



**H A D D E N H A M**  
P a r i s h C o u n c i l

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## **DRAFT MINUTES**

### **FACILITIES COMMITTEE MEETING**

Monday 1<sup>st</sup> December 2025, 7.30pm  
Conference Room, Haddenham Village Hall and remotely via Zoom

**Present:** Cllr. Brown, Cllr. Hoare, Cllr Smith, Cllr. Truesdale, and Cllr. Wheeler (Chair).

**Clerk:** Ms. Gilbert

**Facilities Manager:** Mr Final

**Members of the public:** none

**Joining remotely via Zoom:**

**Members of the public:** 2

#### **FA26 38 APOLOGIES**

No apologies for absence were received from Cllr. Garrett.

#### **FA26 39 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **PUBLIC PARTICIPATION**

There were no requests to speak.

#### **FA26 40 MINUTES**

The minutes of the meeting held on 29<sup>th</sup> September 2025 were AGREED as a true record and signed.

#### **FA26 41 FACILITIES MANGER'S REPORT**

The Facilities Manager's report was received and related to specific agenda items, with no general updates needed.

#### **FA26 42 GROUNDS MAINTENANCE**

(i) Report on delivering the grounds maintenance service in-house.

The team are doing well and all autumn jobs to cut wilding areas etc, are up to date. A meeting has been held with the Senior Maintenance Operative to discuss the equipment and additional personnel that will be needed to carry out more work in-house.

(ii) There was a discussion about bringing additional services in-house from April 2026:

(a) Playing field grass cutting

This has been planned for since last year and the mower purchased last year is suitable to carry out this work so the work can be brought in-house without the need to purchase more equipment. There will be a cost saving of round £8,800 per annum.

It was AGREED to bring this work in-house.

(b) Football pitch lining

This is currently done with the pitch cutting under a contract. To bring this in-house we will need to purchase the lining equipment and the staff will need some basic training.

It was AGREED to bring this work in-house.

(c) Some sports pitch maintenance

A meeting with Pitch Power to inspect the football pitches resulted in a recommendation to bring some tasks in-house to reduce the very high cost of contracted specialist pitch maintenance. Grants towards the cost of equipment such as a tractor and harrow are available from Pitch Power that would help with this. The specification for sports pitch maintenance tasks needs to be properly aligned with the Pitch Power reports, these will be better tailored to the Airfield which is a very high spec installation, which wasn't previously considered. The Facilities Manager will arrange another meeting with Pitch Power to get more details on the grants available as this wasn't made clear.

It was AGREED to use a contractor for the spring maintenance and obtain 3 quotes for the work as the same contractor has now been used for several years. Once the cost of equipment and additional personnel time has been fully assessed the option of bringing some tasks in-house will be reviewed.

(d) Churchyard maintenance

The current cost of a contractor is £3,480 per annum. To bring this in-house some smaller pieces of equipment are needed to deal with the more intricate groundwork around graves. The overall maintenance is not bad but could be improved upon by bringing this in-house. It was AGREED to bring this work in-house.

(e) Green Lane devolved maintenance

The current cost of a contractor to carry out this work is £3,000 per annum. This work can be brought in-house without additional specialist equipment.

It was AGREED to bring this work in-house.

(f) Tree watering

This was initiated in 2022/23 when the Treescapes project awarded a grant for tree planting which included a 3-year grant for watering, which was carried out by a contractor. This covered watering of trees planted by ReLeaf volunteers as well. It was hoped that in 2025/26 we would be able to bring this in-house as the grant was no longer available, but some ReLeaf trees still needed watering. Unfortunately issues with installing a tow bar for the bowser on the leased van made this unfeasible. In 2025/26 £6720 has been spent on watering using a contractor. A recommendation has now been agreed to purchase a maintenance van, so it will be possible to fit a tow bar and bring this in-house. ReLeaf have grant funding to purchase equipment for watering, including a standpipe licence, so we will need to agree with them how future watering is carried out, but they will need support from HPC staff to do this. There are a lot of trees that need to be replaced on The Grove by Dandara and we have started discussions about Dandara paying the Parish Council to arrange the planting and ongoing maintenance as this seems to be the best way to ensure the trees are planted and have a chance of survival.

