income	0	-667	667	-100%	-3735	-7333	3598	-49%	-8000	-4265	53%
Street Trading Income	-380	-1000	620	-62%	-6840	-11000	4160	-38%	-12000	-5160	43%
Playgrounds Table Tennis	0	250	-250	-100%	10894	2750	8144	296%	3000	-7894	
Ashley Project - CapEx	18559	0	18559		248428	1	248427	0%			0%
Green Routes	0	0	0		1446	1	1445	0%			0%
Land Purchase Gore Rd		0	0		102588	1	102587	0%			0%
Transfer from Reserves		0	0		-51931	1	-51932	0%			0%
Pergola & Groundworks	0	0	0		37436	1	37435	0%			0%
Bus Shelters		1250	-1250		23247	13750	9497	0%	15000	0	0%
Transfer from CIL		0	0		-17773	1	-17774	0%			0%
Vehicles & Equipment		0	0		425	1	424	0%			0%
Transfer from Reserves	0	0	0		-294813	1	-294814				0%
Other Cap Ex Projects	0	11250	-11250	0	23293	123749	-100456	0%	135000	111707	83%
Fernhill Pavilion showers	5918	0	5918		5918	0	5918				
SUB-TOTAL	30894	19277	11617	60%	198531	212044	-13513	-6%	231314	32783	14%
AMENITIES	61959	54693	7266	13%	629500	618115	11385	2%	674304	44804	7%

