



Members of the Town Environment Committee

You are hereby summoned to attend a meeting of the Town Environment Committee to be held on Monday 29th September, 7pm at Stonehouse Library, High Street, Stonehouse, GL10 2NG.

Committee Members:

Councillors: Keren Capeling, Keith Creighton (Committee Vice-Chair), Deborah Curtis (Committee Chair), Marcus Dixon, Neil Gibbs, Stephen Hunter, Simon Macgregor, John Parker

A period of up to 15 minutes will be set aside at the beginning of the meeting for members of the public to raise questions.

Carlos Novoth
Town Clerk
23rd September 2025

Attendees are reminded that the Proceedings of this meeting may be filmed, photographed or recorded.

A G E N D A

E/967 To receive apologies.

E/968 Declarations of Interest

E/969 To approve the minutes of the Town Environment Committee meeting held on Monday 1st September.

E/970 To receive the latest updated Environment Budget.

E/971 To approve the continued servicing of one disabled toilet on the Ship Inn Community Space at a cost of no more than £50 per week, from October 6th to April 13th 2026 at a cost of £1,296 plus VAT.

E/972 To approve a recommendation from the Events Working Group:

- To approve a proposal for Eat Festivals to host a food festival in Stonehouse on Sunday 16th August.

E/973 To approve the servicing of the two flagpoles on the High Street.

E/974 To comment on recent Planning Applications (details in support papers)

E/975 To receive a report on planning decisions received from Stroud District Council.

E/976 To receive Working Groups updates from:

- Communications,
- Stroudwater (Bristol Road) Station,
- Transport and Highways,
- Public Rights of Way
- Recreation.
- Canal Rejuvenation
- Court View
- Community Arboretum and Open Spaces
- Events

E/977 Date of next Environment Committee meeting: Monday 27th October 2025.

Notes on Agenda items, Environment Committee, Monday 29th September

| | |
|-------------------------------------|---|
| E/969 Minutes | Minutes attached |
| E/970 Budget report | Report attached |
| E/972 | <p>Stonehouse Town Council have been approached by Eat Festivals with a proposal to run a Food Festival in Stonehouse on Sunday 16th August 2026. The event organisers came to Stonehouse and were impressed, so contacted officers with a proposal. Eat Festivals will organise the entire event, with Schrieber sponsoring.</p> <p>The organisers had a walk through the Town with the Clerk and identified land they could potentially use. They estimate putting 65 pitches on paths and greens. All stallholders will be secured by Eat Festivals, and they will cover the cost of entertainment, publicity etc.</p> <p>Stonehouse Town Council will not have to contribute time or costs.</p> <p>Please see supporting papers.</p> |
| E/973 Flagpole servicing | <p>Officers have obtained three quotes for the servicing of the two flagpoles on the High Street. Councillors will have noted that during the VJ Service, the raising of the flag was problematic.</p> <p>Flagpole Express – £769.00 plus VAT</p> <p>Flagpole Company - £1,596.00 plus VAT & £62.00 per weight</p> <p>Crown Services - £1,550 plus VAT</p> <p>Officers recommend awarding the servicing contract to Flagpole Express.</p> |
| E/974 Planning Applications | <p>S.25/1688/FUL Oldends Hall, Oldends, Stonehouse Change of use from light industrial to a children's soft play centre and padel courts (Class E(d)) associated external signage, minor elevational changes and free-standing signage board. Respond by 1st October. Click here.</p> <p>S.25/1692/HHOLD 6 Magpie Court, Stonehouse Erection of a single storey front and side extension. Respond by 8th October. Click here.</p> |
| E/975 Planning Decisions | <p>S.25/1218/FUL Schlumberger (Building B) Brunel Way Stonehouse Construction of storage wall adjacent to storage container. PERMITTED</p> <p>S.25/1325/HHOLD 2 Wharfdale Way Bridgend Stonehouse Erection of a single storey and two storey rear extension. PERMITTED</p> <p>S.25/1478/CPL 19 Arrowsmith Drive Stonehouse Partial garage conversion. PERMITTED</p> |
| E/976 Reports Working Groups | |



Minutes (subject to agreement at the next Committee Meeting) of a meeting of the Town Environment Committee held on Monday 1st September, 7pm at Stonehouse Library, High Street, Stonehouse GL10 2NG

Present:

Councillors: Keren Capeling, Keith Creighton (Committee Vic-Chair), Debbie Curtis (Committee Chair), Marcus Dixon, Neil Gibbs, Stephen Hunter, Simon Macgregor, John Parker

Also present:

Jacqui Sanders (Deputy Clerk),

Attendees are reminded that the Proceedings of this meeting may be filmed, photographed or recorded.

