



MINUTES OF THE MEETING OF THE COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON
TUESDAY, 21 OCTOBER 2025

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Bradley, C Head, L Monks, T Needham, and E North.

Clerk to the Council: S Youngman.

Sports & Recreation Officer: C Hughes.

Community Clean up Champion: Lea Pedley.

35 APOLOGIES

Apologies for absence were received from the following Councillors and the reasons for absence were approved:

Councillors L Bradley, M Jackson, and M Walton.

36 TO CONSIDER ITEMS THAT REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

None.

37 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

None declared.

38 MINUTES OF THE MEETING HELD ON 16th SEPTEMBER 2025

Council members were provided with a copy of the minutes.

RESOLVED: To approve the minutes as a true record of the meeting.

39 MONTHLY REPORT RECEIVED FROM THE SPORTS AND RECREATION OFFICER

Council members were provided with a copy of the report which included an update regarding the school sports competition and confirmation that funding of £500.00 had been allocated from the Doncaster Council Anticipate fund. Members were also provided with the draft Service Level Agreement from Flying Futures for the youth club project.

RESOLVED: For the agreement to be authorised providing the Sports and Recreation is the safeguarding lead.

40 COMMUNITY CLEAN UP CHAMPION

Members were provided with a newsletter which included details of how much litter had been collected in September, the areas covered and how to join in with collections. The Community Clean up Champion expressed concerns with the increasing quantity of litter being found.

41 PROVISION OF PUBLIC BENCHES

Deferred.

42 REFURBISHMENT OF BURIAL GROUND PERGOLA

Council members were provided with quotes to carry out the work.

RESOLVED: To ask for each contractor to provide a detailed schedule of work for the project.

43 INSTALLATION OF NOTICEBOARD AT MERCEL AVENUE ALLOTMENTS

Council members were provided with two quotes to carry out the work.

RESOLVED: For Rea Joinery to be appointed at a cost of £250.00.

44 REPAIR TO FENCING ALONG COW HOUSE LANE

Council members were provided with three quotes for the repairs.

RESOLVED: To appoint G & O Fencing at a cost of £696.98 plus VAT.

45 CORRESPONDENCE

None received.

46 ARMTHORPE COMMUNITY CENTRE MATTERS

a. Car parking issues

The Clerk confirmed that a letter had been sent Doncaster City Football Club to confirm that the car park can't be used by visitors at home games. Councillor M Jackson had also offered to hold a key to manage any further issues.

RESOLVED: To appoint a member to hold a full set of keys.

b. Emergency Lighting

Council members were provided with an explanation of the issues with the lighting and costs to remediate the issues.

RESOLVED: To approve the quote received from J P Glasby at a cost of £3,720.00.

c. Main hall floor restoration

Council members were provided with two quotes to strip, sand, prime and finish the wooden flooring in the main hall.

RESOLVED: To appoint Yorkshire Floor Sanding Ltd to carry out the work at a cost of £6,200.00.

The Clerk advised that the work will be carried out over a period of a week and a full closure of the building is required. If approved the closure period would take place on 12th January 2026 and would coincide with the carpet cleaning.

RESOLVED: To approve the closedown period.

d. Provision of blinds

Council members were provided with three quotes to install blinds in the main hall, and meeting rooms three and four.

RESOLVED: To approve the quote received from Smart Blinds at a cost of £1,528.00

Armthorpe Parish Council

Report of the Sports and Recreation Officer to a meeting of the Council's Community Centre and General Purposes Committee, to be held on 18th November 2025.

1. Introduction

The purpose of this report is to update Members of the Committee about (amongst other things) activities undertaken in the previous month since its last meeting.

2. Anticipate week

As reported at the last meeting, I presented activities for young people over the anticipate period of the 3rd, 4th, and 6th November. This was targeted as the most likely period for the Armthorpe younger generation to be involved in crime and anti-social behaviour. To combat this, I created a stimulating programme on all evenings to try and re-divert these youngsters in more positive activities. Over the three evenings, young people had the opportunities to participate in fun fair rides, rodeo bull, art and crafts, PS 5 gaming, table tennis and indoor sports which all was on hand to all children free of charge. All evenings were successful engaging many young people over the three-day period.





3. **Community and School Tea Dance Project**

The tea dance link between the children at Shaw Wood Academy and APCs community session was a success. The children enjoyed learning new and traditional dance routines before teaming up with the adults from the community tea dance session. Adults were motivated to support this class where they enjoyed pairing up with the children to demonstrate different movements and skills.



4. **Tranmoor Inter School Competition**

I will be providing an inter school competition at Tranmoor Primary School. Pupils from the school will compete in your non-traditional sports such as foam axe throwing, curling and archery. School year groups will be split into coloured teams to compete against each other on a points system. This is a great way to get young people active and introduce no-traditional sports.

5. **Armthorpe Youth Club**

The Armthorpe Youth Club was launched on Monday 3rd November 2025 at the Armthorpe Community Centre and will continue to be provided on a Monday and Thursday evening 4.30pm – 7.00pm. I am pleased with the initial response from young people who have so far enjoyed the sessions. Though, the project will develop further during the winter months period.



6. **Christmas Market**

APC will provide its annual Christmas Market this month. As part of the event, nominated school children are invited from Armthorpe schools to turn on the community Christmas lights. Therefore, we will introduce the children to the public, before turning the Christmas lights on in front of a crowd. The young people enjoy the occasion that celebrates their individual success.