FINANCE AND GENERAL

F&GP General Expenditure	Actual Budget				Actual Budget				Annual Amount		
	Feb	Feb	Var	Var	YTD	YTD	Var	Var	Budget	Left	Left
Wages (backdated rises)	17909	18614	-705	-4%	204992	204755	237	0%	223371	18379	8%
Ers NI	1706	1861	-155	-8%	19788	20475	-687	-3%	22337	2549	11%
Ers Pension	3832	4207	-375	-9%	43586	46280	-2694	-6%	50488	6902	14%
Staff Expenses	15	125	-110	-88%	452	1375	-923	-67%	1500	1048	70%
Staff Training	33	417	-384	-92%	3483	4583	-1100	-24%	5000	1517	30%
Telephone	396	583	-187	-32%	6043	6417	-374	-6%	7000	957	14%
Postage	220	108	112	103%	1492	1192	300	25%	1300	-192	-15%
Stationery	47	183	-136	-74%	3027	2017	1010	50%	2200	-827	-38%
Advertising	475	417	58	14%	2891	4583	-1692	-37%	5000	2109	42%
Subs + Pubs	0	158	-158	-100%	1998	1742	256	15%	1900	-98	-5%
Photocopier	0	140	-140	-100%	1421	1535	-114	-7%	1675	254	15%
Events Expenditure	295	750	-455	-61%	21894	8250	13644	165%	9000	-12894	
Neighbourhood Planning	0	167	-167	-100%	2452	1833	619	34%	2000	-452	-23%
Youth Co-ordination	2614	2629	-15	-1%	24541	28921	-4380	-15%	31550	7009	22%
Communications+Media	375	1762	-1387	-79%	2335	19387	-17052	-88%	21150	18815	89%
Town Development	40	750	-710	-95%	5140	8250	-3110	-38%	9000	3860	43%
Professional Fees	1837	5150	-3313	-64%	30202	56650	-26448	-47%	61800	31598	51%
Bank Charges	209	208	1	0%	1895	2292	-397	-17%	2500	605	24%
Insurance	264	1333	-1069	0%	15830	16000	-170	-1%	16000	170	1%
CAB	0	0	0	0%	5000	5000	0	0%	5000	0	0%
Election Expenses	0	833	-833	-100%	27417	9167	18250	199%	10000	-17417	
Mayoral Allowance	0	125	-125	-100%	0	1375	-1375	-100%	1500	1500	100%
Twinning	0	83	-83	-100%	173	917	-744	-81%	1000	827	83%
Members Allowances	0	1500	-1500		15153	16500	-1347	-8%	18000	2847	16%
Members Training	0	167	-167	-100%	534	1833	-1299	-71%	2000	1466	73%
Civic Entertainment	700	83	617	740%	1529	917	612	67%	1000	-529	-53%
Grant Aid	30	417	-387		3780	4583	-803	-18%	5000	1220	24%
Events Budget	0	500	-500		2500	5500	-3000	-55%	6000	3500	58%
CANGO	0	500	-500	-100%	2228	5500	-3272	-59%	6000	3772	0%
Youth Grant Aid	0	1250	-1250	0%	14100	13750	350	0%	15000	900	6%
Sub-Total	30997	45023	-14026	-31%	465876	501579	-35703	-7%	545271	79395	15%
Events Income	1340	0	1340		2399	0	2399	0%	0	-2399	0%
NP Grant					9998	0	9998				
Misc recharges	0	0	0		960	0	960				
Donations /Contributions	30	0	30		1930	0	1930	0%	0	-1930	0%
Wayleave	6	0	6		100	9	91	0%	14	-86	0%
Interest Received	1814	0	1814		24870	0	24870	0%	0	-24870	0%
Donations NM Youth	1800	0	1800		2350	0	2350				
CANGO	0	333	-333		0	3667	-3667	-100%	4000	4000	0%
Sub-Total	4990	333	4657		42607	3676	38931		4014	-25285	0%
SUB-TOTAL	26007	44689	-18682	-42%	423269	497903	-74634	-15%	541257	104680	19%
Rent - Town Hall 22/23	0	0	0	0%	7540	6912	628	0%	7540	0	0%
Rates	0	416	-416	-100%	5015	4574	441	10%	4990	-25	-1%
Water		0	0	0%	0	46	-46	0%	50	50	100%
Electricity		0	0	0%	0	3208	-3208	0%	3500	3500	100%
Gas		0	0	0%	0	1375	-1375	0%	1500	1500	100%
Town Hall costs 22/23		0	0	0%	4978	11917	-6939	0%	13000	8022	
Equipment Maint	81	104	-23	-22%	273	1146	-873	0%	1250	977	78%
F&F	0	42	-42	-100%	334	458	-124	-27%	500	166	33%
Reserve Town Hall cost		0	0	0%	0	0	0		0	0	
Christmas Lights	403	0	403	0%	22860	21083	1777	0%	23000	140	1%
SUB-TOTAL	484	562	-78	0%	41000	50719	-9719	-19%	55330	14330	26%
SLR	0	0	0	0%	0	0	0	0%	0	0	0%
IT Equipment	0	250	-250	0%	0	2750	-2750	0%	3000	3000	100%
Defib	0	0	0		2346	0	2346		0	-2346	
CCTV	2564	500	2064		5128	5500	-372	-7%	6000	872	15%
SUB-TOTAL	2564	750	1814	0%	7474	8250	-776	-9%	9000	1526	17%
F&GP TOTAL	29055	46001	-16946	-37%	471743	556872	-85129	-15%	605587	120536	20%

Graham Flexman

From: Clerk@newmiltontowncouncil.gov.uk
Subject: FW: CIL Neighbourhood Proportion - New Milton

From: Hilary Ward <Hilary.Ward@NFDC.gov.uk>
Sent: Monday, April 8, 2024 11:57 AM
To: Graham Flexman <Clerk@newmiltontowncouncil.gov.uk>
Cc: Developer Contributions <Developer.Contributions@NFDC.GOV.UK>
Subject: CIL Neighbourhood Proportion - New Milton

Hello,

In accordance with Regulation 59A of the CIL Regulations this Council has a duty to pass 15% of any CIL receipts to the Parish Council for which that CIL has been collected. Please note any planning decisions made after the adoption of the Local Neighbourhood Plan i.e. 21 June 2021, will receive 25% of any CIL received in respect of those developments.

The District Council have collected CIL within your Parish and I have therefore arranged for the relevant 15% / 25% to be transferred to you as set out below in the final column.

Planning Ref	Parish	Apr – 24	
22/10421	New Milton	£	2,402.14
21/10496	New Milton	£	14,336.54
23/11079	New Milton	£	2,730.77
20/10144	New Milton	£	431.48
	TOTAL	£	19,900.93

Regulation 59C of the CIL Regulations sets out how the money can be used and is quoted below:

Application of CIL by local councils

59C. A local council must use CIL receipts passed to it to support the development of the local council's area, or any part of that area, by funding—

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.