E/955 To receive apologies.
No apologies received.

E/956 Declarations of Interest
Cllr Gibbs declared an interest in item E/963.

E/957 To approve the minutes of the Town Environment Committee meeting held on Monday 28th July.
Committee APPROVED the Minutes as a true and accurate record of the meeting. Three abstentions were recorded due to being absent for the meeting.

E/958 To receive the latest updated Environment Budget.
Committee NOTED the updated report showing a total 'Actual Net' Income of £1,235.00; 'Actual Net' Expenditure of £14,686.26 and Reserve Expenditure of £0.

E/959 To approve the purchase and installation of new pedestrian gates to Oldends Lane play area.
Committee APPROVED the purchase and installation of self-closing pedestrian gates to Oldends Lane play area. The contract was awarded to All Out Play at a cost of £1,485.36, plus VAT.

E/960 To approve new signage for all play areas.
Committee APPROVED the purchase of new signage for all the play areas. The contract was awarded to Five Valleys Signs at a cost of £840.00, plus VAT.

E/961 To consider a response to a review of Stroud District Council's Statement of Licensing Policy under Licensing Act 2003 consultation.

This council thanks Stroud District council for the opportunity to consult on the review of the Statement of Licensing Policy under Licensing Act 2003 and welcomes the new editions to the policy.

E/962 To approve recommendations from the Community Arboretum and Open Spaces Group:

- 1. Committee to recommend a representative from the Cotswold Voluntary Wardens be permitted to join the Community Arboretum and Open Spaces Working Group.**

Committee APPROVE the request for a representative from the Cotswold Voluntary Wardens to join the Community Arboretum and Open Spaces Working Group.

- 2. To discuss the future of the Sorbus tree on the Town Green.**

Committee discussed the future of the Sorbus tree on the Town Green at great length. As the tree is poor health and dying, committee AGREED to the removal of the tree and the excavation of the stump, ready for a replacement.

- All electrical wiring to be disconnected and removed prior to tree work commencing.
- Notice to be placed on tree prior to removal.

E/962 To comment on recent Planning Applications

7.30pm Cllr Gibbs left the meeting.

S.25/1512/FUL Land At Verney Road, Verney Road, Stonehouse
(Resubmission of S.25/0275/FUL)

Extension and conversion of garage into dwelling - self build.

Comment: No objection as long as none from neighbours.

7.35pm Cllr Gibbs returned to the meeting.

S.25/1310/FUL Red Lodge Bonds Mill Bristol Road Stonehouse

Demolition of existing/redundant units 8, 9 & 10 to allow for creation of new car parking area.

Comment: No comment.

S.25/1475/HHOLD 26 Severn Road Stonehouse Gloucestershire

Erection of two storey side extension together with an entrance porch, single storey rear extension & the provision of two additional car parking space including dropping the existing kerbs.

Comment: No objection as long as none from neighbours.

S.25/1498/LBC The Old Thatched Cottage 1 High Street Stonehouse

Internal alterations - demolish existing en-suite shower room in bedroom 1, create new shared shower room in bedroom 2, replace chipboard floor in bedroom 2 & associated reparatory works.

Comment: No objections.

S.25/1488/ADV First Floor Office Former Police Station 21 High Street Stonehouse

Installation of a wall sign.

Comment: No objection.

S.25/1595/HHOLD 79 Rosedale Avenue, Stonehouse

Erection of a side extension and rear dormer extension.

Comment: No objection as long as none from neighbours.

