

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY NOVEMBER 12th 2019

Item 9 - Village signs within Copythorne Parish – Proposal.

Prepared by Steve Herra

This proposal follows the previous progress reports presented to Council on November 13th 2018, July 9th 2019 and September 10th 2019. *Sign of the Times* is the signage company approved by the National Park Authority and they produced the signs for Landford Parish. As well as the NPA logo, it was decided to incorporate the Copythorne Parish logo into our signs. This will not only promote the National Park Authority but also Copythorne Parish.

For your convenience, I attach the signage design (appendix 1). The total costs of the six signs and fittings is £3668.62, however, The National Park Authority have agreed to make a 55% contribution of £2017.74 leaving Copythorne Parish Council ("CPC") to pay the other 45% **£1650.88** (appendix 2). This lower figure would be paid by CPC to the NPA with the NPA claiming back the vat. The lead-in time for the signs is six weeks.

The National Park Authority and Landford Parish Council appointed *Nightingale Groundcare* to conduct the necessary ground works. *Nightingale Groundcare* are agreed contractors with Hampshire County Council, hold the required certificates and are aware they will have to complete HCC formal documentation prior to the work commencing. I was accompanied by William Webb of *Nightingale Groundcare* on a site visit on September 23rd 2019. The groundworks quote is **£882.00** plus vat (appendix 3).

Nightingale Groundcare have recommended oak posts with a measurement of 10 posts 1.8metres x 100mm x 100mm. Quotes for oak posts were obtained from three local companies as follows:-

Quote 1	£256 plus vat (European Oak)
Quote 2	£225 plus vat (ex railway sleepers)
Quote 3	£218 plus vat (New Forest oak)

Quote 3 also includes the posts being *four way weathered* which prevents rainwater sitting on the top of the post. The supplier estimates the life of these posts would be 15-20 years. The lead-in time for the posts is 2 weeks. The map showing the location of the signs is attached (appendix 4).

Hampshire County Council have confirmed the proposed signs meet the guidelines laid out in the Traffic Signs Regulations and General Directions (appendix 5).

Forestry England have confirmed their consent is not required for the proposed signs (appendix 6).

With regards to the other two villages within the Parish, Ower being outside the NPA will need a different sign without the NPA logo and Bartley, being rather unique in that the village sign is in the centre of the village rather than at the entrance may have historical connotations that need to be investigated. New signs for Ower and Bartley will form Phase 2 of the Village Signs Project in 2020/21.

PROPOSAL

- To accept the NPA contribution and signage costs of **£1650.88** to CPC
- To appoint Nightingale Groundcare and accept the quote of **£882.00** plus vat
- To accept Quote 3 for the supply of the oak posts at a cost of **£218** plus vat
- Total cost of **£2750.88** (plus vat on items 2 and 3 above).
- The £2750.88 net VAT cost to be funded as follows:-
 - From Designated Reserves - £1250.00
 - From General Reserves - £1500.88 (it may be possible to reduce this sum using NFDC/HCC Councillor grant funding)

Cllr. Steve Herra
November 4th 2019

APPENDIX 1

Signs cast in one piece in solid rigid polyurethane
Letters, border and logo in relief.

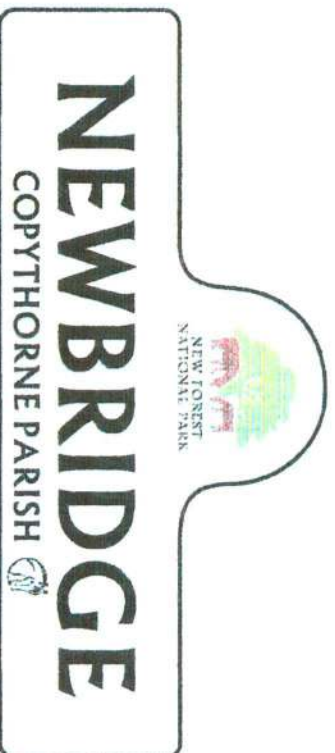
Letter height 100mm

Typeface Albertus Medium with 2mm outline

New Forest logo approx 160mm high

Fixings for wooden or aluminium posts.