If you have any queries in relation to any of this then please do let me know.

Kind regards,

Hilary Ward
 Planning Implementation Officer (CIL)
 New Forest District Council
 Tel: **02380 28 5457**

Hilary.Ward@nfdc.gov.uk
www.newforest.gov.uk

**Minutes of the meeting of the Amenities Committee of New Milton Town Council
held on Tuesday 9th April 2024 at 6.30pm at the Town Hall, Ashley Road, New Milton.**

Chairman: p G R Blunden (Chair) p M Craze (Vice Chair)

Councillors: p D Hawkins p B Murrow

 p J Baker p A O' Sullivan

 D Rice-Mundy V Schooling

 p K Trehorn

In attendance:

Councillors:

Officers: G Flexman - Town Clerk

 T Elliott – Assistant Town Clerk

 J Bean – Committee and Civic Administrator

125. ASHLEY PARADE PROJECT

The Chairman referred to the Estates Manager's report previously circulated. At the previous meeting it was noted that £15k was coming from the UK Shared Prosperity Fund via NFDC but this is to be match funded from our CIL monies. The Estates Manager has managed to incorporate three flowering cherry trees into the scheme. Work is due to commence on this project in early May.

Following discussion and a vote

It was

RECOMMENDED:

That £15k from CIL monies be allocated to match fund the monies from the Shared Prosperity Fund for the Ashley Parade Project.

Christmas Lighting Display 2023-24


This display marked the last of the current contract with SparkX and overall, they have been very timely and reasonable in their costs. Despite their growing business and truly appalling weather conditions to contend with, they marched with stealth and delivered what was required for our town, with the usual quality. Unfortunately, we suffered blatant vandalism of both large cut tree lights in Station Road in the week leading to the Christmas break, and the Poundstretcher tree had been deliberately heaved in daylight hours on one occasion! Our team are adept in securing the trees, so once again turned out to remedy. It's always a shame to think some find pleasure in these actions and is a cause for more expense, out of residents pockets.

The display contract is due to be reviewed this year ahead of the summer tendering process. I will soon be providing Amenities Committee this information and have gathered a number of new contractor details in readiness.

The whole display came together splendidly with the new motifs throughout, and for the first time we had trunk wrapped trees. The Fire Station tree and that at Old Milton Green were requiring new lights, and they have both proved to be quite challenging in the past so it was time to try something new. This created quite some positive comment and have become a favourite for many.

We managed to gain sponsorship of 3 large and 3 small trees this year, which was very gratefully received given the ever-increasing financial pressure nationally. We have 5 positions that will require coverage this coming season, detailed below.

Heartfelt thanks go to the local organisations and traders that see the huge wellbeing benefit this project offers the town and its surrounds. Despite a difficult financial backdrop, they continue to support the project year on year, bringing a smile to the faces of so many, and a glint of wonder in the eyes.

<p>ABSOLUTES for 2024</p> <ul style="list-style-type: none"> • Repair central junction cross string (certified safe to use currently) • Replace lights at Vision Express (tree x 2) • Sponsorship for 1 large and 4 smaller street trees/Barton cut tree • Remote switch on kit • Replace KFC/Boots icicle lights 		<p>PROGRESSION POINTS</p> <ul style="list-style-type: none"> • Consider trunk wrap to 3 x Station Road trees
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INCOME		PAYMENTS	
	Amount	Service	Net
Approved budget	23,000.00	Installation contract	7185.00
Sponsorship deals	2956.25	1. Infrastructure	9,113.73
		includes trees, electricity and wall brackets	
Donations	100.00	2. Safety Tests	2,938.00
		3. Replacement and repairs	6,516.50
		includes banners, bulbs, plaques, icicle replace	
		4. Sundries – Cable ties etc.	963.30
TOTAL	26,056.25	TOTAL	26,716.53
			-660.28

