



Wickham and Knowle Parish Council

Recreation Committee

(Chair Cllr Nic Holladay **Members:** Cllr Malcom Burt (Vice-Chair), Cllr Sheila Chambers, Cllr David Evans, Cllr Kathryn Holladay, Cllr Craig Manuel, Cllr Loraine Rappé, Cllr Ben Sawyers

Dear Committee Member

I hereby give you notice that a meeting of the **Recreation Committee** will be held at **Knowle Village Hall, PO17 5GR** on **Thursday 24th April 2025 at 7pm**. All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The meeting will be open to the public unless the Council directs otherwise. Meeting Papers are available on request from the Clerk, except where classified confidential.

Agenda item	Title	Lead	Page
1.	To receive apologies for absence	Chair	-
2.	To receive declarations of interest on agenda items	Chair	-
3.	Public Session	Chair	-
4.	To approve the minutes of the meeting held on 27 th February 2025	Chair	3-5
5.	To receive an update from the Glebe Working Party	GWP	To follow
6.	To receive the Clerk's Action Plan and updates on matters arising	Clerk	6
7.	To receive the Business Manager's Action Plan and updates on matters arising	Clerk	7-8
Knowle Village Hall			
8.	To consider a request from the Village Café to purchase a new dishwasher for the kitchen.	Clerk	9-10
9.	To approve the quote of £997 ex vat for the remedial work following the EICR of Knowle Village Hall. To be taken from budget code 8600 - KVH Repairs and Maintenance	Clerk	11-25
10.	To receive an update on the tree works surrounding the Village Hall	Clerk	26
Wickham			
11.	To receive an update on the replacement Wickham Recreation Pavilion project	Chair	27
12.	To approve the tender documents for the replacement Wickham Recreation Pavilion	Chair	27
13.	To approve a quote of £540 for a tree survey of Wickham Recreation Ground and Lysander Meadow. To be taken from budget code 4100 – Tree Surveys	Clerk	28-29
14.	To approve a quote for works to the CCTV covering the tennis courts. To be taken from budget code 3320 - Tennis Clubhouse maintenance	Clerk	To follow
15.	To receive an update from the working party on the review of the Tennis Club agreement and agree the terms of the new agreement	Chair	30-32
Mill Lane			
16.	To receive an update on the Mill Lane project, including the consultation plans	Chair	33

Other			
17.	To receive an update on the new Grounds Maintenance contract	Clerk	33
18.	To review the summer pitch maintenance plan for Knowle and Wickham pitches	Clerk	34
19.	To consider and agree plan of work for the Lengthsman for 2025/26	Chair	34
20.	Recent correspondence/ reports from meetings attended of relevance to this Committee	Chair	35-37

Sophie Thorogood
Clerk and RFO to Wickham and Knowle Parish Council
clerk@wickhamparishcouncil.org
16th April 2025



Wickham and Knowle Parish Council

Recreation Committee

Minutes of the Recreation Committee held at Knowle Village Hall, Thursday 27th February 2025, 7pm

Committee members present:

Cllr Malcom Burt (Chair for this meeting), Cllr Sheila Chambers, Cllr David Evans, Cllr Lorraine Rappé, Cllr Ben Sawyers, Cllr Craig Manuel

In Attendance: Sophie Thorogood, Parish Clerk & RFO
0 Members of the Public

1. **Apologies for absence** – Cllr Nic Holladay, Cllr Kathryn Holladay
2. **Declarations of interest on Agenda:** None declared.
3. **Public Session** – no members of public were in attendance.
4. **Minutes of the Meeting 16th January 2025**

RESOLVED: Minutes of the Meeting were approved and signed as a true record, proposed Cllr Evans, seconded by Cllr Chambers and carried.

5. **Glebe Working Party:** The GWP were not present for this meeting but had sent the minutes of their last meeting which were included in the document pack.
6. **Clerk's Action Plan:** Noted. **ACTION:** Clerk to ensure Wickham skatepark work is moved forward. The Clerk to chase the current situation with the Mill Lane lease with Hampshire Legal Services.
7. **Business Manager Action plan:** Noted. **ACTION:** The Committee would like to see usability percentage added to the information.
8. **Remedial re-surfacing Knowle MUGA:** 3 quotes for full re-surfacing had been obtained and circulated within the document pack, the Committee felt the cost was too high for the Council to consider this project in the 2025/26 financial year. **ACTION:** Clerk to apply for a CIL grant when the application period opens in Sep 2025. Business Manager to prepare a business case for potential revenue by painting 4 different sets of lines on the new surface.
9. **Knowle Village Hall car park spaces lining:** 3 quotes were received in advance of the meeting
Quote 1 - £625 plus VAT
Quote 2 – £845 plus VAT (35 + 2) or £1,270 plus VAT (34 + 2)
Quote 3 – £900 (35 + 2)

RESOLVED: to recommend to Full Council to approve quote 2 from Solent Road Markings for 34 + 2 marked spaces at Knowle Village Hall car park, as proposed by Cllr Manuel, seconded by Cllr Sawyers and carried.

10. **Update on Wickham Recreation Pavilion project:** Planning permission was granted on 18th February 2025 and a number of conditions have been listed within the planning consent. Axis are continuing to work on the tender documents which will be available for review shortly. **ACTION:** Clerk to look into FA Grants available. Clerk to request clarification from Axis as to whether the format will be for build and fitting out, or just build of the pavilion.
11. **Quote for tennis court resurfacing project:** Sports Facility Planning & Design Ltd can produce a tender document, a cost for which the Committee can approve the spend without Full Council approval. The cost would be taken from the tennis court sinking fund.

RESOLVED: To approve a cost of £275 for Sports Facility Planning & Design Ltd to produce the tender document for the Tennis Courts resurfacing, as proposed by Cllr Burt, seconded by Cllr Evans and carried.



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- 12. Delegate to the Clerk to load project onto Contracts Finder:** Linked to agenda item 11, once the tender document has been produced by SFPD, the tender can be loaded onto Contracts Finder to begin the process.

RESOLVED: To delegate to the Clerk to load the tender documents onto Contracts Finder website for the Tennis Courts resurfacing, as proposed by Cllr Sawyers, seconded by Cllr Evans and carried.

- 13. Mill Lane update:** As Cllr N Holladay was not present for the meeting, a paper providing a brief update had been circulated to the Committee in his absence. Rookesbury have given support for the creation of a country park and stated it is preferable to them than sports pitches. They will support the variation of the S106. Regarding the concept outlined to them (the Deacon Design proposal) they:

- Will not allow use of the farm entrance into the field for access by vehicular traffic for maintenance of the park (possibly will allow for construction period). Impact of this is that the Council will have to create a new access from Mill Lane. This would have to be either at a point along Mill Lane directly into the site or at the current pedestrian access opposite the entrance to the Community Centre/ Surgery/ Houghton Gardens.
- Have not agreed access to the Meon Valley Trail at the northern end of the site; southern end from Station Yard is OK. This may be subject to negotiation by positioning the access lower down than on the current illustration

A re-draw of the Deacon Design will be necessary to satisfy these conditions.

The Winchester Playing Pitch Strategy update upon which the Parish Council was consulted in Q4 2024 has reached review stage by the WCC Policy Committee and has been published. There is no longer a requirement for sports pitches at Mill Lane. This conclusion is unlikely to be challenged by WCC officers who have given support to the country park concept, especially as the recently attempted supplementary submission by WCC to the Planning Inspector stated that the site could become a country park instead of sports pitches.

- 14. Deacon Designs quote for 2 consultation options:** A quote from Deacon had been circulated with the document pack, along with option 1 being the original country park concept design, option 2 with some sports pitches overlaid that could possibly satisfy S106 requirements. Cllr Manuel explained the rationale behind his motion, being that if the Recreation Ground lease is not renewed in 30+ yrs time, to offer that a full-size grass pitch could be placed in the informal recreation area on the Mill Lane country park design option 1, by slightly extending this large open space.

Initially the landscaping work done to the site under both proposed options is the format of a country park; with option 2 providing some sports pitches such as pétanque, pickleball. It would have to be made clear to residents that the Council cannot afford to achieve either option straight away, and that it would be carried out in phases as funds are raised.

In Cllr N Holladay's absence from the meeting, a paper had been circulated to the Committee explaining his view on the proposal from Cllr Manuel and reasons why it should not be approved for recommendation.

Cllr Sawyers raised a point of clarification regarding how the 81% figure of residents rejecting the Mill Lane masterplan was arrived at. **ACTION:** Cllr N Holladay to clarify this calculation.

Cllr Sawyers also reiterated that it is important that parking should be incorporated into both design options.

RESOLVED: to recommend to Full Council to approve a quote of £2,400 for Deacon Design to complete 2 design options to be used for a Mill Lane consultation. Option 1 Country Park. Option2: Country Park with Sport Provision to meet S106 requirements as per draft vision, as proposed by Cllr Manuel, seconded by Cllr Evans and carried with abstention by Cllr Burt.



Wickham and Knowle Parish Council

ACTION: The Clerk to seek legal advice as to whether option 2 would satisfy S106 requirements without requiring a S106 variation.

- 15. Structure of Consultation exercise:** The Clerk and Cllr N Holladay had met with Smart Marketing to discuss the consultation, providing history of the site and work to date. There was a second online meeting with the GWP to provide an update on the Glebe Open Space project. Smart Marketing's proposal is a paper survey to be delivered first, which advertises details of in person consultation sessions, 2 to be held in each village (one Saturday morning, one weekday afternoon/evening). The in-person consultation sessions would give opportunities for focus groups to work on answering questions surrounding the 2 projects.