School Nominations

Sienna Williams – Shaw Wood Academy

Pippa Bradley - Tranmoor Primary School

Raimy Boyce - Our Lady of Sorrows Primary School

Kaeyln Simpson - Southfield Primary School

Kira Cook - Armthorpe Academy (Year 11 Head Girl)

Esthapano Jubin – Armthorpe Academy (Year 11 Head Boy)

7. **Mental Health and Emotional Wellbeing Project**

APC will be teaming up with flying futures to provide a new funded project in Armthorpe, supporting mental health and emotional wellbeing of residents aged between 16 – 24. The project will be provided to support adults and deliver a wide range of social and physical activities on a weekly basis. If successful, the project could be a stepping stone for adults to be involved in the established SUPPORT programme.

8. **Christmas Fun Youth Club Sessions**

During the week leading to the Christmas holiday break period, I propose to offer young people aged between 7 – 11 years old a celebration Christmas inflatable fun session. The attending young people will participate in Inflatable fun, sports, games and social activities inside the Armthorpe community centre lounge and hall area. The

sessions will be provided free of charge, giving time for parents to complete Christmas shopping.

Inflatable Fun Charge - **£150.00**

9. Armthorpe Outreach

I have teamed up with the flying futures support workers to deliver outreach sessions, on the streets of Armthorpe during the October half term. The outreach work is always used to inform young people of the services that exist in their community, discover what activities they would like to take part in and reach out, offering any support if required.



Litter Picking Monthly

Talking Rubbish!

OCTOBER!



THIS MONTH HAS CERTAINLY SEEN ITS FAIR SHARE OF LITTER. BUT WHAT HAS CAUSED THE SUDDEN SURGE IN LITTER IN AND AROUND THE VILLAGE OVER THE LAST FEW MONTHS? THANKFULLY THE BITTER ABOUT LITTER PROJECT HAS A WONDERFUL TEAM OF LITTER LEGENDS TO TACKLE THE TRASH!

THE TOTAL IS IN



Octobers Red Bag total came to 143 full bags, surpassing any previous counts in four years excluding GBSC months. (excluding recycling, fly tipping, quick picks and items unable to fit in bags)

COVERED



Each month the village is litter picked from one end to another. at least once a week the three main routes in and out of the village is cleaned. Second on the list of jobs to do is the side streets and lanes branching off the main roads. Each month a group litter pick is arranged with the Litter Legends to target green spaces and parks to keep them in tip top shape!

JOIN IN!



This months "Join In" took place at Pit Top Park once more. A cold and blustery morning but nothing stopped the Litter Legends who joined in to make the community space a litter free zone for all to enjoy! 3 bags of litter were collected from the park and green space.

LITTLEST LITTER PICKER!



LITTER LEGEND OF THE MONTH!

Each Month we give a shout out to a Litter Legend who deserves the recognition for doing their part for the community and environment.. If you know of someone who goes out of their way, goes above and beyond or does something special throughout the month, contact

Lea and tell about the job well done!



RETRO RUBBISH

October has seen a lot of litter and with this months focus of a deep clean, plenty of hidden litter from time gone by has become unearthed! The Cleanup Champ has found litter in the environment this month dating back to the 90s, and

while for some of us that does'nt seem that long along, 30 years littering the environment is long enough!

A GAGGLE OF LITTER PICKERS ROAM THE VILLAGE!



Stepping out in freakishly fabulous style to litter pick the village, the trio of (barely human) litter pickers and a green trash monster saved Armthorpe from the terrifying trash that plagued the streets!

Get In Touch!



Want to plan a group litterpick for your club or school? Know of a grotspot that needs tackling in the village? Spotted flytipping, overflowing bins or anything litter related, contact Lea, Cleanup Champ

Lea, Cleanup Champ cleanupchampion@armthorpeparishcouncil.co.uk

Follow the Project on



Facebook
Bitter About Litter,
Armthorpe Parish Council Project



Instagram
Bitter_About_Litter_APC



FROM THIS....



.....TO THIS



Over a weekend a member of the public contacted the project to find out how to go about cleaning up a whole heap of litter they see on their daily dog walks. First thing Monday morning, equipped with the litter grabbers, gloves and a can do attitude, 11 bags of litter was removed leaving the location free of rubbish.



Armthorpe Parish Council
Ms Sarah Youngman
Armthorpe

Date Sent: 08/10/2025

Quote information

Account No: 933
Quote No: 2462
Surveyor: James Dyson
Site Ref No:
Order No:

Quotation

Site Address Armthorpe

| Item No | Item | Work Description | Rate | Quantity | Value |
|---------|----------------|--|------|----------|---------|
| | New Quote Item | The stretch of trees running along the boundary with the caravan park are encroaching over the boundary, some of which are touching caravans. I recommend that the boundary is pruned back to lessen the overhang and to ensure that none of the trees are in contact with any caravans. | N/A | N/A | £800.00 |
| | | Chip and remove all waste. | | | |

Total Value: £800.00
Vat(20%): £160.00
Total Inc Vat: £960.00



Item 11

Summary of Quotes Received

Project: Shredders

Date of Summary: 8th October 2025

Following the last Parish Council meeting, members requested that the Clerk obtain quotations for purchasing shredders as an alternative to using an external company for confidential waste disposal. The current budget for external shredding is £200 per annum.

Prices have been obtained for both 80L and 130L capacity shredders, with costs ranging from approximately £470 to £832 (plus VAT) depending on model and specification (see summary below).

The Council should consider whether purchasing a shredder outright would offer value for money in the long term compared with the ongoing annual cost of external shredding.