SPONSORS LIST			
Advertiser & Times			
A-Tech UK Ltd		BAKE	Bradbeer's
Charles Nobel	Dixon Stewart	Fagan's Menswear	House of Hair
Kimber's Carpets	Lions Club of New Milton	New Forest Stationers	New Life Church
New Milton Pharmacy	NM Residents Association	New Milton Sand & Ballast	Paul Light Hair & Beauty
Sullivan Lawford	The Wheatsheaf Inn	Cllr G Blunden	Cllr D Hawkins
DONATION	Sammy Miller Motor Museum	(Electric) Hardy's Electrical	(Electric) Bradbeers
	(Electric) Brewers	(Electric) Euronics	(Electric) Heppenstall's



NEW MILTON
T O W N C O U N C I L

Christmas Lights Contract

Display periods –2024 - 2026

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1. INTRODUCTION

The Town Council provides an annual display of illuminations in the town centre and other specific areas detailed on the plans (see appendices). These combined documents should be used for tender purposes, for a contract starting this display period 2024. The contract once awarded, usually by September, will cover three display periods in total and end after taking down of the 2026 display.

2. REQUIREMENTS

The Town Council is seeking a contractor for the installation, maintenance, removal and storage whilst adhering to all necessary license obligations for the area.

The contractor is required to

- 2.1 Install the display by date provided by the officer, with switch on usually mid-November to be timed with a shopping event.
- 2.2 The contractor is required to be present at the event to deal with any potential issues, as part of the contracted price.
- 2.3 All electrical components shall be tested and wiring, connections etc. should be certified safe in accordance with BS7671 as per Appendix H.
- 2.4 Testing schedules and certificates must be provided to the officer within 28 days and no less than 7 days of the switch on date.
- 2.5 All installations must be done within safe working practices, and are installed and anchored such that they are safe for all, as per Appendix H.
- 2.6 All works to be undertaken avoiding market day (Wednesdays) and disruption to traffic both pedestrian and vehicular. The contractor shall apply for temporary road closure licenses as required.
- 2.7 Quiet works must take place through the evenings and into early morning. Any works that generate noise **MUST be completed before 1900hrs** on any given day. If the works cannot be completed during daytime hours the Town Council representative **MUST be notified at least 2 weeks in advance**, so that residents can be made aware.
- 2.8 The contractor is to make a final visit to the site no more than 4 working days prior to the Christmas break, to remedy any last minute issues.
- 2.9 The contractor must advise the Town Council officer where there is a likely breach of the license conditions/safety standard and provide solution.
- 2.10 The contractor must provide details of public liability insurance cover for professional and public liability to the value of £10m, health and safety policy and risk assessments by the end of October each year.
- 2.11 The contractor must ensure adequate qualification of its operatives in line with Appendix H and the HERS requirement of the lighting column stock licence holder, at the point of tendering and updated for each display period.

- 2.12 The contractor must respond to need for repair during the display period and provide 24/7 contact details which in turn will be provided to police in case of emergency.
- 2.13 The contractor to provide photographs and any other evidence required should equipment be damaged by weather conditions or vandalism, to enable a real-time insurance claim when value is above £125.
- 2.14 All reported faults are to be evaluated within 2 days and remedied within 3 days unless by prior arrangement with the officer.
- 2.15 Provide replacement equipment as necessary, advising the officer beforehand of any item exceeding net cost of £100.
- 2.16 The contractor must remove the display in early January, date to be agreed with the officer and store in the dedicated container which is located within the Fawcetts Field Estates compound, on A337 Christchurch Road.
- 2.17 On removal the contractor must provide details of remaining stocks and report of any equipment likely needing replacement for the following display year.
- 2.18 On removal all equipment, clearly labelled must be safely and methodically stored and container key returned to the officer.
- 2.19 The contractors must provide all necessary equipment to transport and install/remove the display.
- 2.20 The fee must include all works including call outs.
- 2.21 The contractor will ensure that all timer equipment is set to the given times by the officer, usually a set pattern once the switch on date has passed.
- 2.22 This contract is not to be shared with a third party under any circumstances.
- 2.23 The contractor must conduct all necessary due diligence in advance of tender submissions the Council will not accept liability for additional payments.
- 2.24 The Council will agree to additional costs should it increase the scope or extent of the illuminations, which the contractor would be consulted on. These will be negotiated should the need arise.
- 2.25 Anchor bolt testing and lamp column strength tests will be instigated by the Town Council throughout the contract period, and results of the tests will be shared with the contractor as a matter of course.
- 2.26 Applications for licenses from SSE and Hampshire County Council regarding the illumination and sponsorship banners remain the responsibility of the Town Council.
- 2.27 Appendix G shows 2 inset maps with a green triangle on. These are battery operated cut trees which will be wholly managed by Town Council staff.
- 2.28 In relation to weekly tests referred to in section 18 of Hampshire County License Conditions (Appendix H) this will be completed by the officer, with greater frequency dictated by poor weather events.