E/963 To receive a report on planning decisions received from Stroud District Council.

S.25/1375/DISCON Schreiber Foods UK Ltd Brunel Way Stonehouse

Discharge of condition 5 (noise report) from S.22/0903/FUL

PERMITTED

S.25/0520/FUL 5 Regency Close Stonehouse

Change of use from Use Class C3 to residential accommodation for people in need of care (Use Class C2). (Retrospective).

APPLICATION WITHDRAWN

S.25/1124/HHOLD Lyndale Grosvenor Road Stonehouse

Erection of a single storey side and two storey rear extension. Erection of a porch.

PERMITTED

E/964 To receive Working Groups updates.

- **Communications**
Not met.
- **Stroudwater (Bristol Road) Station**
Not met.
- **Transport and Highways**
Not met.
- **Public Rights of Way**
Not met.
- **Recreation.**
Not met.
- **Canal Rejuvenation**

Not met.

- **Court View**

Not met.

- **Community Arboretum and Open Spaces.**

A meeting was held on 19th June. Minutes of the meeting included in the Supporting Papers.

E/966 Date of next Environment Committee meeting: Monday 29th September 2025.

Committee NOTED the date of the next meeting.

DRAFT

Financial Budget Comparison

for Town Environment Committee

Comparison between 01/04/25 and 19/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

| | 2025/2026 | Reserve | Actual Net | Balance | Bal %age |
|---|--------------------|--------------|--------------------|-------------------|----------------|
| 2005 Climate Change | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 2010 In Bloom | | | | | |
| 2010/1 Contract Planting | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 2010/2 Non-Contract Planting | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 2010/3 Watering Services | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 2010/4 Other | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 2010 Total | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 2050 Cultural Events & Studies | | | | | |
| 2050/1 Goodwill | £6,000.00 | £0.00 | £393.16 | £5,606.84 | -93.45% |
| 2050/2 Civic Awards | £300.00 | £0.00 | £24.91 | £275.09 | -91.70% |
| 2050/3 Other | £3,000.00 | £0.00 | £1,034.00 | £1,966.00 | -65.53% |
| 2050/4 Communications | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 2050 Total | £9,300.00 | £0.00 | £1,452.07 | £7,847.93 | -84.39% |
| 2080 Neighbourhood Plan Review | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 2090 Planning Specialist Advice | | | | | |
| 2090/1 | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 2090/2 | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 2090 Total | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| Total Town Environment Committee | £60,100.00 | £0.00 | £18,400.10 | £41,699.90 | -69.38% |
| Total Town Environment Committe | £1,200.00 | £0.00 | £1,495.00 | £295.00 | |
| Total Town Environment Committe | £60,100.00 | £0.00 | £18,400.10 | £41,699.90 | |
| Total Net Balance | -£58,900.00 | | -£16,905.10 | | |

Financial Budget Comparison

for Town Environment Committee

Comparison between 01/04/25 and 19/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

| | | 2025/2026 | Reserve | Actual Net | Balance | Bal %age |
|---|-----------------------------------|------------|---------|------------|------------|----------|
| INCOME | | | | | | |
| Town Environment Committee | | | | | | |
| 200 | Stonehouse in Bloom | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 205 | Event Income/Donations | | | | | |
| 205/1 | Events | £1,200.00 | £0.00 | £1,025.00 | £-175.00 | -14.58% |
| 205/2 | Donations | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 205/3 | Markets | £0.00 | £0.00 | £470.00 | £470.00 | 100.00% |
| 205 | Total | £1,200.00 | £0.00 | £1,495.00 | £295.00 | 24.58% |
| 210 | Planting Sponsorship | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| 215 | Grants | £0.00 | £0.00 | £0.00 | £0.00 | 0.00% |
| Total Town Environment Committee | | £1,200.00 | £0.00 | £1,495.00 | £295.00 | 24.58% |
| EXPENDITURE | | | | | | |
| Town Environment Committee | | | | | | |
| 1190 | Amenity Areas | | | | | |
| 1190/1 | Grounds Maintenance (contract) | £29,500.00 | £0.00 | £12,302.50 | £17,197.50 | -58.30% |
| 1190/2 | Grounds Maintenance (in-house) | £1,000.00 | £0.00 | £467.88 | £532.12 | -53.21% |
| 1190/3 | Play Equipment maint/repairs/insp | £3,800.00 | £0.00 | £257.75 | £3,542.25 | -93.22% |
| 1190/4 | Public Space Improvements | £6,000.00 | £0.00 | £1,750.00 | £4,250.00 | -70.83% |
| 1190/5 | Tree & Hedge/boundary maintenance | £4,500.00 | £0.00 | £59.90 | £4,440.10 | -98.67% |
| 1190/6 | Waste Collection | £4,000.00 | £0.00 | £0.00 | £4,000.00 | -100.00% |
| 1190 | Total | £48,800.00 | £0.00 | £14,838.03 | £33,961.97 | -69.59% |
| 2000 | Christmas Lights | £2,000.00 | £0.00 | £2,110.00 | £-110.00 | 5.50% |