Residents would be given opportunity to return their survey either by post, in person or reply online. The Council would be given the detailed survey results to be able to analyse the replies.

RESOLVED: To recommend to Full Council to approve a three pronged structure of consultation exercise with residents for Mill Lane and Glebe Open Space, to include postal, online and in-person consultation, as proposed by Cllr Rappé, seconded by Cllr Sawyers and carried.

- 16. Consultation exercise budget:** The breakdown of the consultation budget was circulated with the document pack and the costs, if approved, would be taken from the Mill Lane earmark reserve

RESOLVED: To recommend to Full Council to approve a budget of £2,700 with Smart Marketing for a consultation exercise with residents on Mill Lane and Glebe Open Space, as proposed by Cllr Sawyers, seconded by Cllr Manuel and carried.

- 17. Recent correspondence / reports from meetings attended of relevance to this Committee:**

17.1 – The Primary School have replied to confirm that they hold the suitable insurance policy for their minibuses using Knowle Village Hall car park. The Headteacher asked the Clerk to inform the School if issues continue with parents/children waiting unsafely in the car park. The Committee considered if the Council should ask the Primary School for a copy of the insurance schedule to be held securely in the Parish Office.

Meeting Closed, 9:48pm

Signed.....

Date.....

Recreation Committee

24th April 2025

Item 6 - Clerk's Action Plan - LAST UPDATED February 2025

Subject	Action	Date for	Action by	Notes
Wickham				
Mill Lane	Sports Project	Ongoing	Chair	Update on agenda. Update on the consultation with residents on agenda Clerk & NH met with Rookesbury land agent in November and feedback has been received from the family. Briefing document prepared for WCC if needed and copy has been sent to District Cllrs as requested.
Pavilion refurbishment	Pavilion project	Ongoing	Clerk/NH	Axis Architects plans now approved. P&F Committee approved funding to move project to RIBA stage 4 and to submit planning permission. Planning permission now granted. Clerk & NH met with Rookesbury land agent regarding plans and consideration to extend lease in future. Family have the plans and are supportive of the application. Tender documents have been produced, reviewed and edits discussed with Axis. Final tender plans on the agenda to be discussed and approved.
Glebe	Working with the GWP for indicative costings and resolving School Lane parking issues	Ongoing	Clerk	Initial contact made with Hampshire Legal Services regarding School Lane access issues. Draft lease received and to be reviewed. Work has begun on other costings
Tennis Courts	Repainting of courts needed in 2025/26	Ongoing	Clerk	SFPD to be asked to prepare tender document due to specialist knowledge needed. On Rec agenda as spending under £500 can be approved without Full Council. Once tender documents prepared, Clerk to load onto Contracts Finder to begin tender process
Tennis Pavilion ASB	Regular ASB on the decking to the clubhouse	Ongoing	Clerk	CCTV is installed but no access to the recording device. Local CCTV firm has been engaged to help gain access or work up quote for replacement system for consideration. On agenda
Skate park	Needs renovation, clearing, concrete works.	Ongoing	Clerk	ROSPA inspection showed only 2 areas of medium risk which the Clerk is seeking quotes for remedial work. HCC Estates have confirmed they have no budget to do tree work and the trees overhanging the site were surveyed on 2 years ago and were considered safe. Tree work carried out w/c 7th April and grass will be cut weekly going forward. New fencing around red brick wall to be installed 29th April. Purchase order placed with contractor for repairs to concrete ramps. Clerk to purchase new bins and work with handyman for renovation work to street furniture
Lysander Meadow	Hole created in hedging leading to safety issues	Completed	Clerk	Users of Lysander Meadow had created a hole in the hedging leading to Hoads Hill, creating a danger for dogs off leads or children running out onto Hoads Hill. Kissing gate installed in a different part of hedging and new root ball hedging planted to close the original gap.
Bridge Street Green	Handrail leading to Meon Valley Railway damaged	30th June 2025	Clerk	Quotes being sought to replace damaged handrail and steps
Knowle				
TPO Tree survey	Trees surrounding village green on TPO need a new survey	Ongoing	Clerk	Work now complete. However further work needed to the TPO trees alongside Knowle Avenue. On agenda
KVH remedial work Fire Risk Assessment	Remedial work needed to correct outstanding items on Fire Risk Assessment report	Ongoing	BM	Gas safety check cooker is complete and no issues. Cooker extraction fan cleaning completed 10th February. EICR was carried out by a new company on 31st Mar. 28 days to complete the remedial work which is booked for 28th Apr, approval of works on agenda to be noted. BM working on a schedule for health & safety file for KVH and regular items like these
KVH Office	Quotes for extra room to fit 1 extra desk	Ongoing	Clerk	Office project now completed, invoice paid.
KVH MUGA	Surfacing needs resurfacing and repainting	Ongoing	Clerk/BM	Quotes on agenda for consideration. Would have to be funded by sinking fund and in 2025/26. Project deferred until 2026/27 financial year due to cost. Clerk/Asst Clerk to apply for CIL
KVH Container	KRA requested to be able to store	31st March 2025	Clerk/BM	Project now complete. Container tidy and sorted. Storage room now tidy.
Hall	Extension	Ongoing	CM	Planning permission granted. P&F Committee approved funding to move project to RIBA stage 4. Axis working on tender documents. Clerk & Cllr Manuel to review draft tender package and to meet with a company who assists in securing grants for organisations to help with funding gap
ALL				
Play area review	Review all play areas and equipment to form replacement strategy	Ongoing	Clerk/Cllr Sawyers	All equipment needs reviewing to form a play area replacement strategy. Cllr Sawyers has offered to visit each play area to begin project
Play area inspections	BM to carry out weekly play area safety checks	31st May 2025	BM	BM has passed the inspection course. Quotation from Edge IT Systems for the InspectEdge and Playgrounds module software accepted. Training to be arranged for all staff and inspections started ASAP
Signs	Replace all signs with new contacts	Ongoing	Clerk/BM	Clerk has begun to take measurements and photos of signs that need replacing

Recreation Committee 24th April 2025 Item 7 - Business Manager's Action Plan - LAST UPDATED February 2025				
Subject	Action	Date for Completion	Action by	Notes
Knowle				
KRA	Continued involvement as Parish Link	Ongoing	BM	Updating Emergency Plan contacts.
Excel course	Five week free course provided by Portsmouth CC completed	27/03/25	BM	Thoroughly enjoyed and would like to continue onto another
EICR carried out	Wickham Wiring	31/03/25	BM	Remedials to be carried out on 28/04
Wickham				
Skatepark and playground	New fence at Skatepark and Zip wire at rec repaired	w/c 22/04	BM	Infinity Playgrounds
Both Villages				
Playground Inspections course	One day course complete in Poole	18/03/25	BM	Certificate recieved
Play inspections	Training to be provided on playgrounds module for tablet		BM/AC/PC	Once training complete, inspections will commence.
Events				
VE day events	Working with Cllr Sheila Chambers and volunteers	Next meet 17/04/25	BM	Finalising bookings and creating timetable of events
Quiz Night	Next night TBC. Hosted by KRA chairman and wife this time	May/June	BM	
Line dancing Lessons	New dates for May	2nd May onwards	BM	The 2C's Line dancers
Easter afternoon tea	Event on Eventbrite.	17/04/25	BM	£10pp. Afternoon tea and fun and games. 11 in attendance
Parish Assembly	Helping to organise the awards evening	22/05/25	BM/PC/AC	Poster produced and distributed via fb and noticeboards

Recreation Committee meeting
24th April 2025
Item 7 - Business Manager's Action Plan - Income update

	April '24	May '24	June '24	July '24	August '24	September '24	October '24	November '24	December '24	January '25	February '25	March '25
KVH hirings	1,452.75	1,536.75	3,512.50	2,552.00	1,429.50	3,782.75	2,773.24	2,578.75	2,021.00	2,731.00	1,664.60	3,033.50
Café	-	-	554.67	554.67	511.99	554.67	554.67	554.67	554.67	470.11	554.67	554.67
Grass Pitches	83.00	240.00	300.00	300.00	565.00	1,012.00	675.50	449.00	183.00	289.50	224.50	379.00
MUGA	735.00	-	-	-	-	892.50	2,345.00	2,327.50	1,190.00	2,485.00	1,697.50	2,012.50
Total Income	2,270.75	1,776.75	4,367.17	3,406.67	2,506.49	6,241.92	6,348.41	5,909.92	3,948.67	5,975.61	4,141.27	5,979.67

From: [REDACTED]
Sent: 19 March 2025 20:50
To: Wickham Knowle Parish Clerk
Subject: The Village Cafe - Kitchen

Hi Sophie

Sorry to ask so formally, I just keep forgetting but please could some serious consideration be given to replacing the glass/dish washer? Obviously a dish washer would make more sense. I know it's not working now, but the intention was there to use it as we got busier and trying to manually wash up and keep kitchen tidy during busy periods is a hard task. Also, mindful it was an integral part of the kitchen at onset of the hire. I'll speak to you tomorrow anyway, so just a heads up before another day goes by. Thanks Sophie and enjoy your evening.