The requirements above form the contractual arrangement between Town Council and the appointed contractor, and no subsequent information provided shall override the specification unless the Council gives written approval of such change.

3. TENDER SUBMISSION

Written tenders are to be submitted to the Town Hall by 5pm on **FRIDAY 7 JUNE 2024**. The pack should contain two copies of the tender, in a sealed envelope which bears no identification of the company on its exterior.

The tender shall be presented as follows

- 3.1 The technical specification (details of experience, proposed approach to the works etc.)
- 3.2 A separate document confirming the total price for the three-year period, the annual contract price invoiced being one third.
- 3.3 The names and contact details of two referees who have received similar service in the past 2 years.
- 3.4 A training schedule showing existing and pending qualifications, renewals, of the contracted team.
- 3.5 Copies of the contractors Equality and Diversity Policy and Environmental Sustainability Policy if available.

PLEASE NOTE - The Council is under no obligation to accept the lowest quote and will be awarded in accordance with Section 11 of our Financial Regulations, held within the Standing Orders for the authority. A copy can be provided on request.

4. FURTHER INFORMATION

Contact and submission information:

- 4.1 The tender information shall be sent to New Milton Town Council, Town Hall, 2 Ashley Road, New Milton Hampshire BH25 6AS.
- 4.2 Prospective suppliers are invited to discuss the requirements and survey locations in preparation. This can be arranged by contacting the project lead officer on 07741 313913 or theresa.elliott@newmiltontowncouncil.gov.uk. No additional information will be provided in the week leading to submission date.
- 4.3 Payment will be annual, of which can be split 50/50. If choosing split payment, invoices should be provided to the Council once the installation has started for payment 1, and dismantling/storage complete for payment 2.
- 4.4 The annual cost will be raised by the level of inflation (R.P.I) each year.
- 4.5 Failure to adhere to the tender procedures may result in disqualification.
- 4.6 The winning tender will be asked to sign an Articles of Agreement document to confirm acceptance.
- 4.7 The word 'writing' includes email.