In addition, staff time required for shredding documentation in-house should be taken into account when evaluating overall cost-effectiveness and practicality against the current arrangement.

| Company | Description of Works | Cost |
|--------------------------------|---|------------------|
| The Shredding Warehouse | HSM Securio B32 P2 Strip Cut Heavy Duty Shredder Bin Size – 82L 5 year warranty Sheet Capacity 27 | £470 Plus VAT |
| The Shredding Warehouse | QShred Sentinel HD4 Heavy Duty P5 Micro Cut Shredder Bin Size – 80L 5 year warranty Sheet capacity 11 | £510 Plus VAT |
| Viking Direct | HSM Securio B32 P2 Strip Cut Heavy Duty Shredder Bin Size – 82L 5 year warranty Sheet Capacity 27 | £470.90 Plus VAT |
| Shredding Machines | Fellowes Automax 550C 550 Sheet Auto Feed Heavy Duty P4 Cross Cut Shredder Bin Size – 83L 3 year warranty Sheet Capacity 550 | £693.99 Plus Vat |

| Company | Description of Works | Cost |
|--------------------------------|--|------------------|
| The Shredding Warehouse | QShred Sentinel PRO2 High Performance P2 Strip Cut Shredder Bin Size – 130L 5 year warranty Sheet Capacity 28 | £530 Plus VAT |
| The Shredding Warehouse | QShred Sentinel Pro3 High Performance P4 Cross Cut Shredder Bin Size – 130L 5 year warranty Sheet Capacity 22 | £628 Plus VAT |
| Viking Direct | HSM Pure Shredder 28 Sheets Strip Cut Security Level P-2, O-2, T-2, E-2 Bin Size – 130L Sheet Capacity 28 | £832.80 Inc VAT |
| Shredding Machines | HSM SECURIO B35 5.8mm Strip Cut Shredder Bin Size – 130L Sheet Capacity 37 | £732.32 Plus VAT |

Recommendation

Based on the quotations received, purchasing a shredder would represent a higher initial outlay but could become cost-effective over a period of three to four years when compared with the current £200 annual external shredding cost. However, this potential saving would depend on the volume of material to be shredded, staff time required to operate and maintain the equipment, and any associated running costs.

It should also be noted that warranties for the models quoted range between three and five years, after which repair or replacement costs would fall to the Council. There is therefore a risk that the shredder could require maintenance or breakdown repairs before the investment becomes cost-effective.

If staff capacity allows and secure storage of waste prior to shredding can be managed appropriately, investing in a shredder could provide long-term savings and greater control over confidential waste disposal. Otherwise, continuing with the existing external service may remain the more reliable and cost-efficient option.

FW: Armthorpe

From Mark Lewis

Date Wed 05/11/2025 15:17

To clerk@armthorpeparishcouncil.co.uk <clerk@armthorpeparishcouncil.co.uk>

Hi Sarah,

Please see the photos from Armthorpe Community Centre. We were called out to investigate a fault where a breaker in the DB was reset and tripped back off with a bang. We discovered this breaker was the supply to a container which had recently been removed. The cable from the container had been disconnected and taped up. There wasn't a gland on the cable just open ended and taped. This was coiled up and put under a very heavy metal planter. The weight of the planter had pushed the cable into the soft ground and obviously got wet. The cable was NOT disconnected in the DB just turned off the mcb.

We have disconnected the cable from the mcb and made safe in the distribution board. The field end has been glanded and terminated into a Wiska IP65 box and fixed it to the sleeper. The cable will be coiled and tie wrapped neater after I was send the photos!.

The call out is £260.00 excluding VAT.

Many thanks

Kind Regards,

Mark



Mark Lewis

Project Engineer

Mobile:

Tel: 0114 287 2046

Unit 6A

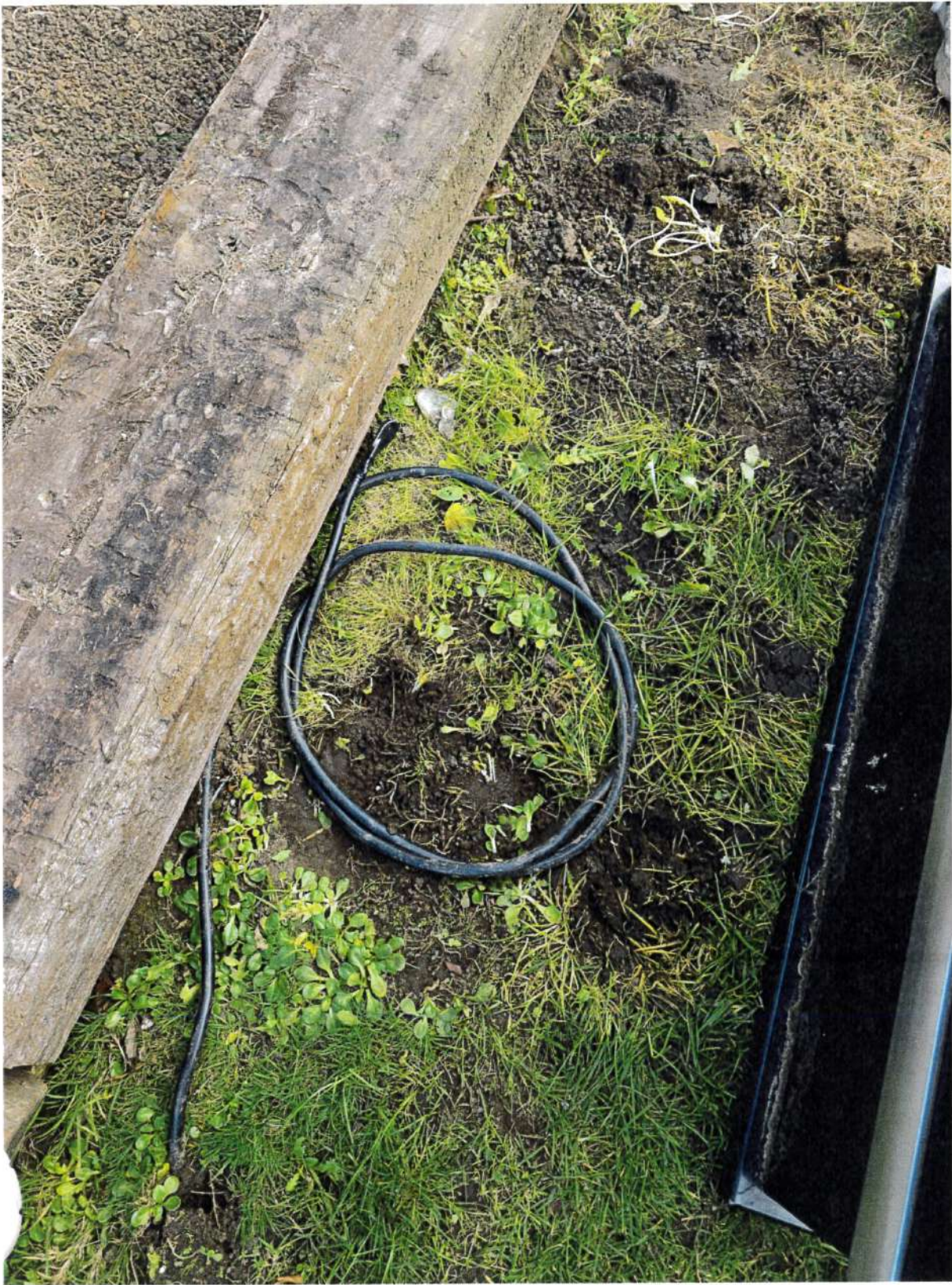
Nine Trees Trading Estate

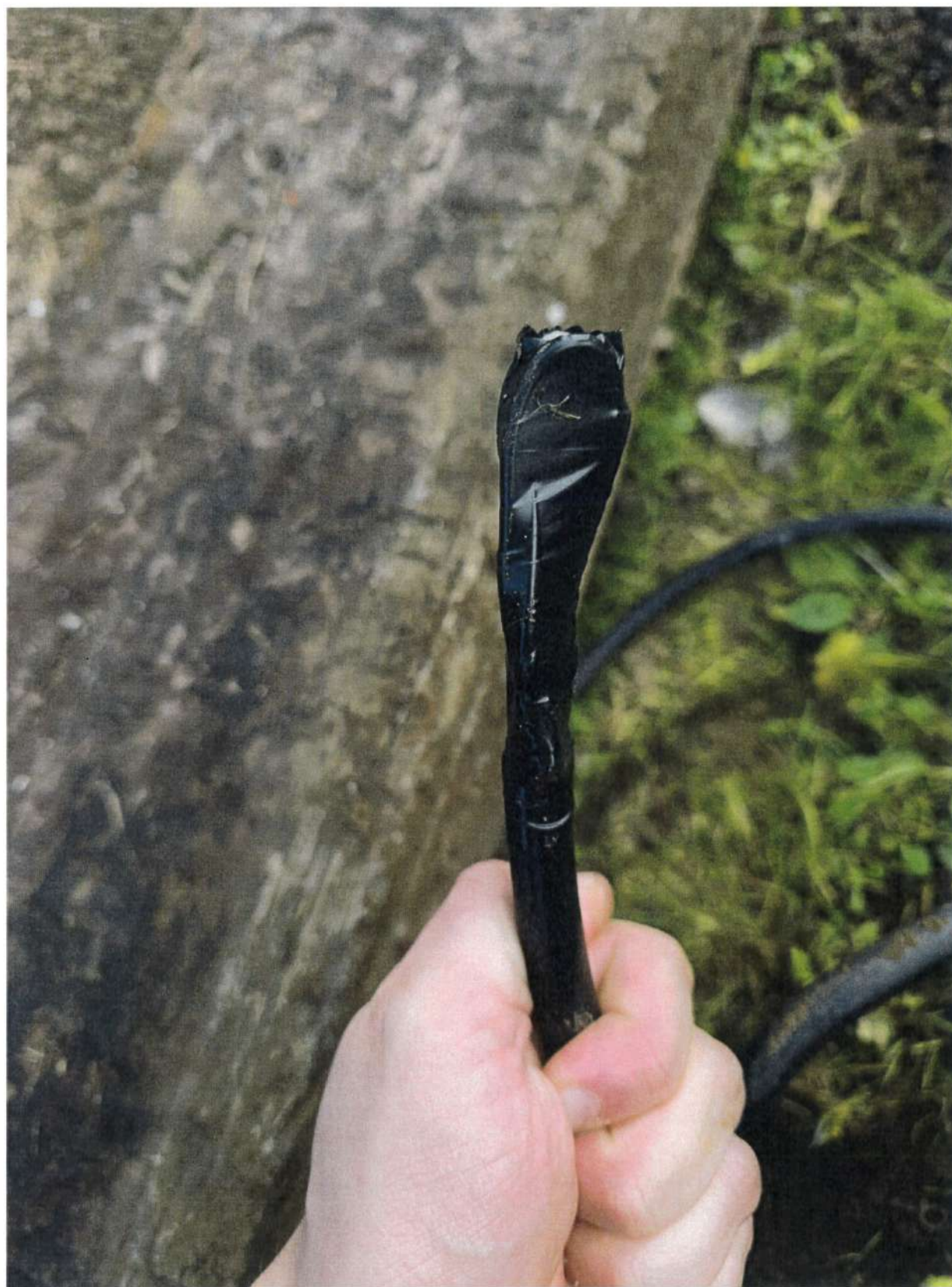
Morthen Road

Rotherham

S66 9JG











Item 12b

Summary of Quotes Received

Project: Boiler Service Fees

Date of Summary: 5th November 2025

Purpose: To carry out the annual service of the two gas boilers and water boiler located in the plant room.