Recreation Committee

24th April 2025

Item 8 - To consider a request from the Village Café to purchase a new dishwasher for the kitchen at Knowle Village Hall

Shop	Make	Model	Price	Colour	Dimensions	Energy rating (C or above better)	Energy Saving Technology	Energy consumption per cycle	Capacity / place settings	Quick wash	Warranty	Delivery	Notes
AO	Kenwood	KDW60T23	£299.00	Black	845 x 598 x 598 mm (H x W x D)	C	Eco cycle	0.76 kWh	15	30 minutes	Manufacturer's guarantee 1 year	£45	Auto Dry Opening function, the door opens automatically at the end of the cycle to let cool air in.
AO	Beko	HygieneIntense™ BDFN15430W	£299.00	White	H85cms x W59.8 x D60cms	D	Eco 50 °C		14	30 minutes	Manufacturer warranty 1 year	Connection (£30), remove and recycle (£25), disconnect (£10), Unpack (£5)	
Currys	Beko	Pro HygieneIntense BDFN26440W	£329.00	White	850 x 598 x 600 mm (H x W x D)	C	Eco wash - 224 minutes	0.747 kWh	14	30 minutes	Manufacturer's guarantee - 10 year labour (by registration) - 1 year parts	£45	
Currys	Beko	Pro CornerIntense BDFN36650CX	£449.00	White	850 x 598 x 600 mm (H x W x D)	B	Eco wash - 240 minutes	0.664 kWh	16		Manufacturer's guarantee 1 year		NB: WiFi-enabled Dishwasher!
Argos	Hotpoint	Hotpoint H7I HP42 L UK	£399.00	Black	Size H82.0, W59.8, D55.5cm	C	Eco programme	0.76 kWh	15	30 minutes	10 year parts and 1 year labour manufacturer's guarantee	£539 - home delivery, installation and recycling included	
Argos	Bosch	SMS4EKW06G	£549.00	White	H84.5, W60.0, D60.0cm	B	Eco programme	Eco-programme energy consumption per 100 cycles (kWh) 64	13	0		£599 - home delivery, installation and recycling included	Smart remote control dishwasher via the Home Connect app - can be operated manually as well as through the app



This report is not valid if the serial number has been defaced or altered

224641

EICR18.3C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR		DETAILS OF THE CLIENT	
Registration N ^o :	616052000	Contractor Reference Number (CRN):	N/A
Trading Title:	Wickham Wiring Ltd.	Name:	Wickham Parish Council
Address:	40 Manor Close, Wickham, Hampshire	Address:	Knowle village Hall, Knowle Avenue, Knowle, Fareham
Postcode:	P017 5BZ	Postcode:	P017 5GR
Tel No:	01329 446098	Tel No:	N/A
Branch N ^o :		UPRN: N/A	
		Occupier: Wickham Parish Council	

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:
No previous records and to maintain safety.

Date(s) when inspection and testing was carried out: (31/03/2025) Previous inspection report available (651.1): (N/A) Previous report date: ()

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

This installation has signs of modifications throughout and observations have been recorded during the inspection, these have been recorded in part 5 of this report, some of which require remedial works before a satisfactory report can be issued.

Description of premises Dwelling: ☐ Commercial: ☒ Industrial: ☐ Other (include brief description): N/A
Estimated age of electrical installation: (15) years Evidence of additions or alterations: (Yes) if Yes, estimated age 1 () years Overall assessment of the installation is: Unsatisfactory*

*An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.

PART 4 : DECLARATION

INSPECTION AND TESTING

I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.

Name (capital) on behalf of the contractor identified in PART 1: MR CLIFFORD NEWMAN Signature: Date: 31/03/2025

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 31/03/2030 (date)

Give reason for recommendation: commercial property open to public for hire or use

The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

Name (capital) on behalf of the contractor identified in PART 1: Mr. Clifford Newman Signature: Date: 31/03/2025

This report is based on the model forms shown in Appendix 6 of BS 7671: 2018 (as amended)
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Enter a (✓) or value in the respective fields, as appropriate.
Where an item is not applicable insert N/A

Please see the 'Notes for Recipient'

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Original
(to the person ordering the work)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 (as amended) – Requirements for Electrical Installations

PART 5 : OBSERVATIONS

One of the following Codes, as appropriate, has been allocated to each of the observations made below to indicate to the person(s) responsible for the electrical installation the degree of urgency for remedial action:

CODE C1 Danger Present	CODE C2 Potentially Dangerous	CODE C3	CODE F1
Risk of injury. Immediate remedial action required	Urgent remedial action required	Improvement Recommended	Further Investigation Required

Referring to the Schedule of Items Inspected (see PART 9), the attached Schedule of Circuit Details and Test Results (see PART 11A & 11B), and subject to any agreed limitations listed in PART 6 –

There are no items affecting electrical safety N/A , OR The following observations are made:

Item No	Observation(s)	Code	Location Reference
1	No light in consumer unit cupboard for emergency or maintenance.	C3	N/A
2	Earth connection inadequate for type of installation and trip hazard for public, damaged at point of entry to building.	C2	N/A
3	Gas bonding cable unsupported externally	C2	N/A
4	P breach to all sides of consumer unit.	C2	N/A
5	Damaged sockets in main sports hall	C2	N/A
6	High level lights in store inaccessible for maintenance	C3	N/A
7	No surge protection installed	C3	N/A
8	Some RCDs installed are type AC	C3	N/A
9	Cooker switch cracked	C2	N/A
10	Grid switch in sports hall. left switch housing broken	C2	N/A
11	Fire alarm spur broken faceplate	C2	N/A
12	Male WC hand dryer spur cracked from heat	C2	N/A
13	Light in foyer outside hall door, fixings coming out of ceiling	C2	N/A
14	Imm flax in car park lights unfused connected to B16 RCBO	C3	N/A
15	Male and female changing room extractors installed on B16 RCBOs with 1.5mm T&e ref method 101	C3	N/A
16	RCBOs on right hand side of consumer unit misaligned causing front cover to fit poorly	C2	N/A

Immediate action required for items:

(N/A)

Improvement recommended for items:

(1,6,7,8,14,15)

(N/A)

Urgent remedial action required for items:

(2,3,4,5,9,10,11,12,13,16)

Further investigation required for items:

(N/A)

Additional pages? (N/A)

(N/A)

(N/A)

State page numbers:

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018 (as amended)* – Requirements for Electrical Installations

PART 6 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with *BS 7671: 2018* as amended to, 2022 (date). Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection.

Details of the installation covered by this report:

main 3 phase distribution board and all outgoing circuits

Agreed limitations including the reasons, if any, on the inspection and testing (653.2):

N/A

Extent of sampling: minimum of 20% of each circuit sampled

Operational limitations including the reasons: some equipment and furniture obstructing

(see additional page No. N/A)

Agreed with (print name): N/A

(see additional page No. N/A)

(see additional page No. 14)

PART 7 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements

TN-C: (N/A)	TN-S: (N/A)	TN-C-S: (N/A)	Number and type of live conductors		Nature of supply parameters	
TT: ()	IT: (N/A)		AC	1-phase, 2-wire: (N/A)	2-phase, 3-wire: (N/A)	Nominal voltage between lines, $U_l^{(1)}$: (N/A) V
				3-phase, 3-wire: (N/A)	3-phase, 4-wire: ()	Nominal line voltage to Earth, $U_0^{(1)}$: (230) V
			DC	2-wire: (N/A)	3-wire: (N/A)	Other: (N/A)
						Nominal frequency, $f^{(1)}$: (50) Hz
						Prospective fault current, $I_{pf}^{(2)*}$: (0.7) kA
						External earth fault loop impedance, $Z_e^{(2)*}$: (36.6) Ω

Supply protective device

(BS (EN) 1361 Fuse HBC

Type: (2)

Rated current: (Lim) A

Other sources of supply (Schedule of Test Results)

Page No: (N/A)

PART 8 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS REPORT

Maximum demand (load): (N/A) (delete as appropriate)		Main protective conductors		Main switch / Switch-fuse / Circuit-breaker / RCD	
Earthing conductor: (material Copper csa 16 mm ² Connection/continuity verified:)		Water installation pipes: ()		Location: (Main Switch)	
Main protective bonding conductors: (material Copper csa 10 mm ² Connection/continuity verified:)		Gas installation pipes: ()		BS EN: (60947-3) Type: (3) Rating / setting of device: (N/A) A	
Main protective bonding conductors: (material Copper csa 10 mm ² Connection/continuity verified:)		Structural steel: (N/A)		No. of poles: (3) Current rating: (100) A Voltage rating: (400) V	
Main protective bonding conductors: (material Copper csa 10 mm ² Connection/continuity verified:)		Oil installation pipes: (N/A)		Where an RCD is used as the main switch	
Main protective bonding conductors: (material Copper csa 10 mm ² Connection/continuity verified:)		Lightning protection: (N/A)		RCD rated residual operating current, $I_{\Delta n}$: (N/A) mA	
Main protective bonding conductors: (material Copper csa 10 mm ² Connection/continuity verified:)		Other (state): (N/A)		Rated time delay: (N/A) ms	
Main protective bonding conductors: (material Copper csa 10 mm ² Connection/continuity verified:)		N/A		Measured operating time: (N/A) ms	

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current I_{pf} and external earth fault loop impedance Z_e , must be recorded.