APPENDIX A

New Milton Festive Display – plan position vs ground position

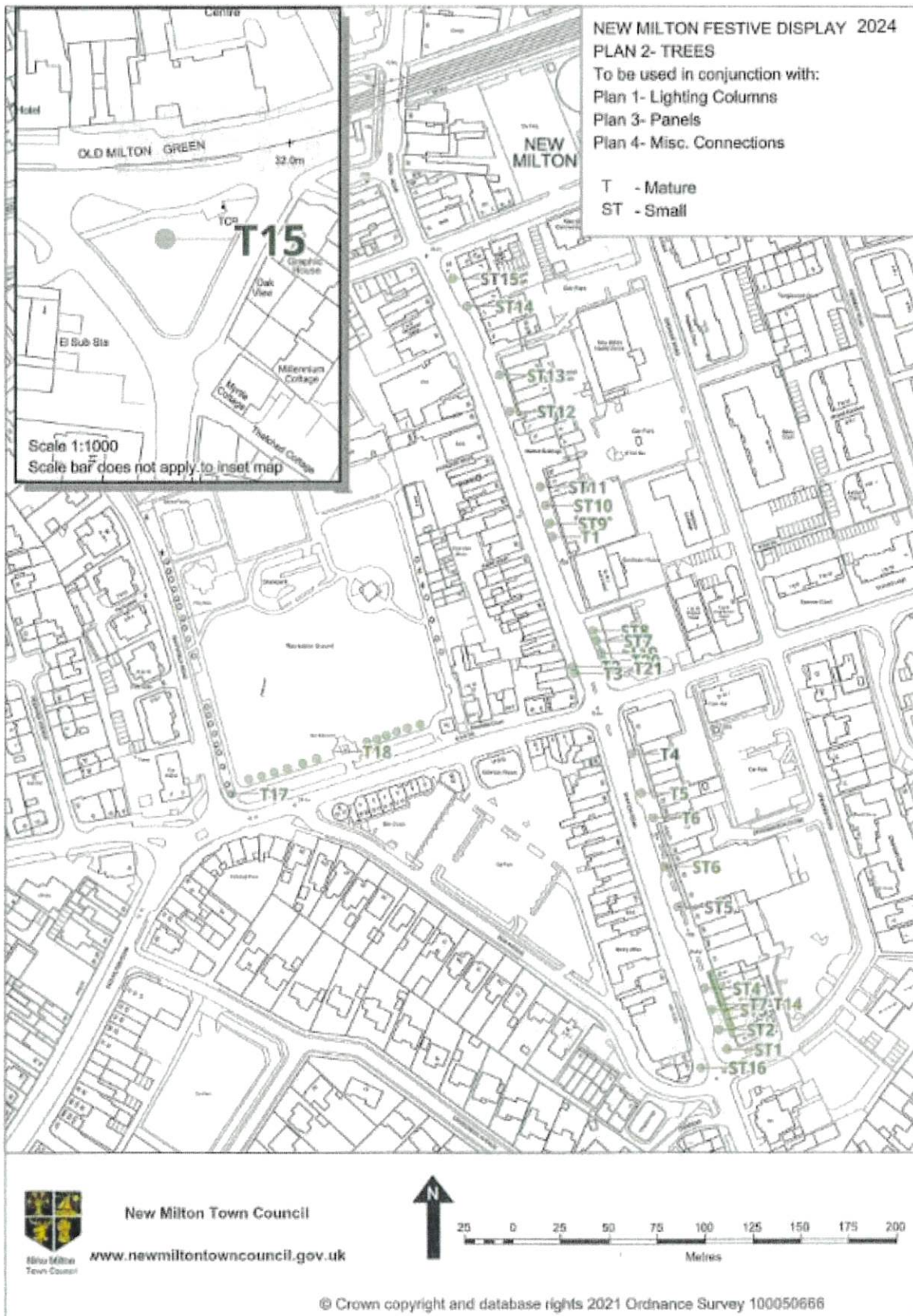
@ February 2024

Plan code	Shop name
Lamp column festoon positions – Plan 1	
SR7 (Station Road)	New Milton
SR8	Cookies Corner
SR9	Shoe Care
SR10	Costa Coffee
SR12	Conservative Club
SR13	HOPE charity/Brewers
SR14	New Milton International Stores/Whites Dry Cleaning
SR15	From the Heart/New Milton Pharmacy
SR16	Berties Fish and Chips / Five Star Nails
SR17	Specsavers
SR19	Boots
SR20	Superdrug/New Forest Stationers
SR22	Fagans Menswear
SR23	MIND/Santander
SR24	Bradbeers dress shop/New Look
SR25	Bradbeers (north)
SR27	Bradbeers (south)
SR28	Walker Arms
SR30	All Aspect Flooring
OMR2 (Old Milton Road)	Pretty Soul Hair and Beauty
OMR5	New Milton Photographic/Chiropractic
OMR6	Martin and Co
OMR10	New Milton Community Link (ex-Leonard Cheshire)
OMR11	Moody's Funeral Directors
OMR13	Motorist Centre/Bucegi Mini Market
OMR15	Pools & Spas/Barbers
5m wide panel positions – Plan 3	
P1	Revitalise
P2, 3, 4	Boots north elevation
P5	Boots west elevation
P6	Hardys
P7	Holland and Barratt
P8	Marks and Spencer
P9, 10	Bradbeers
P11, 12	Tesco
Miscellaneous connections – Plan 4	
X1	Morrison's – Lights powered by box south of shopfront near flats entrance
X2	Festoon attached to canopy railing, powered from distribution box at end of canopy
X3	Lights for 3 street trees connected to power box
X4	Newsagent – Festoon at front of roof canopy
X5	Festoon at front of roof canopy