| Company | Description of Works | Cost |
|--|-----------------------------|---------------------------------|
| Integrated Energy Solutions | Full service of boilers | Contacted but no quote received |
| | | |
| Yorkshire Mechanical Services Ltd | Full service of boilers | £439.57 plus VAT |
| | | |
| Kevin Warren | Full service of boilers | Unable to provide service |
| | | |
| Bowcroft Plumbing & Heating | Full service of boilers | Contacted but no quote received |
| | | |

Yorkshire Mechanical Services Limited

3 Mulberry Way, Armthorpe, Doncaster, South Yorkshire, DN3 3UE

Telephone:
07952058621

Email:
andy@yorkshiremechanical.co.uk

VAT Number
GB 101434081

**Yorkshire
Mechanical
Services**

| | | | |
|-------------------------|--|----------------|------------|
| Customer | Armthorpe Community Centre (Armthorpe) | Number | SQ-107 |
| Reference | | Created | 23/09/2025 |
| Invoice Address | Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG | Expires | 23/10/2025 |
| Delivery Address | Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG | | |

| Description | Qty/Hrs | Price/Rate | Net | % VAT | VAT | Total (£) |
|--|---------|------------|--------|-------|-------|-----------|
| Service two Valliant Eco-tec boilers and Rinnai water heater. Inspect expansion vessels within plantroom and carry out gas safety check on gas pipe work. Certificate to be issued. | 1.00 | 190.00 | 190.00 | 20.00 | 38.00 | 228.00 |
| Parts: Valliant service kits | 1.00 | 112.72 | 112.72 | 20.00 | 22.54 | 135.26 |
| Parts: Rinnai Service Kit | 1.00 | 136.85 | 136.85 | 20.00 | 27.37 | 164.22 |

| | | | | | |
|------------------|------------|------------------|-----------|--------------|------------|
| Total Net | 439.57 (£) | Total VAT | 87.91 (£) | Total | 527.48 (£) |
|------------------|------------|------------------|-----------|--------------|------------|

| VAT Rate | Net (£) | VAT (£) | Total (£) |
|-----------------|---------|---------|-----------|
| Standard 20.00% | 439.57 | 87.91 | 527.48 |



Registered in England and Wales Number 07421791

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Item 9i

Summary of Quotes Received

Project: Access Audit Report

Description: An access audit report evaluates how accessible a public building is for all users, especially those with disabilities, and recommends improvements to meet legal and best-practice standards.

Date of Summary: 11th November 2025

| Company | Description of Works | Cost |
|-------------------------|--|----------------------|
| About Access Ltd | Provision of Access Audit Report | £1,100.00 (plus VAT) |
| Evans Jones | Provision of Access Audit Report | £1,275.00 (plus VAT) |
| Access Rating | Requested a quote, no response to date | N/A |
| Level Access | Requested a quote, no response to date | N/A |



Fee Proposal for Access Audit

Armthorpe Community Centre
Welfare Park
Church Street
Doncaster
DN3 3AG

Prepared on behalf of: Armthorpe Parish Council

Project: 18354

Date: 22 Oct 2025

Cheltenham | London

☎ 0800 001 4090

✉ info@evansjones.co.uk

evansjones.co.uk



Project
Management



Planning
Consultants



Building
Surveying



Disabled Access
Consultancy

Fee Proposal for Access Audit

Client: Armthorpe Parish Council
Client Address: Armthorpe Community Centre
Welfare Park
Church Street
Armthorpe
Doncaster
DN3 3AG

Project Address: Aa above
Project Code: 18354
Date: 22 October 2025

| Item Description | Fee |
|------------------|-----|
|------------------|-----|

| | |
|------------------------|--|
| 1. Access Audit | |
|------------------------|--|

| | |
|---|--|
| 1.1 We have allowed for auditing all areas to include but not limited to: | |
|---|--|

- | | |
|--|--|
| 1.1 We have allowed for auditing all areas to include but not limited to: | |
| <ul style="list-style-type: none">- Approach and Car Parking- Circulation around the site- Gardens and Grounds- Entrances- Reception Areas- Corridors and Circulation Spaces- Internal Doors- Lifts and Stairs (where relevant)- Toilets and Changing Rooms- Meeting and Function Rooms- Assembly Halls- Dining Facilities and Kitchens- Bars- Offices- Lighting- Acoustics- Wayfinding and Signage- Fixtures and Fittings- Staff Training- Colour and Contrast- Means of Escape for Disabled People | |

| | |
|---------------|--|
| 1.2 Services: | |
|---------------|--|

- | | |
|--|--|
| 1.2 Services: | |
| <ul style="list-style-type: none">• Detailed site Inspection.• Production of Access Audit Report in Evans Jones Standard Format (example attached).• Issue of electronic copy in PDF and Excel Formats | |

Total Evans Jones Fee £1275

2. Exclusions

- 2.1 VAT at the prevailing rate
- 2.2 Additional Meetings and Site Inspections
- 2.3 Our fee relies on having free access to the property (or inspection area) from 0900-1730
- 2.4 Issue of hard copies of report (electronic version issued as standard)
- 2.5 Fully costed recommendations (rather than cost bandings as standard) +20%
- 2.6 Plant rooms, workshops and store areas
- 2.7 Provision of collateral warranty agreement or extension of liability beyond standard 6 years
- 2.8 Completion of client's formal contract or consultancy agreement

3. Works Undertaken Outside Scope of Instructions

- 3.1 For services provided outside the scope of the above service proposal, we will undertake work on the basis of time expended. You will be informed in writing prior to incurring cost on a time expended basis. Hourly rates provided on request

Note: All quoted fixed fees are inclusive of out of pocket expenses but exclude VAT.