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists, or

Code appropriately; CODE 'C1', 'C2', 'C3' or 'F1' (codes to be recorded in PART 5, with additional comments (where appropriate) on attached numbered sheets)

ELECTRICAL INSTALLATION CONDITION REPORT

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PART 9 : SCHEDULE OF ITEMS INSPECTED (enter ✓, N/A or Classification Code C1, C2, C3 or FI, as applicable)

1.0 Intake equipment (visual inspection only)			
An outcome against an item in section 1.1, other than access to live parts, should not be used to determine the overall assessment of the installation. Where inadequacies are identified, a cross should be put against the appropriate item and a comment made in part 5 of this report.			
1.1 Distributor / supplier intake equipment	(✓)		(N/A)
• Service cable	(✓)		(N/A)
• Service head	(✓)		(N/A)
• Earthing arrangement	(✓)		(✓)
• Meter tails	(✓)		(✓)
• Metering equipment	(✓)		(✓)
• Isolator, where present	(✓)		(✓)
<i>Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and / or dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority.</i>			
1.2 Consumer's isolator, where present	(N/A)		(✓)
1.3 Consumer's meter tails	(✓)		(✓)
Presence of adequate arrangements for parallel or switched alternative sources			
2.1 Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)	(N/A)		(✓)
2.2 Adequate arrangements where generating set operates in parallel with the public supply (551.7)	(✓)		(✓)
3.0 Methods of protection			
3.1 Automatic disconnection of supply (ADS)	(✓)		(✓)
• Main earthing / bonding arrangement (411.3; Chap. 54) –	(✓)		(✓)
• Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2), or presence of installation earth electrode arrangement (542.1.2.3)	(✓)		(✓)
• Adequacy of earthing conductor size (542.3; 543.1.1)	(✓)		(✓)
• Adequacy of earthing conductor connections (542.3.2)	(✓)		(✓)
• Accessibility of earthing conductor connections (543.3.2)	(✓)		(✓)
• Adequacy of main protective bonding conductor sizes (544.1.1)	(✓)		(✓)
• Adequacy and location of main protective bonding conductor connections (544.1.2)	(C2)		(FI)
• Accessibility of all protective bonding connections (543.3.2)	(✓)		(✓)
• Provision of earthing / bonding labels at all appropriate locations (514.13.1)	(✓)		(✓)
3.2 FELV - requirements satisfied (411.7)	(N/A)		(N/A)
3.3 Other methods of protection			
Where any of the methods listed below are employed, details should be provided on separate sheets			
• Non-conducting location (418.1)	(N/A)		(N/A)
• Earth-free local equipotential bonding (418.2)	(N/A)		(✓)
• Electrical separation (413; 418.3)	(N/A)		(✓)
• Double insulation (412)	(N/A)		(✓)
• Reinforced insulation (412)	(N/A)		(✓)
• Provisions where automatic disconnection of supply is not feasible (419)	(N/A)		(✓)
4.0 Distribution equipment, including consumer units and distribution boards			
4.1 Adequacy of working space / accessibility to equipment (132.12; 513.1)	(C3)		(✓)
4.2 Security of fixing (134.1.1)	(✓)		(✓)
4.3 Condition of insulation of live parts (416.1)	(C2)		(✓)
4.4 Adequacy security of barriers or enclosures (416.2.3)	(C2)		(✓)
4.5 Condition of enclosure(s) in terms of IP rating, etc. (416.2)	(C2)		(✓)
4.6 Condition of enclosure(s) in terms of fire rating, etc. (421.1.201; 421.1.6; 526.5)	(✓)		(✓)
4.7 Enclosure not damaged / deteriorated so as to impair safety (651.2)	(✓)		(✓)
4.8 Presence and effectiveness of obstacles (417.2)	(✓)		(✓)
4.9 Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2)	(✓)		(✓)
4.10 Operation of main switch(es) (functional check) (643.10)	(✓)		(✓)
4.11 Manual operation of circuit-breakers, RCDs and AFDs to prove functionality (643.10)	(✓)		(✓)
4.12 Confirmation that integral test button / switch causes RCD(s) to trip when operated (functional check) (643.10)	(✓)		(✓)
4.13 RCD(s) provided for fault protection - includes RCBOs (411.4.204; 411.4.5; 411.5.2; 531.2)	(✓)		(✓)
4.14 RCD(s) provided for additional protection / requirements, where required - includes RCBOs (411.3.3; 415.1)	(C3)		(✓)
4.15 Presence of RCD six-monthly test notice, where required (514.12.2)	(✓)		(✓)
4.16 Confirmation that integral test button / switch, where present, causes AFD to trip when operated (643.10)	(✓)		(✓)
4.17 Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1)	(N/A)		(N/A)
4.18 Presence of alternative supply warning notice at or near equipment, where required (514.15)	(N/A)		(N/A)
4.19 Presence of next inspection recommendation label, where required (514.12.1)	(✓)		(✓)
4.20 Presence of other required labelling (please specify) (514)	(✓)		(✓)
4.21 Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (432; 433; 434)	(✓)		(✓)
4.22 Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)	(✓)		(✓)
4.23 Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11)	(✓)		(✓)
4.24 Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)	(✓)		(✓)
5.0 Distribution circuits			
5.1 Identification of conductors (514.3)	(✓)		(✓)
5.2 Cables correctly supported throughout their run (521.10.202; 522.8.5)	(✓)		(✓)
5.3 Condition of insulation of live parts (416.1)	(✓)		(✓)
5.4 Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	(✓)		(✓)
5.5 Suitability of containment systems for continued use (including flexible conduit) (522)	(✓)		(✓)
5.6 Cables correctly terminated in enclosures (526)	(✓)		(✓)
5.7 Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1)	(✓)		(✓)
5.8 Examination of cables for signs of unacceptable thermal or mechanical damage / deterioration (421.1; 522.6)	(✓)		(✓)
5.9 Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523)	(FI)		(FI)

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5.10	Adequacy of protective devices; type and rated current for fault protection (411.3)	(✓)	6.2	Cables correctly supported throughout their run (521.10.202; 522.8.5)	(✓)	▪ *For cables concealed in walls / partitions containing metal parts regardless of depth (522.6.203)	(✓)
5.11	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	(✓)	6.3	Condition of insulation of live parts (416.1)	(✓)	▪ *For final circuits supplying luminaires within domestic (household) premises (411.3.4)	(N/A)
5.12	Coordination between conductors and overload protective devices (433.1; 533.2.1)	(C2)	6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	(✓)	<i>*Older installations designed prior to BS 7671: 2018 may not have required RCDs for additional protection.</i>	
5.13	Cable installation methods / practices with regard to the type and nature of installation and external influences (522)	(✓)	6.5	Suitability of containment systems for continued use (including flexible conduit) (522)	(✓)	6.14	Provision of fire barriers, sealing arrangements and protection against thermal effects (527) (LIM)
5.14	Where exposed to direct sunlight, cable of a suitable type (522.11.1)	(✓)	6.6	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523)	(✓)	6.15	Band II cables segregated / separated from Band I cables (528.1) (LIM)
5.15	Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) –	(✓)	6.7	Adequacy of protective devices; type and rated current for fault protection (411.3)	(✓)	6.16	Cables segregated / separated from non-electrical services (528.3) (LIM)
▪	Installed in prescribed zones (see Section D, <i>Extent and limitations</i>) (522.6.202)	(LIM)	6.8	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	(✓)	6.17	Termination of cables at enclosures - identify / record numbers and locations of items inspected (526) –
▪	Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D) (522.6.201; 522.6.204)	(✓)	6.9	Co-ordination between conductors and overload protective devices (433.1; 533.2.1)	(✓)	▪	Connection under no undue strain (526.6) (✓)
▪	Provision of fire barriers, sealing arrangements and protection against thermal effects (527)	(✓)	6.10	Wiring system(s) appropriate for the type and nature of the installation and external influences (522)	(✓)	▪	No basic insulation of a conductor visible outside enclosure (526.8) (✓)
▪	Band II cables segregated / separated from Band I cables (528.1)	(LIM)	6.11	Where exposed to direct sunlight, cable of a suitable type (522.11.1)	(✓)	▪	Connections of live conductors adequately enclosed (526.5) (✓)
5.17	Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) –	(✓)	6.12	Cables concealed under floors, above ceilings, in walls / partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204) –	(✓)	▪	Adequately connected at point of entry to enclosure (glands, bushes, etc.) (522.8.5) (✓)
5.18	Cables segregated / separated from non-electrical services (528.3)	(LIM)	▪	Installed in prescribed zones (see Section D, <i>Extent and limitations</i>) (522.6.202)	(✓)	6.18	Condition of accessories including socket-outlets, switches and joint boxes (651.2) (C2)
5.19	Condition of circuit accessories (651.2)	(C2)	▪	Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D) (522.6.201; 522.6.204)	(✓)	6.19	Suitability of accessories for external influences (512.2) (C2)
5.20	Suitability of circuit accessories for external influences (512.2)	(✓)	6.13	Provision of additional protection by RCD having rated residual operating current not exceeding 30 mA –	(✓)	6.20	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) (✓)
5.21	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)	(✓)	▪	*For all socket-outlets of rating 32 A or less (411.3.3)	(✓)	7.0 Isolation and switching	
5.22	Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment - identify / record numbers and locations of items inspected (526)	(✓)	<i>Additional protection by RCD may not have been provided as a noted exception in certain non-domestic installations covered by indent (i) of Regulation 411.3.3.</i>			7.1	Isolators –
5.23	Presence, operation and correct location of appropriate devices for isolation and switching (Chap. 46; 537)	(✓)	▪	*For the supply of mobile equipment not exceeding 32 A rating for use outdoors (411.3.3)	(N/A)	▪	Presence and condition of appropriate devices (462; 537.2) (N/A)
5.24	General condition of wiring system (651.2)	(✓)	▪	*For cables concealed in walls at a depth of less than 50 mm (522.6.202)	(N/A)	▪	Acceptable location – state if local or remote from equipment in question (462; 537.2.7) (N/A)
5.25	Temperature rating of cable insulation (522.1.1; Table 52.1)	(✓)				▪	Capable of being secured in the OFF position (462.3) (N/A)
6.0 Final circuits						▪	Correct operation verified (643.10) (N/A)
6.1	Identification of conductors (514.3)	(✓)				▪	Clearly identified by position and / or durable marking (537.2.7) (N/A)
						▪	Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.1.2) (N/A)