APPENDIX B



APPENDIX C



APPENDIX D



APPENDIX E



APPENDIX F



APPENDIX G



APPENDIX H

Hampshire County Council Conditions of consent

Made under Section 178 of the Highways Act 1980

1. The lighting shall be placed so as to avoid undue obstruction and interference with users of the highway and at least 5.2m clear of the highest point of the public highway (including a publicly maintainable precinct or similar) or 3.5m clear of the highest point of a footway or similar. If the lighting comprises of single items which do not span the highway then 3.5m is acceptable. Lights below 3m high must not exceed 25v SELV, safety extra low voltage must be used and any tree protected with barriers
2. The lighting shall be designed and erected and maintained with due regard to a comprehensive risk assessment. Such risk assessment shall take particular account of the erection, maintenance and removal of the lighting and the effect of and on all types of traffic that will pass under or nearby the lighting. Proof of compliance with such may be required by the Highway Authority prior to granting the consent and at any point in the duration of the consent
3. The erection, removal and maintenance of any lighting shall be signed and guarded at all times, in accordance with the requirements described in the [Safety at Street Works and Road Works Code of Practice "Red Book"](#). The Highway Authority may require signing and guarding proposals prior to the approval of the consent
4. No part of the highway shall be excavated without obtaining the prior express and specific permission of the Highway Authority
5. The applicant shall ensure that the lighting does not cause a danger or nuisance to the public
6. Except where agreed as part of this consent no part of the highway may be closed at any time without the express and specific consent of the Highway Authority
7. Any request for an extension to the period for which the consent has been granted must be made by submitting a further application to the Highway Authority at least 48 hours (excluding Saturday and Sunday and Bank Holidays) prior to the expiry of the existing consent
8. The applicant shall indemnify the Highway Authority against all liability, loss, claim or proceeding whatsoever arising under the statute or common law which may arise from the placing or maintaining of lighting over the highway or its removal therefrom

9. The applicant shall hold public liability insurance for the duration of the consent in an amount not less than £5 million in respect of each and every occurrence or series of occurrences caused by or attributable to any event giving rise to a claim
10. The applicant shall accept liability for any damage caused to the highway or street furniture by the lighting or by the erection, removal or maintenance of the lighting and any such damage shall be repaired to the satisfaction of the Highway Authority at the expense of the applicant
11. Any alterations to lighting shall cause the consent to be withdrawn unless the Highway Authority first agrees such alterations. Where such alterations are to be made the applicant shall seek the consent of the Highway Authority in writing giving full details of the alterations proposed
12. Nothing in this consent permits the applicant to interfere with or prevent or restrict access to apparatus owned, used or maintained by Statutory Undertakers
13. It is the applicant's responsibility to obtain the necessary permission from any property owners to which the lighting will be attached or overhang. Where the lighting is attached to such property the applicant shall be responsible for any damage caused to property by the lighting whilst the lighting is present, including during erection maintenance and removal of the lighting
14. No part of the lighting shall be attached to any street furniture or lighting column without separate written express and specific permission from the Highway Authority. Where such permission is granted the applicant shall comply with all conditions attached to the permission
15. Nothing in this consent absolves the applicant from obtaining Planning Permission where such is required
16. The consented lighting shall not advertise any event product or business that is of a commercial nature except as follows: Any firm or association, or similar, paying for the lighting to be erected in a publicly maintainable precinct may incorporate their name or logo as part of the lighting provided that the wording or logo size and content are agreed with the local planning authority and the Highway Authority in accordance with the Town and Country Planning (Control of