eat:Stonehouse



**We produce busy one-day local food & drink festivals
that celebrate your town**



eat:Festivals, 14 The Grove, Burnham-on-Sea, Somerset, TA8 2PA
email hello@eatfestivals.org telephone 0800 246 5200

Introduction

We are excited to propose a vibrant food and drink festival in Stonehouse that offers a fantastic free day out for local residents and visitors. Our goal is to boost civic pride, provide seasonal opportunities for businesses, and create a bustling trading environment for local food and drink producers.

Who we are

We are Bev & Sarah Milner Simonds, award-winning event organizers dedicated to showcasing the West Country's exceptional food and drink. As a not-for-profit social enterprise, we aim to reconnect people with the productive countryside around them. Since 2012, we've been organizing community-focused food and drink festivals, each unique to its location.

In 2025, we will deliver 33 local food and drink festivals across 25 towns and cities. Our festivals feature local producers, free talks, competitions, and immersive activities, drawing 5-25,000 attendees per event. We pride ourselves on our positive feedback from stallholders and local businesses.

What's the plan?

We have been invited to participate in placemaking projects and economic regeneration in numerous towns. Our geographic reach has grown, and with it, our roster of producers. We are actively seeking a new host town in the area and believe Stonehouse is an ideal fit.

This will be our inaugural event in Stonehouse, and we aim to establish it as a staple in the town's calendar. Our plan includes:

- Ensuring optimal entertainment, seating, and pedestrian circulation throughout the festival area.
- Attracting, vetting, booking, and managing local food and drink producers.
- Creating a layout that ensures excellent pedestrian access and safe fire routes.
- Developing an annual event with the potential for a multi-year agreement to facilitate long-term planning and relationships.

We will collaborate with local organizations to create a festival that builds on Stonehouse's regular market, hospitality and encourages residents to explore the area.

Our Proposal

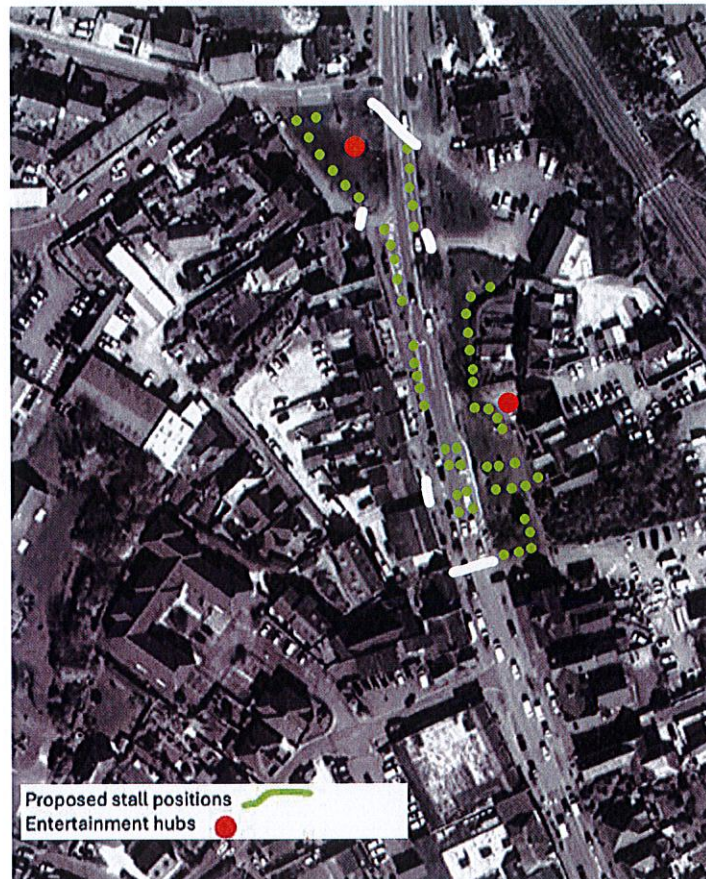
To offer a turnkey solution requiring minimal time commitment from the you and council officers, covering consultation, marketing, operational requirements, and licensing. Our plan includes:

- Booking producers offering artisan produce, street food, and high-quality products. The focus would be on those from 30-miles of Stonehouse – We are not a travelling circus of producers.
- Collaborating with local businesses for a complementary mix.
- Utilizing music and street entertainers to create a festival atmosphere.
- Providing seating and dressing the area with large flags.

- Delivering comprehensive promotion through traditional press, social media, and flyers.
- Installing roadside banners in high-traffic areas around Stonehouse.
- Engaging local businesses and community groups with a "how-to" guide.
- Conducting a thorough post-festival evaluation and sharing results with the Council.

The layout

We understand that it is vital to create a festival that draws footfall into and around the area. After site visits, we are proposing the following layout for year.



Operational Notes

- **The target date is Sunday 16 August 2026**
- A detailed Event Management Plan will be submitted to the local authority.
- Producers will use their own commercial-grade gazebos or trailers.
- Community groups will be accommodated free of charge.
- Stalls will be positioned to enable clear footfall to businesses and not directly in front of open/hospitality businesses.
- Music will be limited to 65dB at 5m, and we will discourage the use of generators.
- The stall mix will include no more than 10% street food, with a target of 65 pitches.
- Timed setup routes and stewards will ensure safe vehicle flow.

The numbers

We fund our work through a combination of sponsorship, pitch fees and grant funding.

We have approached Schreiber Foods and they are happy to sponsor year one of the festival.

For year 2 onwards we would be seeking a financial contribution of around £500 - £1000 per annum to cover entertainment costs specifically.

We are very happy to put you in touch with previous and current commissioners for references.

What do others say about us?

"It was a pleasure to work with you this year on the eat:Weston food festival. Your highly organised and professional approach ensured that you were easy to work with in all the stages of planning, execution and debrief of what was a hugely successful event. We look forward to working with you on future projects."

Sara Pacey, Events Manager, North Somerset Council

"I have never attended anywhere better organised, both before and on the day, than any you do."

Janet Thompson, small business owner

"You have become the benchmark"

Graeme Wallace, Wallace's Farm

"Being awarded a bursary to attend the Food Festival was a massive boost for us at the early stages of establishing our business. We had access to expert advice on how to get the best out of the day, free publicity, as well as being able to trade for free. Due to the huge success it turned out to be (both in terms of sales on the day and follow up business), we intend being at every future festival!"

Sarah Welland, Bursary recipient

"Congratulations to you both and your team. This helps to underline Burnham-on-Sea as a destination for all seasons."

Councillor Janet Keen

"I haven't seen the High Street this busy since the eighties."

Local business owner, Taunton



Crown Services Organisations LTD

Crown House, Poland Street, Audenshaw, Manchester, M34 5TY Tel: +44(0)161 371 9524
St Catherine's, Tanfield Avenue, London, NW2 7RX Tel: 020 3726 4825
Web: www.crown-services.co.uk Email: info@crown-services.co.uk Fax: +44(0)161 371 7409

Stonehouse Council

War Memorial – 2no. Flagpole Inspections

QRN.CR.3951

Date: 15th September 2025

F.A.O: Carlos

Crown Services are pleased to supply our quotation for the following works:

- 2-man specialist access team attend site with 27m truck mounted cherry picker.
- Access 2no. flagpoles base to summit and undertake a full LOLER compliant inspection:
 1. Hinged base functionality.
 2. Corrosion checks.
 3. Structural checks (for splits and cracks in the pole).
 4. Pulley and Halyard functionality checks.
 5. LOLER certification.