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7.2	Switching off for mechanical maintenance –	(✓)	8.5	Security of fixing (1341.1)	(✓)	Low voltage (e.g. 230 volt) socket-outlets sited at least 2.5 m from zone 1 (701.512.3)	(N/A)
	• Presence and condition of appropriate devices (464.1; 537.3.2)	(N/A)	8.6	Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: list number and location of luminaires inspected (separate page) (527.2)	(N/A)	• Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2)	(✓)
	• Capable of being secured in the OFF position where not under continuous supervision (464.2)	(N/A)	8.7	Recessed luminaires (downlighters) –	(N/A)	• Suitability of accessories and controlgear etc. for a particular zone (701.512.3)	(✓)
	• Correct operation verified (643.10)	(N/A)		• Correct type of lamps fitted (559.3.1)	(N/A)	• Suitability of current-using equipment for particular position within the location (701.55)	(✓)
7.3	Emergency switching off –	(N/A)		• Installed to minimise build-up of heat by use of “fire rated” fittings, insulation displacement box or similar (421.1.2)	(N/A)	9.2	Other special installations or locations –
	• Presence and condition of appropriate devices (465; 537.3.3; 537.4)	(N/A)		• No signs of overheating to surrounding building fabric (559.4.1)	(N/A)	N/A.....	(N/A)
	• Readily accessible for operation where danger might occur (537.3.6)	(N/A)		• No signs of overheating to conductors / terminations (526.1)	(N/A)	N/A.....	(N/A)
	• Correct operation verified (643.10)	(N/A)	9.0	Special locations and installations		N/A.....	(N/A)
	• Clearly identified by position and / or durable marking (537.3.3.5; 537.3.3.6; 537.4.3; 537.4.4)	(N/A)	Where special installations or locations relating to a particular Section of Part 7, an additional Inspection Schedule(s) should be provided on separate pages.				
7.4	Functional switching –	(N/A)	9.1	Location(s) containing a bath or shower –		N/A.....	(N/A)
	• Presence and condition of appropriate devices (537.3.1.1; 537.3.1.2)	(N/A)		• Additional protection by RCD having rated residual operating current not exceeding 30 mA for all low voltage (LV) circuits serving the location or passing through zones 1 and / or 2 of the location (701.414.3.3)	(✓)	N/A.....	(N/A)
	• Correct operation verified (643.10)	(N/A)		• Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5)	(✓)	N/A.....	(N/A)

8.0	Current-using equipment (permanently connected)		10.0	Prosumer's low voltage installation		N/A.....	(N/A)
8.1	Condition of equipment in terms of IP rating, etc. (416.2; 422.3; 422.4; 522.4)	(✓)	Where elements of a prosuming installation falling within the scope of Chapter 82 are covered by the report, additional schedules detailing the associated inspection and testing should be provided on separate pages.				
8.2	Equipment does not constitute a fire hazard (421)	(✓)	Schedule of items inspected by				
8.3	Enclosure not damaged / deteriorated so as to impair safety (1341.1; 416.2)	(✓)		Name (capital):	MR CLIFFORD NEWMAN		
8.4	Suitability for the environment and external influences (512.2)	(✓)		Signature:			Date: 31/03/2025.....

PART 10 : SCHEDULES AND ADDITIONAL PAGES (the pages identified are an essential part of this report (see Regulation 653.2))

Schedule of Inspections	Schedule of Circuit Details and Test Results for the installation	Additional pages, including data sheets for additional sources	Special installations or locations (indicated in item 9.2 above)	Schedules relating to Prosumer's installations (indicated in item 10 above)	Continuation sheets
Page No(s): (4, 5 & 6)	Page No(s): (7 & 8)	Page No(s): (N/A)	Page No(s): (N/A)	Page No(s): (N/A)	Page No(s): (N/A)

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PART 11A : SCHEDULE OF CIRCUIT DETAILS (GO TO Part 11B 'Schedule of Test Results' to enter test results for the corresponding circuit listed in this part)

Circuit number	Circuit description	Type of wiring (see footer to PART 11B)	Reference Method (BS 7671)	Number of points served	Circuit conductor (number & csa)		Max disconnection time (BS 7671) (s)	Overcurrent protective device						RCD		
					Live (mm ²)	cpc (mm ²)		BS (EN)	Type	Rating (A)	Short-circuit capacity (kA)	Maximum permitted <i>I_z</i> * (0)	BS (EN)	Type	Rating (A)	Operating current, <i>I_{Δn}</i> (mA)
1/1	Lights - Office 1 & 2 lights and female changing room, loft light	A	Lim	14	1.5	1	0.4	61009 RCD/RCB0	B	6	10	7.28	61009 RCD/RCB0	AC	6	30
1/2	Lights - kitchen, community lights	A	Lim	10	1.5	1	0.4	61009 RCD/RCB0	B	6	10	7.28	61009 RCD/RCB0	AC	6	30
1/3	Lights - Foyer	A	Lim	10	1.5	1	0.4	61009 RCD/RCB0	B	6	10	7.28	61009 RCD/RCB0	AC	6	30
2/1	Lights - East main sports hall lights	A	Lim	8	1.5	1	0.4	61009 RCD/RCB0	B	6	10	7.28	61009 RCD/RCB0	AC	6	30
2/2	Lights - male changing rooms, disabled WC, male & female WC, rear corridor, outside emergency & PIR floodlight	A	Lim	26	1.5	1	0.4	61009 RCD/RCB0	B	6	10	7.28	61009 RCD/RCB0	AC	6	30
2/3	Immersion No2 left	A	Lim	1	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	16	30
3/1	Lights - West main sports hall lights	A	Lim	8	1.5	1	0.4	61009 RCD/RCB0	B	6	10	7.28	61009 RCD/RCB0	AC	6	30
3/2	Lights - store room & cleaners cupboard	A	Lim	9	1.5	1	0.4	61009 RCD/RCB0	B	10	10	4.37	61009 RCD/RCB0	AC	6	30
3/3	Immersion No1 right	A	Lim	1	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	16	30
4/1	Female changing room fan	A	Lim	1	1.5	1	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	6	30
4/2	Male changing room fan	A	Lim	1	1.5	1	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	6	30
4/3	Boiler	A	Lim	1	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	6	30
5/1	Cooker	A	Lim	1	10	4	0.4	61009 RCD/RCB0	B	40	10	1.09	61009 RCD/RCB0	AC	40	30
5/2	Disabled WC hand dryer	A	Lim	1	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	16	30
5/3	Sockets-East sports hall	A	B	3	4	1.5	0.4	61009 RCD/RCB0	B	20	10	2.19	61009 RCD/RCB0	AC	20	30
6/1	Sockets - kitchen, community room	A	Lim	13	2.5	1.5	0.4	61009 RCD/RCB0	B	32	10	1.37	61009 RCD/RCB0	AC	32	30
6/2	Disabled WC alarm and heater	A	Lim	1	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	16	30
6/3	Sockets-west sports hall	A	B	3	4	1.5	0.4	61009 RCD/RCB0	B	20	10	2.19	61009 RCD/RCB0	AC	20	30
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7/1	Fan- East sports hall	A	B	1	2.5	1.5	0.4	61009 RCD/RCB0	B	20	10	2.19	61009 RCD/RCB0	AC	20	30
7/2	Fire alarm	A	Lim	1	2.5	1.5	0.4	61009 RCD/RCB0	B	20	10	2.19	61009 RCD/RCB0	AC	20	30

DISTRIBUTION BOARD (DB) DETAILS (complete in every case)

DB designation: DB-1.....

Location of DB: mains cupboard by main entrance.....

Z_{db} : 36.6..... Ω..... *I_p* at DB†: 0.7..... (kA)

Confirmation of supply polarity: (Yes.....) Phase sequence confirmed: (☒)

SPD Details** Types: T1 (.....) T2 (.....) T3 (.....) N/A (☒)

Status indicator checked (where functionality indicator is present): (N/A.....)

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: (N/A.....)

Overcurrent protection device for the distribution circuit

BS (EN): (60947-3.....) Type: (2.....) Nominal voltage: (400.....) V Rating: (100.....) A No. of phases: (3.....)

Associated RCD (if any)

BS (EN): (N/A.....) RCD Type: (N/A.....) *I_{Δn}* (N/A.....) mA No. of poles: (N/A.....) Operating time: (N/A.....) ms

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PART 11A : SCHEDULE OF CIRCUIT DETAILS (GO TO Part 11B 'Schedule of Test Results' to enter test results for the corresponding circuit listed in this part)

Circuit number	Circuit description	Type of wiring (see footer to PART 11B)	Reference Method (BS 7671)	Number of points served	Circuit conductor (number & csa)		Max disconnection time (BS 7671) (s)	Overcurrent protective device						RCD		
					Live (mm ²)	cpc (mm ²)		BS (EN)	Type	Rating (A)	Short-circuit capacity (kA)	Maximum permitted <i>I_z</i> * (0)	BS (EN)	Type	Rating (A)	Operating current, <i>I_{Δn}</i> (mA)
7/L3	BT & data	A	Lim	2	2.5	1.5	0.4	61009 RCD/RCB0	B	20	10	2.19	61009 RCD/RCB0	AC	20	30
8/L1	Fan- West sports hall	A	B	1	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	16	30
8/L2	Intruder alarm	A	Lim	1	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	16	30
8/L3	Defibrillator spur	A	Lim	1	2.5	1.5	0.4	61009 RCD/RCB0	B	10	10	4.37	61009 RCD/RCB0	AC	10	30
9/L1	Male WC hand dryer spur	A	Lim	1	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	16	30
9/L2	Office 2 sockets	A	Lim	7	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	16	30
9/L3	Electric doors	A	Lim	1	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	A	16	30
10/L1	Female changing room hair dryer	A	Lim	2	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	16	30
10/L2	Male changing room hair dryer	A	Lim	2	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	16	30
10/A9	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11/A5	Sockets - Foyer & main office	A	Lim	13	2.5	1.5	0.4	61009 RCD/RCB0	B	32	10	1.37	61009 RCD/RCB0	AC	32	30
11/L4	Lights - external front of building	A	Lim	4	1.5	1	0.4	61009 RCD/RCB0	B	6	10	7.28	61009 RCD/RCB0	AC	6	30
11/L3	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12/L1	Induction loop spur	A	Lim	1	2.5	1.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	AC	16	30
12/L2	Car Park lights	F	D	13	2.5	2.5	0.4	61009 RCD/RCB0	B	16	10	2.73	61009 RCD/RCB0	A	16	30
12/L3	Airius Fans sports hall	A	Lim	1	2.5	1.5	0.4	61009 RCD/RCB0	C	16	10	1.37	61009 RCD/RCB0	AC	16	30

DISTRIBUTION BOARD (DB) DETAILS (complete in every case)

DB designation: DB-1.....