- Advertisements) (England) Regulations 2001 or any amendment thereto or superseding legislation
17. Hampshire Highway Authority, Street Lighting Policy Document 2001 Chapter 8, covers further, technical requirements for the erection of decorative lighting. The following is non-exhaustive and for the full details the applicant must refer to the Policy Document:
- (a) All apparatus shall be erected, maintained and removed in compliance with the following statutes and regulations:
- Health and Safety at Work Act 1974
 - Electricity-at-Work Regulations 1989
 - BS 7671 Regulations for Electrical Installation
- b) In addition to clause 17 (a):
- An agreed set of inspection/emergency procedures is to be provided to the local highway management office
 - Each installation shall be tested and the electrical test certificates and test results passed to the highway management office on the day following installation to energising
 - A qualified structural engineer with professional indemnity must certify the installation
 - No installation shall be permitted where it may be in conflict with any adjacent traffic signal system
18. The applicant shall:
- (a) Carry out an inspection of the lighting at least every week to satisfy themselves as to all aspects of its security and safety. The results of these inspections shall be documented and records held for 6.5 years. Nil returns are to be recorded in the same manner
- (b) Inform the Highway Authority, of the name, address and telephone number of an electrician who can be called out on a 24 hour a day basis to deal with emergencies. The costs incurred in any such emergencies shall be borne by the applicant. Such an electrician shall hold a City & Guilds approved qualification or its equivalent and be fully conversant with the requirements of all relevant standards
19. Additional conditions for lights in publicly maintained "living" trees:
- (a) The lights must be attached to the tree in a way that doesn't damage the tree.
- (b) No pruning will be carried out to the tree to facilitate attachment of the lights.
- (c) The licence holder should be aware that they could be implicated in

any claims resulting from subsequent tree failure.

(d) For festive lighting, the lights must be installed during November at the earliest and removed before the end of January.

(e) If any festive lighting is present between January and November, the Highway Authority may remove and dispose of them without warning.

(f) If the Highway Authority needs to work on a tree during November through January and damage occurs, the Highway Authority will accept no liability for damage to the lights.

Note

- The 'highway' can include the carriageway, footway and any verge
- If the applicant objects to these conditions or a refusal by the highway authority, to approve a consent then he may appeal to the magistrates' court.

Extract taken from Hampshire County Council website 16 February 2024.



Youth Services Report

April F&GP

Safer New Forest - In order to address ongoing challenges, NFDC have put together a group to try to skill share and utilise resources in a more collaborate way. There is a focus on Anti-Social Behaviour and shoplifting. The Safer New Forest Partnership are putting together a plan to ensure different agencies are communicating and working together to have the greatest impact on the challenges we face.

Anti-Social Behaviour - As the better weather and longer days draw in, we are looking at proactive strategies to try to reduce anti-social behaviour. We know that summer months will mean a higher level of reported anti-social behaviour, including under-age drinking and vandalism. The New Milton Youth Trust Youth Workers are developing a set of workshops to deliver in Youth Groups and in schools to help focus on educating young people about the impact of ASB on others. We are also hoping to get young people more involved in what's going on in New Milton, giving them ownership and an incentive to look after the area.

Year Six transitions - We are working with local schools to get a support program in place for Year 6 students transitioning into secondary school. This will include workshops, worksheets and some mentoring for the students who have been identified as needing additional support. School suspensions within the New Forest are high (90% of which are males), which could be reduced with early interventions.

NatWest Thrive - NatWest are partnering with the National Youth Agency to develop and pilot the Thrive programme, the roll out in due to begin in April once we have access to the new building at Ashley. There will be sessions for the various youth groups and sessions for Arnewood students identified as needing additional support. There is also the opportunity for young people to join a leadership programme to have a say in how youth support is developed over coming years.

Youth Worker Uniforms - We have managed to obtain a sponsor for our Youth Worker uniforms, meaning that our staff and volunteers can have new uniforms and jackets. We will also have uniform for young people who would like to develop and become Young Leaders.

New Youth Milton Mentor Scheme - The mentor scheme is developing, risk assessments, referral forms, handbooks and training modules are in the final stages of development. We are hoping to go live with the mentor scheme in May. This will be a chance to give extra support to some of our more vulnerable young people and allow them opportunities they may not otherwise access.

Ashley Youth Building - The Fire Risk Assessments are in the process of being produced and as soon as the building is fully compliant the facility can be used. This is likely to be before the end of April.