



**AGENDA REQUEST FORM**  
**(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED**

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

|              |                           |              |                           |
|--------------|---------------------------|--------------|---------------------------|
| <b>NAME:</b> | <b><u>Nicola Cobb</u></b> | <b>DATE:</b> | <b><u>31 May 2023</u></b> |
|--------------|---------------------------|--------------|---------------------------|

**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

- To consider options for the delivery of future magazines

**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

**Spring 2022 and Winter 2022 delivery**

The Spring 2022 and Winter 2022 magazines were delivered by a team fundraising for a scout jamboree. However, for the Spring 2023 magazine they had completed their fundraising and could no longer accept contributions from the parish council. Risk assessments and insurance were covered by Hemel Hempstead Scouts. Payment was given as a grant, rather than direct payment to an individual / company.

**Spring 2023 / June 2023 delivery**

The parish council agreed to deliver these magazine (with a Longdean Park resident kindly helping with the Spring 2023 edition). This was an interim solution as we did not have a delivery team in place.

**Future options**

Assuming we decide to continue with the parish magazine when we do the action plan, there will be three magazines a year (around March, July and November) so the parish council will need to determine whether they wish to deliver magazines again themselves, or look to find another individual or team who would be prepared to deliver for the budgeted amount of £120 per delivery.

If we want to consider inviting other parties to take on the delivery, clerk / council would need to spend time determining the process to select a person, team or company along with any related risk assessments and/or insurance, depending on age.

We previously investigated delivery companies but options were limited due to our specific address list and costs were considerably higher than our current budget.

**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED.  
ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

Summary of delivery rounds below:

| Delivery Round | Area  | Notes   | Who | Total homes | Estimated time         |
|----------------|---|---|-----|-------------|------------------------|
| 1              | Nash Mills Wharf                              | All homes                                     |     | 444         | 75 mins                |
| 2              | Woodfield, Bunkers                            | Specific homes only – separate sheet provided |     | 68          | 45 mins                |
| 3              | Longdean Park Estate                          | All homes                                     |     | 114         | 70 mins                |
| 4              | Chaffinches, Market Oak, Hill Common          | Market Oak - Odds from number 9               |     | 61          | 30 mins                |
| 5              | Chambersbury                                  | Odds up to 223<br>Evens up to 158             |     | 147         | 45 mins                |
| 6              | East Green, Highbarns, Pond Road, Meadow Road | All homes                                     |     | 131         | 45 mins                |
| 7              | Barnacres                                     | Specific homes only – see attached sheet      |     | 122         | 40 mins                |
| 8              | Georgewood                                    | 1-41, 2-28 (others are Chambersbury)          |     | 36          | 10 mins                |
| 9              | Gade Tower, Mill Close, Nash Green            | All homes                                     |     | 88          | 35 mins                |
| 10             | Belswains                                     | Specific homes only – see attached sheet      |     | 107         | 30 mins                |
| 11             | The Willows                                   | All homes except 3 and 11 Swan Mead           |     | 185         | 30 mins                |
|                | <b>TOTAL</b>                                  |   |     | <b>1503</b> | <b>7 hours 35 mins</b> |

**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

|                                 |
|---------------------------------|
| Current budget is £360 per year |
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