Location of DB: mains cupboard by main entrance.....

Z_{db} : 36.6..... Ω *I_p* at DB†: 0.7..... (kA)

Confirmation of supply polarity: (Yes.....) Phase sequence confirmed†: ☒.....

SPD Details** Types: T1 (.....) T2 (.....) T3 (.....) N/A (True.....)

Status indicator checked (where functionality indicator is present): (N/A.....)

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: (N/A.....)

Overcurrent protection device for the distribution circuit

BS (EN): (60947-3.....) Type: (2.....) Nominal voltage: (400.....) V Rating: (100.....) A No. of phases: (3.....)

Associated RCD (if any)

BS (EN): (N/A.....) RCD Type: (N/A.....) *I_{Δn}* (N/A.....) mA No. of poles: (N/A.....) Operating time: (N/A.....) ms

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018 (as amended)* – Requirements for Electrical Installations

PART 11B : SCHEDULE OF TEST RESULTS (MUST reflect circuits entered into ‘Schedule of Circuit Details’ in Part 11A)

Circuit number	Continuity (Ω)			Insulation resistance			Polarity	Max. measured earth fault loop impedance, Zs (Ω)	RCD		AFDD**	Comments and additional Information, where required	
	Ring final circuits only (measured end to end)		All circuits (complete at least one column)	Live / Live (MΩ)	Live / Earth (MΩ)	Test voltage DC (V)			Operating time* (ms)	Test button			
(Line) Rn	(Neutral) Rn	(opc) Rn	(Rn+Rn) Rn	Rn			(Ω)	(ms)	(✓)	(✓)			
1/L1	N/A	N/A	N/A	1.90	N/A	199	250	✓	36.3	13	✓	N/A	
1/L2	N/A	N/A	N/A	0.57	N/A	199	250	✓	37.5	47	✓	N/A	
1/L3	N/A	N/A	N/A	1.54	N/A	199	250	✓	38.5	14	✓	N/A	
2/L1	N/A	N/A	N/A	1.27	N/A	199	250	✓	38.4	13	✓	N/A	High level lighting, readings taken from emergency light
2/L2	N/A	N/A	N/A	2.24	N/A	199	250	✓	38	30	✓	N/A	
2/L3	N/A	N/A	N/A	0.02	N/A	199	250	✓	37.4	9	✓	N/A	
3/L1	N/A	N/A	N/A	1.85	N/A	199	250	✓	37	13	✓	N/A	High level lighting, readings taken from emergency light
3/L2	N/A	N/A	N/A	1.45	N/A	199	250	✓	37.4	47	✓	N/A	High level lighting, readings taken from emergency light
3/L3	N/A	N/A	N/A	0.06	N/A	199	250	✓	37	8	✓	N/A	
4/L1	N/A	N/A	N/A	0.36	N/A	199	250	✓	37.4	9	✓	N/A	
4/L2	N/A	N/A	N/A	0.37	N/A	199	250	✓	37.5	9	✓	N/A	
4/L3	N/A	N/A	N/A	0.08	N/A	199	250	✓	37.3	10	✓	N/A	
5/L1	N/A	N/A	N/A	0.10	N/A	199	250	✓	36.9	9	✓	N/A	
5/L2	N/A	N/A	N/A	0.29	N/A	199	250	✓	37.6	13	✓	N/A	
5/L3	N/A	N/A	N/A	0.60	N/A	199	250	✓	38.1	8	✓	N/A	
6/L1	0.56	0.58	1.07	0.44	N/A	199	250	✓	37.7	69	✓	N/A	
6/L2	N/A	N/A	N/A	0.25	N/A	199	250	✓	37.5	10	✓	N/A	
6/L3	N/A	N/A	N/A	1.11	N/A	199	250	✓	38.2	9	✓	N/A	
7/L1	N/A	N/A	N/A	N/A	N/A	N/A	250	N/A	N/A	N/A	N/A	N/A	
7/L2	N/A	N/A	N/A	N/A	N/A	199	250	✓	37.9	9	✓	N/A	
7/L3	N/A	N/A	N/A	0.12	N/A	199	250	✓	39.7	9	✓	N/A	

Circuits/equipment vulnerable to damage when testing (where applicable): all circuits have sensitive equipment on circuits

TESTED BY Name (capital): (MR CLIFFORD NEWMAN) Position: (QS) Signature: Date: (31/03/2025)

TEST INSTRUMENTS (ENTER SERIAL NUMBER AGAINST EACH INSTRUMENT USED)

Multi-function: (8272644) Continuity: (N/A) Insulation resistance: (N/A) Earth fault loop impedance: (N/A) Earth electrode resistance: (N/A) RCD: (N/A)

* RCD effectiveness is verified using an alternating current test at rated residual operating current (I_{Δn}) ** Where installed, Note, not all AFDDs have a test function. Where a circuit contains an AFDD this should be stated in the field for that circuit in the 'Comments and additional information, where required' column.

CODES for Type of wiring					
(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit	(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking	(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables
					(G) Thermosetting / SWA cables
					(H) Mineral-insulated cables
					Other - state N/A

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018 (as amended)* – Requirements for Electrical Installations

PART 11B : SCHEDULE OF TEST RESULTS (MUST reflect circuits entered into 'Schedule of Circuit Details' in Part 11A)

Circuit number	Continuity (Ω)				Insulation resistance			Polarity	Max. measured earth fault loop impedance, Zs	RCD		AFDD**	Comments and additional Information, where required
	Ring final circuits only (measured end to end)		All circuits (complete at least one column)		Live / Live	Live / Earth	Test voltage DC			Operating times*	Test button		
(Line) R_1	(Neutral) R_n	(cpc) R_2	(R+R ₂)	R ₂	(MΩ)	(MΩ)	(V)	(ms)	(✓)	(✓)	(✓)		
8/L1	N/A	N/A	N/A	0.61	N/A	Lim	199	250	✓	37.9	8	N/A	N/A
8/L2	N/A	N/A	N/A	Lim	N/A	Lim	199	250	✓	37.5	Lim	N/A	Live test only to not interrupt power supply to alarm
8/L3	N/A	N/A	N/A	Lim	N/A	Lim	199	250	✓	37.5	Lim	N/A	Only live test taken from supply spur to ensure equipment not turned off
9/L1	N/A	N/A	N/A	0.31	N/A	Lim	199	250	✓	37.7	9	N/A	N/A
9/L2	N/A	N/A	N/A	0.62	N/A	Lim	199	250	✓	38	8	N/A	N/A
9/L3	N/A	N/A	N/A	0.14	N/A	Lim	199	250	✓	37.5	7	N/A	N/A
10/L1	N/A	N/A	N/A	0.45	N/A	Lim	199	250	✓	37.8	8	N/A	N/A
10/L2	N/A	N/A	N/A	0.54	N/A	Lim	199	250	✓	37.9	8	N/A	N/A
10/L3	N/A	N/A	N/A	N/A	N/A	N/A	199	250	✓	N/A	N/A	N/A	N/A
11/L1	0.72	0.72	1.14	0.59	N/A	Lim	199	250	✓	37.6	10	N/A	N/A
11/L2	N/A	N/A	N/A	0.94	N/A	Lim	199	250	✓	40.7	10	N/A	N/A
11/L3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12/L1	N/A	N/A	N/A	0.41	N/A	Lim	199	250	N/A	37.7	12	N/A	N/A
12/L2	N/A	N/A	N/A	1.45	N/A	Lim	199	250	N/A	41.0	24	N/A	Light flex is 1mm non fused
12/L3	N/A	N/A	N/A	0.32	N/A	Lim	199/199	250	N/A	39.9	8	N/A	N/A

Circuits/equipment vulnerable to damage when testing (where applicable): all circuits have sensitive equipment on circuits

TESTED BY Name (capital): (MR CLIFFORD NEWMAN) Position: (QS) Signature: Date: (31/03/2025)

TEST INSTRUMENTS (ENTER SERIAL NUMBER AGAINST EACH INSTRUMENT USED)

Multi-function: (8212644) Continuity: (N/A) Insulation resistance: (N/A) Earth fault loop impedance: (N/A) Earth electrode resistance: (N/A) RCD: (N/A)

* RCD effectiveness is verified using an alternating current test at rated residual operating current (I_{Δn}) ** Where installed, Note, not all AFDDs have a test function. Where a circuit contains an AFDD this should be stated in the field for that circuit in the 'Comments and additional information, where required' column.