Evans Jones Ltd
Royal Mews
St Georges Place
Cheltenham
Glos.
GL50 3PQ
Ian Eggleton Dip.Surv. MRICS NRAC Consultant
Director in Charge of Building & Access Consultancy
T. 03450096987
E. ian.eggleton@evansjones.co.uk
www.evansjones.co.uk

Confirmation of Instructions

Project Code: 18354
Instructions: Access Audit
Property Address: Armthorpe Community Centre
 Welfare Park
 Church Street
 Doncaster

Client Name: Armthorpe Parish Council
Client Address: Armthorpe Community Centre
 Welfare Park
 Church Street
 Armthorpe
 Doncaster
 DN3 3AG

Invoice Name/Address
(if different from above)

.....

Contact Name:

.....

Tel:

.....

e-mail:

.....

To Evans Jones Ltd

I / We have read and understood the Conditions of Engagement (Version CE-09-02-2010) herewith attached together with the description of professional services detailed within this fee proposal and fully agree to abide to the terms and conditions therein.

Health & Safety *Are there any Health and Safety issues either on or near to the site which we should take account of when visiting site?*

| |
|---|
| Y |
| N |
| Y |
| N |

Is there a health and safety plan, policy or guidance document which we or others instructed to visit the site should be aware of? (If yes please supply copy)

Signature:
(Authorised signatory)

.....

Print Name

.....

Date

.....

Terms and Conditions of Engagement

- 1 The following Conditions apply to ALL services carried out by Evans Jones Ltd of The Royal Mews, St Georges Place, Cheltenham, Gloucestershire, GL50 3PQ ("Evans Jones").
- 2 The Commissioner is the person, company, entity or body that appears on the Acceptance of Instruction letter (AOI) or, where such is not issued, in the quotation ("Quotation"), ("Commissioner").
- 3 Where issued the AOI comprises the basis on which the Commissioner wishes Evans Jones to provide the works ("Services") set out therein and supersedes all information in any Quotation.
- 4 No contract shall be formed other than by Evans Jones accepting the Commissioner's signed AOI (which shall constitute an offer from the Commissioner to Evans Jones), or Evans Jones otherwise agreeing, in writing, to provide the Services (in which case, where no AOI has been issued, the Quotation shall become binding), whereupon a contract ("Contract") shall be formed and the Services shall commence immediately.
- 5 These terms and conditions form part of the Contract formed further to clause 4.
- 6 The AOI and/or the Quotation (as applicable) includes the fee structure, rate to be paid and the Services to be provided by Evans Jones to the Commissioner which may be calculated on a fixed fee or a time charge basis and shall, subject to these terms and conditions, be binding upon the parties.
- 7 Evans Jones may recommend specialists and other consultants (together "Third Parties") as required. Where possible, Evans Jones shall recommend Third Parties that Evans Jones has worked with previously. Unless agreed in writing, Evans Jones shall not contract directly with those Third Parties and the Commissioner shall be responsible for all fees incurred by such Third Parties.
- 8 Invoices will be raised on a monthly basis following the commencement of the Services. Payment will be due on the date of the invoice and must be paid in full within 14 days of the date of the invoice.
- 9 If the Commissioner fails to make payment in accordance with condition 8 above, Evans Jones may charge interest at Barclays Bank base rate plus 4.5% on any outstanding amounts and/or may at our discretion suspend performing the Services until payment is made.
- 10 Notwithstanding what may be contained in an AOI and/or Quotation Evans Jones do not accept instructions on a "no job no fee" or "speculative" basis unless agreed in writing prior to commencement of any Services.
- 11 Where services additional to those Services detailed in the AOI or Quotation (as applicable) are required, such services shall be carried out on a time expended basis or such alternative arrangements as agreed in writing prior to the commencement of such services.
- 12 Evans Jones's rates are reviewed annually with effect from 1 January each year. If a review is carried out before the Services have been concluded, Evans Jones will inform the Commissioner of any variation in the rate before it takes effect.
- 13 Evans Jones holds all personal data in accordance with the Data Protection Act 1998.
- 14 The copyright, design rights and all other intellectual property rights in all documents, products or materials developed by Evans Jones, its employees (or employees of any group, member or partner company of Evans Jones) and sub-contractors in relation to the Services in any form (including electronic) and all documents, products or materials which existed prior to the Contract shall belong to and/or shall vest in Evans Jones.
- 15 All documents, drawings files, and other information produced during the provision of the Services shall be the property of Evans Jones and Evans Jones shall provide a royalty free license for use of such documents, drawings files, and information by necessary third parties during its provision of the Services only.
- 16 Evans Jones complies with the Royal Institute of Chartered Surveyors complaints procedure, a copy of which is available on request.
- 17 Evans Jones shall perform all Services with reasonable skill and care.
- 18 Evans Jones shall only be liable for any loss or damage suffered by the Commissioner which is a direct reasonably foreseeable consequence of its negligence or a breach by it of this Contract. In the event that any loss or damage suffered by the Commissioner relates to its business activities then Evans Jones excludes all liability for any business or other indirect loss and in particular excludes all liability for loss of profits or other economic loss arising out of a breach of this Contract or negligence by Evans Jones.
- 19 Evans Jones liability to compensate the Commissioner for any loss or damage (other than death or personal injury) is limited to the sum of £5,000,000.
- 20 The Commissioner agrees to indemnify Evans Jones against any and all loss or damage suffered, including any legal fees or costs, as a result of any negligence or breach of this Contract by the Commissioner.
- 21 Evans Jones will assume that all information (including measurements) provided by the Commissioner are accurate and true. Evans Jones shall not accept any liability for any loss, damage, delay or expense caused where Evans Jones reasonably perform the Services in reliance of these.
- 22 Where it is agreed that Evans Jones shall liaise with and/or supervise Third Parties, Evans Jones shall have no liability for any deficiencies in any goods supplied or services provided or damage caused by any Third Party.
- 23 Evans Jones is unable to accept instructions for work currently in hand and for which another professional adviser is already retained unless such previous instruction has completed or been terminated prior to Evans Jones's appointment.
- 24 Evans Jones will not undertake to provide the Services where a collateral warranty agreement is in place or required unless agreed in writing with Evans Jones insurers. Under no circumstances will Evans Jones provide retrospective agreement for collateral warranty agreements.
- 25 Notwithstanding the Consumer Protection (Distance Selling) Regulations 2000, the Commissioner will not normally be able to cancel the Contract, except where it is expressly agreed in writing between the parties. If Evans Jones agree to cancel the Contract, the Commissioner will be responsible for the cost of the time incurred by Evans Jones in performing the Services up to the date the Services cease.
- 26 Evans Jones reserves the right to cease providing the Services where in its opinion the relationship between it and the Commissioner has irretrievably broken down wherein the Contract shall terminate forthwith on notice in writing and the Commissioner shall be liable for payment of the Services provided to the date of termination.
- 27 For the purposes of the Contracts (Rights of Third Parties) Act 1999 this Contract is not intended to, and does not, give any person who is not a party to it any person who is not a party to it any right to enforce any of its provisions.
- 28 This Contract shall be governed and construed by the law of England and the parties agree to submit to the exclusive jurisdiction of the courts of England and Wales.