The total cost of the above works will be £1,550 excluding VAT





UNIT 1 HERON COURT
MERLIN WAY
QUARRY HILL INDUSTRIAL ESTATE
ILKESTON
DERBYSHIRE
DE7 4RA

SALES@FLAGPOLEEXPRESS.CO.UK
01159 442255

Stonehouse Town Council

Town Hall, High St, Stonehouse GL10 2NG

Town Clerk

<townclerk@stonehousetowncouncil.gov.uk>

01453 822070

QUOTE

15/09/2025

9730CB

| Qty. | Description | Unit Price | Line Total |
|------|---|------------|------------|
| 1 | Service & safety check of 2x 8m flagpoles on hinged base plates. Including replacement of flagpole ropes & fitting of replacement internal locking systems. | £595.00 | £595.00 |
| 2 | Complete internal rigging & locking door kit. | £87.00 | £174.00 |

| | |
|------------------|---------|
| Subtotal | £769.00 |
| Vat (20%) | £153.80 |
| Total | £922.80 |

Valid for 28 days.

VAT Number: 897766633 Company Number: 6006635
Bank Details HSBC Acc No: 01421158 Sort Code: 404308

STANDARD TERMS AND CONDITIONS AND GENERAL TRADING INFORMATION OF FLAGPOLE EXPRESS LTD

1. These terms and conditions apply to all orders and supersede all others. Receipt of acknowledgement of order by you, constitutes your acceptance that our conditions are the only conditions that apply to the contract notwithstanding any purported terms put forward by you.

2. PAYMENT TERMS

All goods will be supplied against a proforma invoice unless a credit account has been opened after acceptance of banker's reference and two (2) trade references. Payment is to be made within 30 days from the date of the invoice. We understand and may exercise our statutory right of interest under the Late Payment of Commercial Debts (Interest) Act 1998 if we are not paid according to our credit terms.

3. Any discounts are offered on the strict understanding that accounts are paid by the due date. We reserve the right to invoice any such discounts to accounts which become overdue.

4. PASSING OF TITLE AND RISK

4.1 The risk in the goods shall pass to you on delivery.

4.2 All goods delivered or not, remain our property until payment is received in full.

4.3 Until such time as payment in full is made you shall retain such goods separately from other goods and clearly mark them in such a way that they can be readily identified as being our property and any payment received by you for any sale of such goods must be held in a separate account in trust for us.

In the event of non-payment by you for such goods we will, without loss of any rights or remedy, remove from your possession those goods belonging to us in accordance with these conditions and we shall be entitled to enter upon the property where the goods are stored and repossess and remove the same. You hereby grant us irrevocable license to enter your premises for the said purposes.

5. PRODUCTS We reserve the right to alter any details or design of products illustrated without notice and while every effort is made to describe goods accurately in the catalogue no warranty is given as to accuracy and no responsibility will be accepted for error or mis -description and any resulting loss.

6. QUOTATIONS

Orders are accepted subject to our right to adjust prices quoted to take account of any changes in the law or Government regulations requiring us to increase prices by way of direct taxation, import duties, customs and excise duties or otherwise. The prices are based on today's current costs of production and in the event of any increase in wages or costs of materials to us occurring after the confirmation or accepted contract, we shall be entitled to charge such increases to you.

7. PRICES

Where applicable all prices quoted are subject to V.A.T. at the current rate.

8. DELIVERY

8.1 Every effort will be made to deliver on time, but any delivery date specified is a best estimate and no liability is accepted for any loss arising from delay or error in delivery of the goods. All deliveries will be charged at the prevailing rates applying at the date of such delivery.