CODES for Type of wiring						Enter a (✓) or value in the respective fields, as appropriate. Where an item is not applicable insert N/A		
(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit	(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking	(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermosetting / SWA cables	(H) Mineral-insulated cables	Other - state
								N/A

This report is based on the model forms shown in Appendix 6 of *BS 7671: 2018 (as amended)*

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This report is not valid if the serial number has been defaced or altered

224641

EICR18.3C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018 (as amended)* – Requirements for Electrical Installations

ADDITIONAL NOTES

N/A

NOTES FOR RECIPIENT

THIS CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

The purpose of periodic inspection is to determine, so far as is reasonably practicable, whether an electrical installation is in a satisfactory condition for continued service. This report provides an assessment of the condition of the electrical installation identified overleaf at the time it was inspected and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

This report has been issued in accordance with the national standard for the safety of electrical installations, *BS 7671: 2018 (as amended)* Requirements for Electrical Installations.

The report identifies any damage, deterioration, defects and/or conditions found by the inspector which may give rise to danger (see PART 5), together with any items for which improvement is recommended.

You should have received the report marked 'Original' and the contractor should retain a duplicate. If you were the person ordering this report, but not the owner or user of the installation, you should pass this report, or a full copy of it, including these notes, the schedules and additional pages (if any), immediately to the owner or user of the installation.

This report should be retained in a safe place and shown to any person inspecting or undertaking further work on the electrical installation in the future. If you later vacate the property, this report will provide the new user with an assessment of the condition of the electrical installation at the time the periodic inspection was carried out.

For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. NICEIC* recommends that you engage the services of an NICEIC contractor for the inspection. Only an NICEIC contractor is authorised to issue this NICEIC Electrical Installation Condition Report, which has a unique serial number that is traceable to the contractor to which it was supplied by NICEIC.

The recommended date by which the next inspection should be carried out is stated in PART 4 of this report. With the exception of domestic (household) premises, there should also be a notice at or near the main switchboard or distribution board/consumer unit indicating when the next inspection of the installation is due.

This report is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation and must not be issued to certify new electrical installation work including the replacement of a distribution board or consumer unit.

The report consists of at least eight numbered pages. The report is only valid if the Schedule of Items Inspected (PART 9) has been completed to confirm that all relevant inspections have been carried out and the Schedule of Circuit Details (PART 11A) and the Schedule of Test Results (PART 11B) are attached. For installations having more than one distribution board (or consumer unit) or more circuits than can be recorded in PARTS 11A & 11B, one or more additional Schedule of Circuit Details and Schedule of Test Results, should form part of the report. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. The report is invalid if any of the additional pages, listed in PART 10 are missing.

Where the installation includes a residual current device (RCD) it should be tested every six months by pressing the button marked "T" or "Test". The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. For safety reasons it is important that this instruction is followed.

Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer's instructions should be followed with respect to test button operation.

Where the installation includes a surge protection device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer's information. If the indication shows that the device is not operational, seek expert advice.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, this should be identified in PART 7 Supply Characteristics and Earthing Arrangements, and the Schedules of Circuit Details and Test Results (PART 11A & 11B) compiled accordingly.

PART 6 (Details and Limitations) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

Operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in PART 6. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration should have been given by the inspector in PART 4 of the report. The declaration must reflect the statement given in PART 3, which summarises the observations and recommendations made in PART 5. Where one or more observations have been made in PART 5, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (danger present) the safety of those using the installation is at risk. Wherever practicable, items classified as C1 should be made safe on discovery, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (potentially dangerous) the safety of those using the installation may be at risk, and it is recommended that a skilled person competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where inadequacies in the intake equipment have been observed (Item 1 of PART 9), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in the first instance raise the specific concerns in writing with the contractor. If the concerns remain unresolved, the person ordering this report may make a formal complaint to NICEIC, for which purpose a complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

For further information about electrical safety and how NICEIC can help you, visit:

www.niceic.com

** NICEIC is operated by Certsure LLP, a partnership between the Electrical Contractors' Association and the charity, Electrical Safety First. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).*

GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

ONLY ONE CLASSIFICATION CODE SHOULD BE GIVEN FOR EACH RECORDED OBSERVATION

Classification code C1 (Danger present)

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 (Potentially dangerous)

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, urgent remedial action is required to remove potential danger. The NICEIC contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given for the next inspection date in PART 4 of this report is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively.

It should not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

Classification code C3 (Improvement recommended)

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC contractor issuing this report will be able to provide further advice.

Code FI (Further investigation required without delay)

It should usually be possible for the inspector to attribute a Classification code to each observation without indicating a need for further investigation.

However, where 'FI' has been entered against an observation the inspector considers that further investigation of that observation is likely to reveal danger or potential danger that, due to the agreed extent or limitations of the inspection and/or testing (entered in PART 6), could not be fully identified at the time.

It would not be appropriate for the inspector to indicate that the installation is in a satisfactory condition if there is reasonable doubt as to whether danger or potential danger exists. Consequently, where the inspector has indicated 'Further investigation required without delay' (FI) the overall assessment of the installation (PART 3) should be marked as 'Unsatisfactory'

If the inspector has indicated that an observation requires further investigation without delay, the person ordering this report is advised to arrange for the NICEIC contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation as a matter of urgency, to determine whether or not danger or potential danger exists.

Further information

Further information on the application of Classification codes, primarily aimed at inspectors but of possible interest to persons ordering condition reports, can be found in Electrical Safety First's Best Practice Guide No 4 *Electrical Installation condition reporting: Classification Codes for domestic and similar electrical installations*. The guide can be viewed or downloaded free of charge from www.electricalsafetyfirst.org.uk

For further information about electrical safety and how NICEIC can help you, visit
www.niceic.com

OPERATIONAL LIMITATIONS INCLUDING THE REASONS -

L-L IR not carried out due to connected equipment making impractical to test.

Estimate

ESTWW476

Wickham Parish Council	Job Address	Knowle Village Hall	Date	01 April 2025
Knowle Village Hall, Knowle		Knowle Avenue	Expiry Date	01 May 2025
Avenue		Knowle	VAT Number	382 5976 50
Knowle		Fareham		
Fareham		PO17 5GR		
PO17 5GR		United Kingdom		
United Kingdom				

Description	Amount	
Remedial repairs following EICR and reissue satisfactory report on completion of remedials.	0.00	
Item 1 on observations list of EICR: supply and fit an emergency bulkhead light in electrical cupboard with PIR control coming from local circuit	95.37	
Item 2&3 on list: supply and fit correct type of earth connection pit dug into bed outside, replace damaged cables back to consumer unit with correct cable containment outside.	378.98	
Item 4&16: repair all IP breaches in consumer unit and realign all circuit breakers to fit correctly	94.50	
Item 5&10: supply and repair all damaged sockets and light grid switch in sports hall	207.50	
Item 9,11,12&13: supply and replace broken faceplates and refit light.	94.65	
Item 14&15: replace 3 RCBOs in consumer unit for correct type and rating for cable sizes connected for fire safety.	126.64	
	Subtotal	997.64
	Total 20% VAT	199.53
Total GBP		1,197.17

Recreation Committee meeting – 24th April 2025

Agenda Item 10 -

To receive an update on the tree works surrounding the Village Hall

A qualified arboriculturist carried out a tree survey of all KVH trees in August 2024. Work to a section of non-TPO trees alongside the entrance to Knowle Avenue was completed in September 2024.

The work to the non-TPO trees in the middle of the two pitches by the picnic area, and the work to the TPO trees alongside the remainder of Knowle Avenue and surrounding the Village Hall was completed in March 2025.

The Clerk walked the site with the appointed tree surgeon to review the work, and the invoice was paid accordingly. From reviewing the trees with the surgeon, they have recommended further work.

There are 2 non-TPO trees in the middle of the Green near the picnic tables that require urgent work; the Clerk is able to authorise this work at total of £100 without formal approval due to health & safety concerns.

There are 15 TPO trees alongside Knowle Avenue that the tree surgeon has recommended further work to help protect them as branches are overhanging the highways and damage could be caused to these TPO trees by high sided vehicles. This work has been quoted at £1,530. The Clerk has applied for further planning permission from the WCC Tree Officer and again this work is being classed as a health and safety concern.

There are 3 further TPO trees that are not overhanging the highway but are causing concern to the neighbouring resident. The work to these 3 trees is not classed as urgent as the work needed to those overhanging the highway and it is unlikely that planning permission would be given with the approaching summer as a result. The quote for the necessary work to these 3 trees alone is £1,400 and due to the time of year, the Clerk is recommending 2 further quotes are sought for comparison and brought to a future meeting of the Committee for consideration.

The Assistant Clerk has created a tree asset register following the tree surveys and work completed to track issues going forward.

Agenda Item 11 -

To receive an update on the replacement Wickham Recreation Pavilion project

The Clerk completed a review of the draft tender package, which was supported by Cllrs N Holladay, Burt and Manuel. The Clerk and Cllr N Holladay met with the architects on 11th April to discuss the amendments needed and the updated tender package is ready for approval.

The Clerk to also work on a staged payment request to WCC for project work completed to date, and to work with the Assistant Clerk on securing further grants to fund the estimated balance of the project.

Agenda Item 12 -

To approve the tender documents for the replacement Wickham Recreation Pavilion

The tender package includes a large number of documents and link will be sent under separate cover.

Approval is requested to load the documents, with an end date 30th June. This will enable Axis to then perform their review of the tenders received, to be discussed at Recreation Committee on 24th July, before approval of winning tender by Full Council on 31st July.

From: [REDACTED]
Sent: 14 March 2025 08:19
To: clerk@wickhamparishcouncil.org
Subject: Re: Wickham Recreation Ground

Good morning Sophie,

[REDACTED]

I have looked over the map and I can do both together for you at the same time. I have placed a holding quote on the map with Pear Technology and it is £40.00. If I add £100 to my survey it will cover it. I am sure I can write it up as one report as it will be cheaper for you (or did you want them separated?).