Version CE-09-02-2010

Expenses Schedule

Evans Jones Ltd
Chartered Surveyors
Town Planning Consultants
Royal Mews
St. George's Place
Cheltenham
GL50 3PQ
Tel: 0800 001 4090

| | |
|---|---|
| A0 Colour Prints | £6.88 each |
| A0 B&W Prints | £2.63 each |
| A0 Presentation Boards | £50.00 each |
| A0 Scanning Colour | £6.88 each |
| A1 Colour Prints | £4.06 each |
| A1 Prints | £1.61 each |
| A1 Scanning Colour | £4.06 each |
| A1 Scanning B&W | £1.61 each |
| A1 Presentation Boards | £40.00 each |
| A2 Colour Prints | £3.44 each |
| A2 B&W Prints | £0.96 each |
| A2 Scanning Colour | £3.44 each |
| A2 Scanning B&W | £0.96 each |
| A2 Presentation Boards | £25.00 each |
| A3 Colour Prints/Copies | £0.26 each |
| A3 B&W Prints/Copies | £0.09 each |
| A4 Colour Prints/Copies | £0.25 each |
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Project
Management



Planning
Consultants



Building
Surveying



Disabled Access
Consultancy

Fee Quote for undertaking an Access Audit of Community Centre Armthorpe Parish Council Doncaster DN3 3AG.

25th October 2025

About Access Ltd

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Anlaby, Hull
East Yorkshire HU10 7AJ

Office 01482 651101
info@aboutaccess.co.uk
www.aboutaccess.co.uk

**Access Audits | Plan Appraisals | Access Statements
Training | Advice on Accessibility | Nationwide Coverage**

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**About
Access** 

...for an inclusive world

Access Audit Objectives

My site visit and report will make you aware of the barriers to access and how they can be removed either by altering the built environment or by changing management policy and practice.

When considering accessibility of the workplace it needs to be borne in mind it is not possible to have a fully accessible building which will provide a barrier free experience for all. This is because everyone is different and, even where individuals have the same impairment, they will have different access requirements. This means there are three aspects to minimising barriers and creating an inclusive workplace:

- Design and build the workplace and its features to be as barrier free as possible for as many people as possible
- Put in place management procedures and systems to maintain levels of accessibility and address those barriers people might still encounter
- Manage expectations and provide information to visitors to ensure they know what to expect and how to access specific help and manage their individual requirements

Methodology

My access audits take a journey through the building, starting from the public highway, taking in the external areas to the building. I then move inside to consider the entrance, reception, WCs/showers, horizontal and vertical access routes, rooms, other facilities and not forgetting emergency evacuation.

My audit looks at the building from a pan-disability perspective, taking account of the following groups:

- people with mobility impairments including wheelchair users;
- blind and partially sighted people;
- Deaf and hard of hearing people;
- people with mental or cognitive impairments;
- people who are neurodivergent¹;
- people with hidden impairments, such as allergy and reduction of strength, stamina, and dexterity;
- people with multiple impairments;

¹ Brain cognitive profile that functions in ways that diverge significantly from the dominant society standards.

Confidential

- people with health conditions (including temporary ones);
- people with a diversity in age and stature, including young children and older people.

The assessment takes the form of observation and measurement. Observation is important because it lets us see how the building is used, as opposed to how it was intended to be used.

I also pay attention to:

- management of the building, which can include talking to users
- tonal contrast between surfaces*,
- signage* and wayfinding to and around the building,
- lighting levels* and
- acoustics*.

These elements can all have a significant impact on the accessibility of a building. Elements marked * can also be measured and some will be during the course of the audit.

Elements typically measured are:

- door widths and opening forces
- circulations widths
- ramp gradients and lengths
- counter heights
- travel distances.

The audit also considers the provision of facilities such as:

- accessible WCs
- hearing enhancement systems
- seating.

I also will consider the accessibility of the building and its surrounding environment as a whole: there's no point in having accessible features, such as WCs, inside a building if disabled people cannot enter the building in the first place.

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My audit will highlight good and bad practice. Good practice is identified so that it is not undone and disabling elements are identified so you can make changes.

Recommendations for improvement will be practical, sensible and bring real benefits. They are prioritised so that you know what to focus on immediately and what can be left until refurbishment to reduce costs. I will also let you know where improvements can be made by changing management policies.

The report comes in two parts, which will be made available electronically.