8.2 Special rush deliveries can usually be arranged but will usually be subject to additional charges (e.g. rush print charges and rush delivery charges) which will be charged to you at current commercial rates.

9. QUANTITY VARIATION

We shall be deemed to have fulfilled our contract by delivery of a quantity within 10% plus or minus of the quantity of printed goods ordered and you will be charged at the contract rate for the quantity delivered.

10. CLAIMS

10.1 Claims arising from damages, delay or partial loss in transit must be made in writing to us, so as to reach us within 5 days of delivery.

10.2 All claims with regard to the quality or quantity of the goods shall be made in writing to us so as to reach us within 5 days of receipt of goods or such goods shall be deemed to comply as to quality and quantity with the terms of the contract.

10.3 You must examine all goods delivered at the time of delivery. We shall not be liable for any loss arising from damage caused to the goods in transit unless loss or damage is noted on the delivery note at time of delivery.

10.4 Claims in respect of non-delivery must be made in writing so as to reach us within 4 days from receipt of our invoice.

11. LIABILITY

11.1 Save in so far as defects in the goods cause death, injury or damage to personal property, our liability for any loss or damage suffered by you in respect of the goods shall be limited to the contract value of the goods.

11.2 We can accept no responsibility for loss or damage arising from the supply of goods under this contract unless you have fully complied with the notification of claims procedure set out in clause 10.

11.3 Nothing in these terms and conditions shall affect the right of the consumer.

12. CANCELLATION CHARGES

A charge will be made on cancelled orders, together with a charge for all work carried out up to the date of written cancellation.

13. SAMPLES

These will be submitted on approval and will be charged if not returned in good condition within 14 days.

14. OVERDUE ACCOUNTS

14.1 No goods will be delivered on accounts which remain unpaid 14 days after payment is due. Interest will be charged on overdue accounts, at the rate of 5% above HSBC Bank plc base rate from time to time from the date the account became due until payment is received. This does not prevent us from pursuing payment of overdue accounts at any time after payment becomes due and shall be in addition to and without prejudice to any other rights we may have against you.

14.2 We reserve the right to charge you for any legal or collection charges where it is necessary to obtain payment from you of an overdue account a third party or Court proceedings.

15. QUANTITY CHANGES TO ORDERS

Any changes in quantity ordered must be made in writing to us prior to commencement of processing. Any increase in the order must be regarded as a separate contract unless written notification is received before work commences on the original order.

16. ARTWORK AND PRINTING

16.1 All artwork and print charges will be levied where necessary unless previously stipulated by us.

16.2 Where applicable the prices shown include printing one colour one position from camera ready artwork supplied, for additional positions or colours of printing please phone to obtain exact quotation. The standard printing colours are cyan, magenta, black and yellow. We will match your own house colours as close as possible but where you specify non standard

printing colours, there will be an additional special match charge.

17. SMALL ORDERS

Where you require a quantity smaller than the minimum quantity shown on the price list, this is normally possible but usually carries a small order surcharge.

18. FORCE MAJEURE

We will not be held responsible for failure or delay in the carrying out of our obligations under the contract arising out of any cause outside our reasonable control or by inability to procure materials or articles except at higher prices due to any such cause and in such circumstances we shall be entitled by notice to terminate the contract in whole or in part without incurring any liability whatsoever to you.

19. Never fly flags or display banners in winds exceeding 35km/h. If you are unsure of the quality of the area that you are installing a flagpole or banner system, we strongly recommend you consult a structural engineer.

20. When weather conditions reach Beaufort scale 7 these conditions are no longer considered normal and we can accept no liability for any damage caused to or by our products.

GDPR Privacy Statement

As I am sure you are aware, General Data Protection Regulation (GDPR) came into effect on 25th May 2018. For us to comply with the new regulations we like to let you know about the details we hold on our secure database.

All information we hold is used entirely for maintaining our trading relationship & enables us to communicate with you.

The details we hold include some or all of the following: -

1/ Name

2/ Address (including delivery address/es if applicable)

3/ Company registration number (where applicable)

4/ Company VAT number (where applicable)

6/ Contact names

7/ Contact numbers

8/ Contact email addresses

We will never share or sell your information for marketing purposes; should you wish to be removed from this list you may request this at any time.