Let me know what is best for you (Parish Council) and I can be as flexible as you need me to. I can set a date once confirmed and send an amended fee over. It will be £540 and that includes the map for life then.

Thank you,

Marco

Marco Bartolini, Arboricultural Consultant
(TechCertArb, PTI, FdScWM, DipMgmt)
Tel: 07542 093882

On Thu, 13 Mar 2025 at 09:13, <clerk@wickhamparishcouncil.org> wrote:

Hi Marco

[REDACTED]

[REDACTED]

We would like to go ahead with the tree survey at Wickham Recreation Ground when you are feeling well enough to carry it out. I had work done to the ash trees at the front of the car park in

early Jan. The rest of the site should be surveyed, including in Lysander Meadow behind it too. Happy to pay 2 fees to class each site separately and I can raise a Purchase Order for both sites.

As you can see from the map, the main trees are between the Rec and Lysander. There are some trees in middle of Lysander too. And then a few dotted around the boundaries.

Kind regards

Sophie

Sophie Thorogood

Clerk & RFO to Wickham & Knowle Parish Council

www.wickhamparishcouncil.org

Office: 01329 553254

Mobile: 07770 246293

From: [REDACTED]

Sent: 28 February 2025 15:07

To: clerk@wickhamparishcouncil.org

Subject: Wickham Recreation Ground

Hi Sophie,

I hope that you are well?

I have on my project board that we have a fee proposal for this work. Is this still live or can I scrub this now?

Thank you,

Partnership Agreement between

Wickham and Knowle Parish
Council

And

Wickham Community Tennis
Club

Revised September 2017 April 2025

This Partnership between Wickham & Knowle Parish Council and Wickham Community Tennis Club seeks to promote the availability and playing of amateur tennis to all in the Parish of Wickham and Knowle and provides for the management and maintenance of the tennis courts on Wickham Recreation Ground.

1. Outline

1.0 This document dated 17th September 2017 ? April 2025 forms a PARTNERSHIP AGREEMENT between Wickham and Knowle Parish Council the tenant of the Fareham Road Recreation Ground and owner of the tennis courts (hereinafter referred to as WKPC) and the authorised officers of Wickham Community Tennis Club (hereinafter referred to as WCTC).

2. Aims

2.1 The Partnership seeks to promote the availability and playing of amateur tennis to all in Wickham and Knowle and for the shared management and maintenance of the tennis courts on the Fareham Road Recreation Ground as marked in red on the attached map.

3. Scope of agreement

3.1 In order to promote tennis within the Parish of Wickham & Knowle:

WPKC will undertake to:

- WKPC will work with WCTC to provide community access to tennis.
- Provide the use of the land including two tennis courts for the exclusive use of tennis (and pickleball?)
- Provide Public Liability and All Risks insurance for the courts, clubhouse, floodlights and fence. (does this include use by outside group eg. pickleball?)
- Undertake all routine a documented maintenance schedule (including shutters, PAT tests, fire extinguishers) and upkeep of the courts and floodlights in accordance with LTA guidelines and good practice
- Provide a basic changing pavilion (shared with other sports) for use during club sessions
- Agree Provide a programme of court use with WCTC and review annually_ensure community access.

WCTC will undertake to:

- WCTC will work with WKPC to provide community access to tennis.
- Provide a club that meets Clubmark requirements within 6 months from the date of practical completion of the courts, remain in Clubmark and registered as a Places to Play site.
- Ensure that WCTC is a registered LTA venue and meets all the LTA requirements.
- Provide all necessary club and clubhouse equipment and contents / insurance
- Agree a programme of court use with WPC including a minimum club and coaching programme as the attached schedule within 12 months of the date of this agreement and review annually with WPC and the LTA.
- To provide a programme of court use for members and coaching accessible to members and non-members.
- Ensure a court is available for public use outside of agreed formal club, coaching sessions and external commercial hiring_and use by members.

- Provide an accessible booking system for both club and public use for courts and clubhouse and collect and retain hire fees
- **Maintain** Carry out day to day maintenance of the clubhouse internally and externally
- Maintain and repair nets and posts and other club equipment
- Raise sufficient funds through public hire and membership fees to contribute an annual rent to WKPC of £3,600 + annual **inflation** increase as recommended by the LTA at an agreed percentage to cover a sinking fund for the courts **beginning two years after court completion**
- Meet the LTA's terms and conditions **of the grant** – (has this been repaid??)
- Reimburse WKPC for electricity used for floodlighting and clubhouse
- Work with WKPC to ensure that **the courts cannot be booked beyond 9pm, and that the court gates, pavilion club house and recreation ground gates** are locked after 9pm

The Partnership may be ended provided notice of at least six months has been served by the relevant party.

Signed.....

Alan Ediss Chairman of Wickham Community Tennis Club

Signed.....

Angela Clear Chairman of Wickham and Knowle Parish Council

Date **17th September 2017** **?** April 2025

Agenda Item 16 -

To receive an update on the Mill Lane project, including the consultation plans

Cllr N Holladay, Cllr Manuel and the Clerk met with Deacon Designs on 3rd April to discuss the drawings needed for options 1 and 2 for the consultation. A revised option 1 drawing has been received and will be shown during the Committee meeting.

Cllr N Holladay, the Clerk and Assistant Clerk will be meeting with Smart Marketing on 25th April to discuss the consultation plans.

At present, the suggested schedule is as follows:

Monday 2nd or Tuesday 3rd June – afternoon consultation in Wickham

Saturday 7th June – weekend consultation in Wickham

Monday 9th Jun – afternoon consultation in Knowle

Saturday 14th June - weekend consultation in Knowle

The results will be analysed and information presented to the Recreation Committee meeting either on 19th June or 24th July, before a final approval is considered by the Full Council on 31st July. The S106 variation will need to be applied for following this meeting.

There are considerations to be given with regards to the legal costs for the preparation of the lease. The original S106 did not make any provisions for legal costs and the Rookesbury family are requesting that the Parish Council cover all the legal costs. Following advice from the Council's solicitors (Hampshire Legal Services), the Council will be requesting that each side covers their own legal costs.

Agenda Item 17 -

To receive an update on the new Grounds Maintenance contract

The new Grounds Maintenance contract began on 1st April. GFC have been working on getting the whole Parish up to date, learning the sites and so far no major teething problems.

Agenda Item 18 -

To review the summer pitch maintenance plan for Knowle and Wickham pitches

The Clerk has reviewed the summer pitch maintenance plan with GFC and the following has been suggested:

- Football to finish by 30th April 2025.
- Removal of the goal post at Manor Close end of Recreation Ground in time for the informal VE80 picnic. The goalmouth to be repaired once event has finished.
- Both Wickham and Knowle pitches will be deep-slitted in May
- Both Wickham and Knowle pitches will be weed-killed; this will be dependent on weather and ground conditions
- Both Wickham and Knowle pitches will have core samples taken and analysed to review, what fertiliser, if any, is needed
- The Wickham goal post will be re-sited at the correct distance towards the end of August, and all pitches will be remarked correctly in time for the new season.

Agenda Item 19 -

To consider and agree plan of work for the Lengthsman for 2025/26

Councillors are asked to consider areas needing work that the Lengthsman funding can be used in 2025/26.

Now that a new kissing gate is installed at the side of Lysander and the dangerous gap leading out onto Hoads Hill has been closed with new hedging, one idea suggested has been a new wooden signpost by the kissing gate.

From: [REDACTED]
Sent: 14 April 2025 15:50
To: clerk@wickhamparishcouncil.org
Subject: Knowle hospital cemetery

Good afternoon ,

I have left a message on your answer phone about a facebook group holding an event at the cemetery on 19th April 2025 that is this Saturday and charging people to join them for insurance purposes .

This event is going to start at 9pm -1am

Please see phot attached .

I find this totally disrespectful and no thought for family members who hold their loved ones so dear .

Disgusting

I prefer to remain anonymous.



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41m ·

In the absence of our investigation on Saturday 19th Apr we would like to have a cheeky one at Knowle Cemetery? I checked the weather and it's looking ok... as we know it's a hell of an interesting place to visit! The cost would only cover equipment and insurance... maybe do 9-1am? What do you think?

The Knowle Hospital Cemetery in Fareham, Hampshire, is a poignant reminder of the thousands of patients who lived at the former Hampshire County Lunatic Asylum, later known as Knowle Hospital.

Origins of Knowle Hospital

Established in 1852 on 108 acres of Knowle Farm, the Hampshire County Lunatic Asylum was built in response to the 1845 Act, which mandated each county to provide care for its ill residents. The facility expanded rapidly, housing over 1,000 patients by 1900. It underwent several name changes, becoming Knowle Mental Hospital in 1923 and Knowle Hospital in 1954, before closing in 1996.

Cemetery History

From: [REDACTED]
Sent: 22 April 2025 13:16
To: Nicki Oliver
Subject: Re: An event at Knowle Cemetery..

Dear Sophie

Further to some issues over the Easter weekend, I have been asked to address you to organise a 'spirit walk' through the cemetery.. in my group of people wishing to attend on the 19th were a lot of locals, people who lived on the land their whole lives and indeed people who worked at Knowle Hospital... rightfully the group were very upset being informed they couldn't go and pay their respects and it is for this reason that I am writing to you to arrange to carry on with a date soon... we are a well respected and respectful team and the history and integrity of the area will be left alone... what do I need to do? Should I show you my insurance documents?

Many thanks

[REDACTED]
DS Hampshire Haunts

Sent from my iPhone