1) Audit Report (PDF) includes a full site description, my findings and recommendations, illustrated with photographs of the site and diagrams where necessary.

2) Action Plan (Excel spreadsheet) includes only the recommendations, to be used as a working document that can be referenced back to the Audit Report. You can update the document as changes are made.

Priority Rating

1. This item causes a major barrier to access or may be a health and safety issue and should be given immediate consideration or action. For example, entry to a building may be difficult so the recommendation to overcome this should be acted on immediately. These can also be used for quick wins.

Time scale – action recommended immediately.

M This item centres on management of the building or policy.

Time scale - This requires immediate action even if there is no issue at present a policy/procedure should be developed ahead of issue arising.

2 This item causes a less significant barrier to access. For example, modification may be needed to an existing feature, e.g. signage.

Time scale – As soon as practicably possible for the recommendation.

3 This is a feature that presents a barrier to access, but it is felt reasonable for improvements to be carried out as part of general day-to-day maintenance.

Time scale – In relation to the recommendation this could be as routine works or when next decorating.

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P These are works that can be regarded as a project. They generally require a plan to be developed and will take longer than previous recommendations to carry out.

The report does not provide costings for the recommendations.

Time Frame

At the time of writing a site visit could not be made until January 2026.

Fee

The fee includes all associated expenses while undertaking the audit.

Total £1,100.00

The audit does not extend to plant rooms, storage areas or the like. During the course of the audit we will be taking photographs. We may use some of the photographs to accompany articles that we write from time to time. The use of any photographs is always done in a positive light.

The audit report will be available approximately three weeks after the site visit.

All figures are plus VAT. Payment terms are 30 days from date of invoice.

This fee quote is valid for 30 days from the date on the front of this proposal.

Appendix 1. Curriculum Vitae

Ian Streets

NRAC Consultant

Access Consultant



Profile

Ian is an access consultant who has carried out access audits across a wide range of sectors, including transport, leisure, commercial, retail and education.

Ian is on the board of the NRAC and a member of British Standards drafting committee developing and reviewing inclusive design standards.

Founding member of Network Rail's Built Environment Access Panel.

Ian started in the field of accessibility in 2000.

Key Experience

- NRAC Registered Access Consultant
- Provide policy advice to local government and overseas governments
- Access audits of existing school buildings
- Use of database systems to record audit data
- Tailor-made audit templates to suit client requirements
- Access Appraisals of proposed designs
- Bespoke training and workshops
- End-user consultations
- Member of local access group – Hull Access Improvement Group

Profession

Access Consultant

Nationality / Language

British, English

Qualifications

Nebosh Level 3: - Certificate in Occupational Health & Safety

Nebosh Level 3: - Certificate in Fire Safety & Risk Management

TEC Diploma Building Construction

Professional Associations

NRAC Consultant N° 115

Access Association

Selection of Consultancy Experience

English Heritage

Provided access audits of Osborne House, Dover Castle, Tintagel Castle and Pendennis Castle.

Provided design appraisal advice for a new footbridge at Tintagel Castle, a wedding venue and café at Pendennis Castle. This included the writing of an access strategy document for ramps in to the barracks.

Government of Gibraltar

Provide advice to the Government in relation to accessibility to publicly accessed buildings including, service departments, hospital, schools and tourist attractions as well as delivering disability confidence training and access audit training.

N. Ireland Councils

Provided training to all 11 councils of N. Ireland on how to undertake access audits.

Scottish Environment Protection Agency (SEPA)

Provided training and undertook access audits of all their sites.

Appendix 2. Some of our clients

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- Scottish Environment Protection Agency
- The O2
- Hull University
- University of Manchester
- Exeter University
- KCOM Stadium
- Old Trafford (Cricket ground)
- Nottingham Forest Football Club
- Doncaster Crown Court
- High Security Prison Service
- Unite the Union
- Highway England
- Bloomberg
- Local Authority Building Control (LABC)
- Humber Mental Health
- Peterborough City Council
- South Tyneside FRS
- Punch Taverns
- Eventim Apollo
- Edinburgh University
- Kaust, Saudi Arabia (University)
- 11 Councils of N. Ireland
- Samaritans
- Royal Albert Hall
- Tower of London
- University of Lincoln
- Beverley Minster
- 10 Downing St
- Eastbourne Borough Council
- Bank of England
- PPH Commercial
- National Audit Office
- Continuum Attractions
- Network Rail
- Hull City Council
- English Heritage
- Warwick University
- Ashfield District Council
- The Oval
- Leicester City Football Club
- City of Lincoln
- Preston Combined Court Service
- East Riding of Yorkshire Council
- HM Gov of Gibraltar
- ATOS
- Sweco (Grontmij)
- Leeds University
- Hereford Housing
- PWC
- Virgin Airways
- Derry City & Strabane DC
- SSE Arena Wembley
- Lisburn and Castlereagh City Council
- Manchester Buddhist Centre
- Really Useful Theatre Group
- intu (Shopping centres)
- Shaw Trust
- Grimsby Town FC
- Bishop Grosseteste University
- Imperial War Museum
- Nottingham Fire & Rescue Service
- Costain
- Quaker Meeting Houses
- Garness Jones
- Askham Bryan College
- 10 Downing St

Plastic Bag Collection

From Sienna Padgett <siennapadgett06@gmail.com>

Date Mon 03/11/2025 11:48

To clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

Morning,

I am hoping to collect donations of plastic bags in order to create mats for the homeless and was just getting in touch to see if you could be a base for this. It would be nice for there to be a place for people to drop bags off whenever they can. Would it be possible to advertise the community centre as one of these places? I would be collecting the first week in December but would still be accepting donations after this time. Let me know if this will be possible, thank you.

Kind regards,

Sienna Padgett