We can supply channel on the reverse with clips to go around
76mm & 90mm aluminium posts or 100mm square posts.



1000 x 460mm overall

Drawings are provided as a guide only. Alterations may occur due to variations
between our stock letters and computer generated letters.

Q ref: 11643

Signs of the Times
01525 874185
August 2019

APPENDIX 2

Steve Herra

Subject: FW: Q11643 Boundary signs for Winsor, Newbridge etc.

Hi Steve,

I got back to Sign of the Times and they agreed with the error and have corrected it as per the attached quotation.

With the higher carriage cost of £55 the total (without VAT) is £3,668.62. If the carriage cost is lower the company can always reimburse.

The NPA paid 55% of the cost of the Landford signs, and although your Parish is ordering more signs leading to a higher cost, I wish to be fair so the NPA will cover 55% of the cost here, amounting to £2,017.74, leaving £1,650.88 for the Parish to pay. The parish will be paying for the oak posts and installation so that also seems a fair share of the costs.

If the NPA orders and pays for the signs then we can reclaim the VAT so the costs above do not include the VAT. The NPA would need the Parish to transfer the £1,650.88 to the NPA bank account.

I hope that you agree that our 55% contribution and also being able to deduct the VAT is an acceptable arrangement.

Do please let me know in due course once you have had a chance to run it past the Parish Councillors.

Best wishes,

Sarah.

Sarah Kelly
Landscape Officer
Direct Line: 01590 64 6686

**FAO Mr Steve Herra,
Copythorne Parish Council,**

14th October 2019

RE: Parish sign erection

Dear Steve,

Further to my recent site visit, our quotation for the sign erection is as follows

£752.

This includes the following:

- Erection of 4x signs in accordance with the supplied specification
- All signs, posts and bolts to be supplied by the parish council
- Supply 12x bags of quick drying concrete (1.5x per post)
- Dispose of old signs to off site skip

***Should the council opt to erect all 6 signs, we can carry the work out for a reduced rate of £882 + VAT**

All prices are subject to VAT.

I hope that this quotation is to your satisfaction, as i have tried to make it as competitive as possible given the extent of the work!

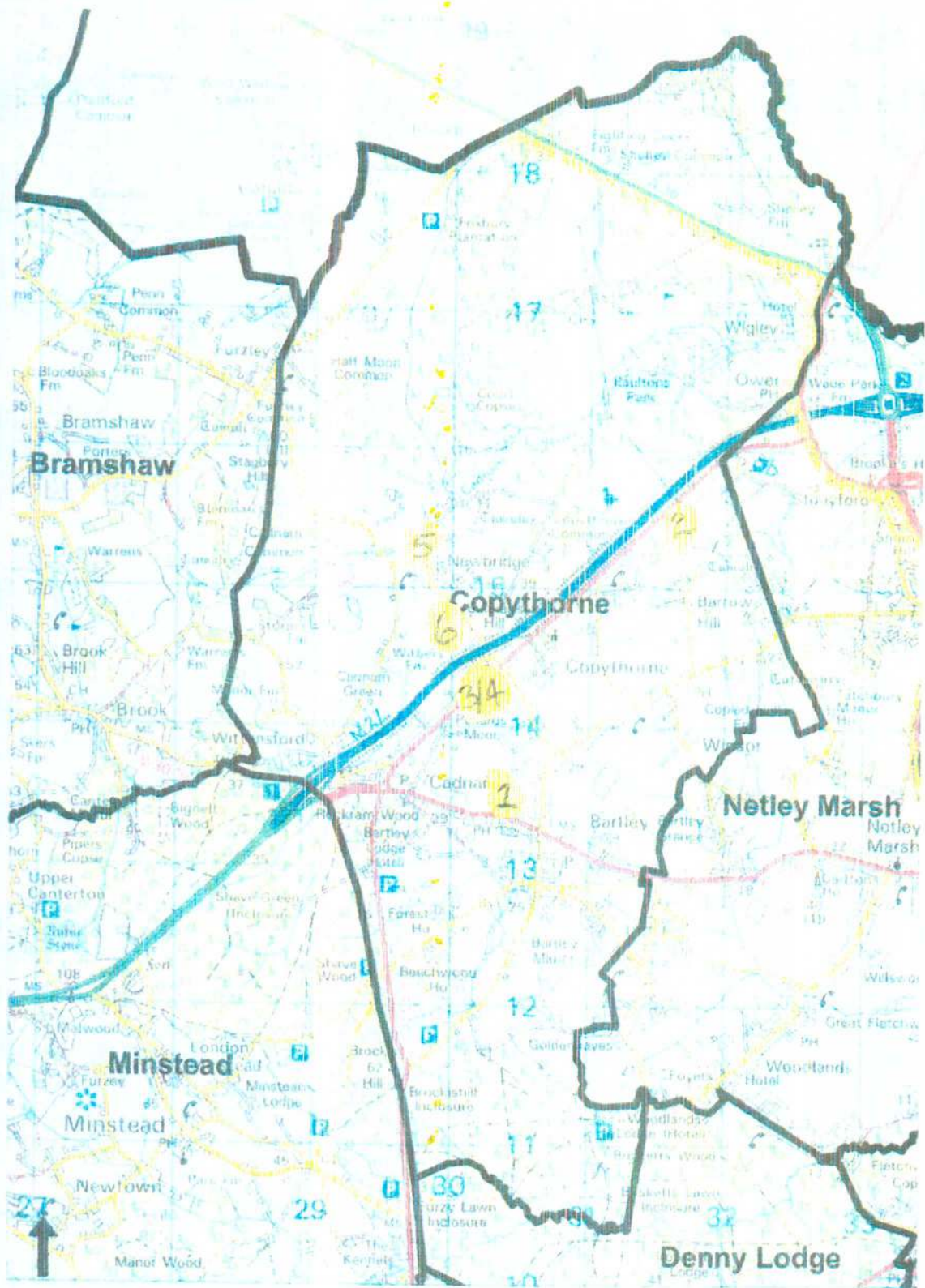
I would also like to take this opportunity to inform you that we are fully accredited by the following:

- **British Association of Landscape Industries (BALI)**
- **Safecontractor**
- **CHAS**
- **ISO 9001 Quality standard**
- **ISO 14001 Environmental standard**
- **ISO 18001 Health and Safety Standard**

sign

Please feel free to contact me should you have any further queries.

Boundary map of Copythorne Parish



LEGEND

- 1. Winsor (junction of Winsor Road and Southampton Road)
- 2. Copythorne (on Romsey Road from Ower)
- 3. Copythorne (Romsey Road from Cadnam)
- 4. Cadnam (on reverse of sign No. 3)
- 5. Newbridge (Newbridge by Cadnam Lane)
- 6. Newbridge (Newbridge from Romsey Road)

Bartley & Ower to be included in phase 2

APPENDIX 5

From: Ware, Mandy <mandy.ware@hants.gov.uk>
Sent: 04 October 2019 14:08
To: steveherra@btinternet.com
Subject: RE: Copythorne Village name signs

Hi Steve,

The signs are fine and meet the guidance laid out in the Traffic Signs Regulations and General Directions.

If you need to replace any posts or add new posts or carry out any excavation in association with these works your contractor will need to apply for a road opening licence. Please see attached link for details.

<https://www.hants.gov.uk/transport/licencesandpermits/roadopening>

Please be aware of the need to use appropriate signing and guarding in accordance with the red book and chapter 8 of the Traffic Signs Manual.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/321056/safety-at-streetworks.pdf

Kind regards,

Mandy

Mandy Ware

Team Leader
Traffic and Safety

(New Forest, Test Valley, Eastleigh, Basingstoke and Deane)
Hampshire County Council
Tel: 01962 846920

APPENDIX 6

Steve Herra

Subject: FW: Village signs
Attachments: Map of village signs.pdf

From: Booth, Alicia <alicia.booth@forestryengland.uk>
Sent: 31 October 2019 12:49
To: Steve Herra <steveherra@btinternet.com>
Subject: RE: Village signs

Dear Steve

I have just looked at the plan you sent through with proposed signage location – attached. None of these signs are sited on Forestry Commission land and so for these, consent is not required.

Kind regards
Alicia