It was AGREED to bring the watering in-house and work with ReLeaf to determine the best

method to use.

(g) Flower bed maintenance

This is currently done by a contractor with budget of £4,700. Diligent weeding, mulching and considered planting has resulted in significantly improved shrub borders requiring less ongoing maintenance. The Parish Council now has a lot of adopted shrub borders on The Grove that will need improving and ongoing maintenance, with some to come at the Airfield too. This is not manageable by the current contractor alone. The PC will need to consider additional contracted work and/or employing someone with horticultural skills, which could potentially be an apprentice under the supervision of our contractor. The committee were keen to see if it would be feasible to find someone who could lead a group of volunteers, like Snakemoor and the Orchard, to help maintain the areas where they live. This will remain under review until the best way forward can be identified.

(iii) Planning for the following public opens spaces being transferred to the Parish Council:

(a) Phase 2 of the Airfield development

This has been dragging on for 2 years now. An inspection in 2023 identified some snagging to be resolved before adoption. The Clerk and facilities manager carried out an second inspection in early 2025 and found that some issues had been resolved, but some were outstanding. The Parish Council's solicitor had recently been contacted by Cala to see if the transfer can be progressed, as a result we now have a new point of contact at Cala so hope this can now be resolved. It would be prudent to plan to take this work on in spring/summer 2026.

(b) Phase 3 of the Aston Road development (green space surrounding the cricket pitch and burial ground)

It was agreed with Dandara that we would aim to transfer these areas, along with the old milking shed in January 2026, however this is likely to be delayed until mid-February due to the problems Dandara have had with their landscape contractor going into receivership, so outstanding maintenance will be delayed.

(iv) Review of additional personnel and equipment required to deliver the additional services in-house.

This has been discussed with the Senior Maintenance Operative and personnel hours will need to remain under review. Next summer we may need more hours to cover the additional work being brought in-house, but the timing of adoption of more open space may be the biggest impact. The current team have asked to cover some additional hours with overtime at the weekend if needed but if this is too frequent then we may need employ some temporary seasonal worker(s).

Purchase of some equipment will be needed, in particular the zero-turn mower will save time verge cutting needs have been reviewed:

Initial start-up cost already purchased	Budget 24/25	Actual 24/25 and 25/26	Notes
1x Hand mower	£1,332.50	£2,040.83	budgeted for one originally but 2 needed.
2x Strimmer	£1,000.00	£1,380.00	two purchased
2x Blowers	£685.00	£960.00	two purchased
1x hedge cutter	£487.00	£225.00	purchased
1x long reach hedge cutter	£590.00	£590.00	purchased
Chain saw	£634.00	£250.00	purchased
Salt spreader	£200.00	£ -	already in workshop
PPE & uniform	£1,100.00	£ 902.90	
Hand tools	£1,000.00	£1,634.54	got
Kubota Ride on Mower with flail & rotary deck	£30,000	£36,885.00	purchased
<b>TOTAL</b>	<b>£37,028.50</b>	<b>£44,868.27</b>	
<b>Future cost</b>			
bowser	£300	estimate	for tree watering
Zero turn mower (SCAG)	£13,070	Quote	for verges / wilding areas
back-pack sprayer	£300.00	Estimate	to do
1x long reach hedge cutter	£770.00	Quote	
Box mower	£400.00	Estimate	for Churchyard
small strimmer	£400	Estimate	for Churchyard
smaller items: - edging tools etc	£200	estimate	for Churchyard
<b>TOTAL</b>	<b>£15,440</b>		

- (v) The following additional training for the maintenance operatives and Snakemoor volunteers was AGREED
- (a) Ride on mower, estimated cost £750
  - (b) Chainsaw, estimated cost £2,000
  - (c) Electric power tools for Snakemoor volunteers, estimated cost £1,000

#### **FA26 43 ASTON ROAD YARD**

It was AGREED to ask PCMS to quote to carry out a survey and draw up plans to create a new maintenance yard at Aston Road on the site of the former farm building.