Quotation

Windsock Company Limited – trading as Flagpole Company

12A Little Hyde Farm, Little Hyde Lane, Ingatestone, CM4 0DU, United Kingdom
+44 (0) 1245 230 700 | sales@windsockcompany.co.uk | www.windsockcompany.co.uk

| | | | | | |
|-------------|-------------------------|-------------|------------------------------------|---------------|------------------|
| To: | Stonehouse Town Council | T: | 01453 822 070 | From: | John Hoeffler |
| Fao: | Carlos Novoth | E: | townclerk@stonehousetowncouncil.go | Pages: | 1 of 2 |
| Re: | Remedial works | Ref: | Stonehouse, Gloucestershire, GL10 | Date: | 17 September2025 |

Thank you for your enquiry regarding the inspection and maintenance of your two flagpoles. I am now pleased to submit the following quotation. The assumes that the hinged bases are serviceable and will unbolt to lower the flagpoles.

Work specification:

Preliminaries

- Attend site during normal working hours – Monday to Friday.
- Review RAMS and make an assessment of the working area and put in place measures to reduce risk.
- Cordon off area being worked on and erect warning signs to create a safe working zone.

Inspection and maintenance specification:

- Lower flagpoles to ground and inspect flagpole throughout its length.
- If flagpole and fixings are deemed to be safe and serviceable then proceed to:***
- Wash flagpole.
 - Supply and install 2 x gold finial.
 - Supply and install 2 x halyard.
 - Supply and install 1 x metal door access system.
 - Supply & install weight. (Added to final invoice if needed see price below).
 - Level up the flagpole to vertical where possible.
 - Lubricate base fixings.
 - Re-hoist flag and leave flagpole in good order.
 - Provide report and any recommendations (done from office a few days later).

Our price would be **£1,596.00 plus VAT**
Price per weight **£62.00 plus VAT each**

Parking is free of cost at each location, if there is a charge we shall add this to the final invoice at cost.

Important notes

Price includes:

- the supply of all labour, equipment and parts required to carry out the work specified, subject to unforeseen problems identified on the day of the work and the assumptions below.
- Risk assessment and method statement.
- Post works report.

Price excludes:

- Extra work and materials identified on site as required but which are beyond the scope of the planned visit.

Price assumes:

- we will have clear access on the agreed dates and times and that work will be allowed to continue without disruption. If access to the site is obstructed and through no fault of our own the work cannot take place then the total price, less materials not used, will be due as an aborted charge!
- that parking is provided on site free of charge.
- that if the assumptions are incorrect and we encounter difficulties that prevent or significantly prolong the planned installation then we will charge for any additional time, materials, services or travel required to complete the works after consultation and agreement with yourselves.

Other matters:

- Work of this nature can sometimes identify problems beyond the scope of this visit in which case we will report to you and advise what can be done and if further visits and additional costs are necessary.
- Planned work aborted because of, but not limited to, the following will be charged less any materials not used:
 - Council objections even if the correct permits have been obtained.
 - Obstructions preventing access which will include, but are not limited to, demonstrations, public events, crime scenes and similar problems that can occur in public areas.
 - Unexpected weather conditions that will affect operational safety.
- Weather conditions need to be within the limits set for access and operator safety and therefore work may be delayed or postponed if conditions are not forecast to be favorable. We will consult three weather forecasts one day before we commence travelling and if favorable we will proceed but if not it will be postponed.
- We will need a named contact and a telephone number for the day of work and will expect a representative of your organization to be present for completion handover.

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| Delivery | Dates to be allocated and agreed. |
| Prices | All prices are exclusive of VAT and valid for 30 days from the date of this offer. |
| Terms & Conditions | A full copy is available at www.windsockcompany.co.uk/terms.htm |
| Payment | Net 28 against official authorised written purchase order. |

I trust this offer will be of interest and look forward to hearing further from you.

Yours sincerely
John Hoeffler
Windsock Company Ltd – t/a Flagpole Company
Tel : 01245 230 700

