



South Stoke Parish Council,
 PO Box 4307, Reading RG8 1BY,
 Attention David Kennedy

9th June 2023

Dear Victor, David and Paul

Further to our letter to you outlining the detail of what we would like to fund and in light of my recent meeting with you both last Thursday. Please can I confirm that we will fund the following:

South Stoke Community Garden

In line with your application, we are expecting the following enhancement works for Environmental improvements & access and understand that all appropriate permissions will be sort before work (requiring permissions) takes place:

Stage 1: Environmental improvements and access		Source	Comment	Final net of VAT sum
Groundworks: create access; strip topsoil; excavate pond and foundations; shift arisings prep areas for wildflowers, trenches for water pipes		Est. 4 off 20t loads, 8 man days with machines	Inc. Grading of footpath at Ferry Road and road access at Village Hall. Allowance for arisings to be hauled offsite or spread on site	£27,500
Lay water distribution pipes		50mm blue x 150m Screwfix	Fittings included	£2,083
Contractor: supply and install pond liner 26 x16m		Internet + day rate estimated		£10,000
Contractor: cut and roll site	1.0 hectare			£1,666
Install all concrete foundations			Supply concrete, shutter, fix steel and lay	£5,833
Supply & Instal three pedestrian gates, field gate & 100m post & rail fence		McVeigh Parker		£5,000
Screening plants (supply and install with protection)	350	estimated		£2,333

Hedging (supply whips & protection- planting by volunteers)	150m	Murray Maclean	Reinforcements of Little House boundaries	£673
Hazel whips (supply whips & protection-planting by volunteers)	500	Murray Maclean	for coppice planting	£625
Supply orchard trees, stakes and protection (planting by volunteers)	50	FW Matthews		£2,500
Supply picnic benches	2	Internet		£416
Wildflower plugs/seed		Emorsgate	Grown by volunteers	£240
Supply bat boxes, bird boxes and bee hotels		Internet	@£40, 5 of each	£500
Noticeboard and signage		estimated	Local carpenter	£416
Contingency				£4,535
Total for Stage 1				£64,320
Contribution to planning application		Not included in original estimate		£680
				£65,000

As per our offer letter we are expecting a claim from you shortly to enable you to get started and limit the cashflow risk to the Parish Council.

We note that the Parish Council will reclaim any VAT applied to these works from HMRC, and therefore your claims to us will be net of VAT.

Schedule of expected work and payment schedule

What is expected (please include ref to this text on your invoice)	Amount to be claimed with claim form (Net of VAT)	Date of expected claim
Signed offer letter and terms and conditions	£10,000	Jun-July 2023
Evidence of permission for change of use and Trees purchased for planting	£27,000	Sept – Dec 2023
Evidence of Groundworks: create access; strip topsoil; excavate pond and foundations; access improvements, shift arisings prep areas for wildflowers, trenches for water pipes	£18,200	Sept – Dec 2024
Evidence of Remainder of the work from stage one including, wildlife planting, evidence of contingency spent	£9,800	31st Dec 2024
Total amount to be invoiced	£65,000	



Monitoring and evidence

As per our terms and conditions we require you to evidence the following that the Procurement/purchase of goods and services complies with Mend the Gap and Chilterns Conservation Board requirements, which are as follows:

Value of Order	Quotation Requirements
Up to £2,000	Best endeavours to seek value for money
£2,000 - £15,000	Three quotations
£15,000 - £50,000	Three written quotations
Over £50,000	Three written tenders

Evidence of the above must be recorded and made available on request. Please use the grant Claim form along with a formal invoice when submitting your evidence.

Monthly email updates

We will ask for monthly updates in the form of an email and of course if you have a story to tell please do let us know. I am just about to finalise guidance on communications about your project and hope we can work together to celebrate what you achieve.

Quarterly Site visits

We would like to come and visit your project; please can you suggest a good time in September/October when we would expect the ground works to be underway. We will then come again in Spring 2024 and Summer 2024 before doing a final visit before the final payment is given.

Special notes for this grant

- Groundworks should not be carried out until the change of use permission has been given by South Oxfordshire District Council and evidence of this must be received before the grant for groundworks is released.
- Because the groundworks are a large chunk of this money, please include the written quotations for this work with your evidence along with your chosen contractor and their invoice to the Parish Council. We would like to see which contractor you employ before a commitment is made so we are aligned.
- Please can you provide us with evidence that you have chosen seeds and plants that are characteristic of our local landscape (a species list is enough for this). We can of course provide additional support with this if requested.
- Please provide photos of community engagement and landscape enhancements which we can use for publicity purposes – we will require photo consent forms if people are identifiable.

Please do see the terms and conditions to help with further questions. You can also email myself or Fran if you need further support on mendthegap@chilternsaonb.org.

Yours



Ruth Staples-Rolfe

Mend the Gap Programme Manager

Acceptance

Please sign the statement below to confirm that you accept this grant offer from Mend the Gap and the attached terms and conditions. You should return a scanned copy to the Project Support Officer for CCB, fcrowther@chilternsaonb.org. Please retain a copy for your own records.

Project	Mend the Gap – Proposed Community Gardens at South Stoke
Location (grid ref)	51.547920, -1.136224
Organisation (if applicable)	South Stoke Parish Council
Name	Cllr David Kennedy, Chair of South Stoke Park Sub Committee
Contact Address	South Stoke Parish Council, PO Box 4307, Reading RG8 1BY, Attention David Kennedy
Contact email	david7kennedy@fastmail.fm correspondence to also be sent to the formal address of rfo@southstoke.org.uk
Contact phone number	07710 800746 01491 872230
Name of secondary contact if needed	Paul Jenkins Project Manager on behalf of South Stoke Parish Council
Email for secondary contact	Ryepeckbee@icloud.com
Signature (legal representative)	
Role in organisation	
Date	