#### **FA26 44 FACILITIES BUDGET FOR 2026-27**

- (i) The Clerk ran through the draft facilities budget for setting the precept for 2026-27, which was AGREED for consideration within the overall budget for precept setting.
- (ii) The Ear-marked reserves for long term asset management and major projects for inclusion in the 2026-31 forward budget were reviewed. The policy specified total for streetlights was changed to £20k to allow up to 10 columns to be replaced per year. Other reserves for the burial ground, pond improvements and churchyard maintenance will need to be topped up but by how much

will need to be reviewed at full council with allocations dependent on any changes to the tax base. The tax base is due to be issued by Bucks Council on 5<sup>th</sup> December.

#### **FA26 45 ST MARY'S CHURCHYARD**

A survey of the lychgate and stone wall at the front of the churchyard is required to prepare a specification for the repair work needed. The specification can then be used to approach contractors to quote for the work. Quotes had not been received in time for the meeting.

#### **FA26 46 PONDS**

- (i) Three quotes to build a bin store with solar panel in the churchyard to power the Church End pond bore hole were considered. It was AGREED to accept the quote of £13,371.60 from Eagle Eye, which best considered the specification and price.
- (ii) A budget of £12,000+VAT was AGREED for drilling the bore hole at Church End Green based on the initial quote received. The quote is out of date and will need to be revised when we are ready to go ahead with the work. It was AGREED to delegate to the Clerk to appoint a contractor when the work is ready to progress.

#### **FA26 47 BIODIVERSITY PROPOSALS**

- (i) Contact with Green Councils was initially made at the SLCC National Conference and was followed up with a meeting at the Parish Council office. After the meeting they submitted proposals for a biodiversity survey and improvements to management of most areas of land owned by the Parish Council. The cost is significant and not currently budgeted for. It was agreed that a biodiversity survey is needed as a starting point, to obtain a baseline and the Clerk was asked to obtain further quotes for this for consideration at the next meeting and do some research into potential grant funding.
- (ii) It was suggested that Future Nature could be asked to quote for a biodiversity survey of all Parish Council land in addition to the hedgerows, which they had provided a quote for prior to initiating a hedge planting project.

#### **FA26 48 REVIEW OF POLICIES**

The following policies were reviewed and updates were AGREED:

- (i) Memorial benches, with some amendments from Cllr Truesdale to add.
- (ii) Noticeboards
- (iii) Trees, with some amendments from Cllr Truesdale to add.
- (iv) Streetlights
- (v) Wychert Wall

#### **FA26 49 SPORTS FACILITIES COMMITTEE**

Update from the Chair.

The scheduled meeting has been moved to 16<sup>th</sup> December 2025.

The Clerk and Deputy Clerk have met with the Chair and Treasurer of The Whistler. Their accounts for year ending 31 May 2025 had been delayed due to illness but were now complete. Some repairs to the building and requests for improvements will be considered at the Sports Facilities Committee meeting.

**FA26 50 COMMUNITY ORCHARD COMMITTEE**

The committee had met informally and the notes of their meeting were circulated.

A neighbour had complained about a newly planted tree being too close to their boundary, so this was investigated and the tree has been moved.

**FA26 51 ALLOTMENTS COMMITTEE**

The draft minutes of the meeting held on 14<sup>th</sup> October 2025 were noted.

There is a regular turn over of plots with a relatively short waiting list. During December and January there will be a pause in site visits to view empty plots.

**FA26 52 SNAKEMOOR**

A report was received from the Snakemoor Manager, Julian Watson:

The last Snakemoor working party was held on 18<sup>th</sup> October 2025.

A great deal was achieved:

- Planting of trees along the driveway
- Watering newly planted saplings
- Safety work to remove potentially dangerous tree branches
- Significant reinforcement of the paths near the willow tunnel
- Removal of brambles alongside the stream
- Tidying the driveway verge

As always, a thank you to all our volunteers.

**FA26 53 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

None.

**FA26 54 DATES OF FUTURE MEETINGS**

Monday 16<sup>th</sup> March 2026.

**CONFIDENTIAL ITEMS**

There were no confidential items.

**CLOSURE OF THE MEETING**

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

Date: 16<sup>th</sup> March 2026