



**DRAFT MINUTES**  
**FACILITIES COMMITTEE MEETING**

Monday 11<sup>th</sup> March 2024, 8.00pm

Conference Room, Haddenham Village Hall and remotely via Zoom

**Present** Cllr. Hoare, Cllr. Kidby, Cllr. Poole, Cllr. Truesdale and Cllr. Wheeler (Chair)

**Non-committee members:** Cllr. Thawley

**Clerk:** Ms. Gilbert

**Facilities Manager:** Mr. Final

**No members of public**

**No one joined the meeting remotely**

**FA24 40 APOLOGIES**

No apologies were received from Cllr. Brown for absence.

**FA24 41 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**PUBLIC PARTICIPATION**

None.

**FA24 42 MINUTES**

The minutes of the meeting held on 20<sup>th</sup> November 2023 were AGREED as a true record and signed.

**FA24 43 FACILITIES MANAGER'S REPORT**

There were no updates relating to non-agenda items.

**FA24 44 GROUNDS MAINTENANCE**

- (i) The minutes of the contract meeting held on 15 February 2024 were noted. A further update on the contract was discussed under confidential items.
- (ii) It was noted that the new proposal for the devolved services agreement for 2024-2025 has been received. The payment remains the same at £8,689.29 with no inflationary increase. The grass verge maps have been updated with areas included or deleted from the previous agreement. The Clerk and Facilities Manager will carry out checks to enable Bucks Council to re-issue correct maps.
- (iii) Only one quote for maintenance of the additional areas to be adopted at the airfield had been received. A quote from our current grounds maintenance contractor had been requested but despite chasing was not received for the meeting. It was PROPOSED and AGREED to DEFER this item to the next full Parish Council meeting on 8 April 2024.

**FA24 45 ST MARY'S CHURCHYARD**

- (i) The quote of £9,870 from Eagle Eye Conservation Ltd for repairs to the East boundary wall was APPROVED.
- (ii) The quote of £3,837 from Eagle Eye Conservation Ltd to remove the ivy and assess the school boundary wall was APPROVED.
- (iii) A quote to project manage repairs to the stone wall at the front of the churchyard was not received in time for the meeting. It was PROPOSED and AGREED to DEFER this item to the next meeting of the full council on 8 April 2024.

**FA24 46 PONDS**

A detailed proposal had been received from one contractor to carry out improvements to the planting and water supply at Church End pond. The project will be very expensive so it was AGREED to obtain further quotes, which may need to be done through Contract Finder.

**FA24 47 TREES**

The quote of £6,180 from Complete Trees for the outstanding tree work, at various sites, identified in the last tree survey was APPROVED.

**FA24 48 BIKE STANDS**

- (i) Buckinghamshire Council charges £719 per site for an application to install cycle stands on the adopted highway. This is in addition to the purchase and installation costs so was considered to be too much to pay.
- (ii) The Local Area Technician has advised that an alternative bike stand incorporating planters could be installed without the £719 application charge, as they would not be permanently fixed to Bucks Council land. The stands cost in the region of £280 including VAT, plus soil, plants and installation costs. There would also be a small maintenance charge. It was PROPOSED and AGREED to purchase one of the planter bike stands as a trial and site it near to the bus stop on the grassed area opposite the Post Office on Churchway.

**FA24 49 PLAYGROUNDS**

The annual and quarterly playground reports were received. There were no high or medium-risk actions identified in the annual report, which contrasts with the recent quarterly report, which included a high risk item. This will be looked into further.

We anticipate adopting the two new playgrounds from the Dandara in the near future. They will need to be added to the inspection schedule.

**FA24 50 BEST KEPT VILLAGE**

It was AGREED to enter the 2024 Best Kept Village competition at a cost of £25. We were pleased to receive the award for runner-up in the Pushman Cup in 2023. The feedback from 2023 will be noted and actioned to make improvements for 2024.

**FA24 51 AIRFIELD PAVILION**

- (i) The feedback from the final snagging inspection on 5<sup>th</sup> December was noted. Some final alterations to the roof and men's toilets will be completed shortly. The final certificate should then be issued and the project complete.
- (ii) Following concerns raised about the darkness of the car park for users of the pavilion, quotes for several options to install lighting in the car park at the Airfield had been provided by our streetlight contractor Eldridge Electrical. The cheapest option was to use the existing

metered supply for the Tibbs Road street lights rather than solar options.

It was AGREED to install streetlighting using the metered supply and to ask for the quote to be updated to include timers, allowing them to be turned off when the car park is not in use overnight to reduce light pollution to neighbouring houses.

- (iii) An update on the installation of EV charging points was received. We are awaiting the official transfer of the second tranche of land (west of the playing fields) from Cala to the Parish Council as the initial electric vehicle electricity ducting will be on this land. It has been agreed that Liberty will install a larger connection cupboard as this will give super-fast charging speeds and future proof the technology. The rental paid to Haddenham Parish Council for the four spaces will be £1,000 per annum.

#### **FA24 52 WOODWAYS PAVILION**

The quote of £829.68 including VAT from Ben Quarman for installing hand dryers in the toilets was APPROVED.

#### **FA24 53 SPORTS FACILITIES COMMITTEE**

The minutes of the meetings held on 5<sup>th</sup> December 2023 and 5<sup>th</sup> March 2024 were noted.

#### **FA24 54 COMMUNITY ORCHARD COMMITTEE**

The draft minutes of the meeting held on 1 February 2024 were noted.

#### **FA24 55 ALLOTMENTS COMMITTEE**

- (i) The draft minutes of the meeting held on 4<sup>th</sup> March 2024 were noted.  
(ii) The quote of £690 from Total Landscapes for the removal and replacement of six failed close board fence panels at the rear of the allotments was APPROVED.

#### **FA24 56 SNAKEMOOR**

- (i) A report was received from the volunteer manager Working Group was held on 11th November.

##### **Main recent activities:**

- Squirrel protection added to all 15 new bird boxes
- West side hedgerow cleared of brush and hedge laying done
- Eco power tools in regular use (funded by Beer Festival Trust)
- Approx. 100 hedgerow saplings planted
- The meadow was mown, by kind support of Mark Nicholson
- Driveway cleared of debris and mud

##### **Planning ahead:**

- Working Group scheduled for 9.3.24
- New bench to be installed (donated by Natalie Young)
- Four owl boxes to be installed by BORG\* (funded by Beer Festival)
- 300 new aconite bulbs to be planted later this year
- Project feasibility for bat nesting sites to be investigated

\*Bucks Owl and Raptor Group

- (ii) It was noted that a bench is being donated by the Young family in memory of former Cllr Chris Young.

**FA24 57 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

Correspondence has been received regarding grass cutting in the village.

**FA24 58 DATES OF FUTURE MEETINGS**

To be confirmed.

**CONFIDENTIAL ITEMS**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was AGREED to exclude members of the public for the following agenda item because of the confidential nature of the business to be transacted.

**FA24 44 GROUNDS MAINTENANCE**

(i) The Clerk and Facilities Manager reported back from a remote meeting with the Tivoli's new Key Account Director. The ongoing unresolved issues with the contract were discussed. It was confirmed there no issues with the groundworkers, who continue to work hard and do a good job, only with the management of the contract.

It was AGREED to obtain legal advice before responding to Tivoli. The Clerk will contact the BMKALC solicitor who provided previous advice.

**CLOSURE OF THE MEETING**

The meeting closed at 21:42.

Signed: \_\_\_\_\_ DRAFT \_\_\_\_\_ TBC  
Chair