



**MINUTES**  
**INFORMAL FACILITIES COMMITTEE MEETING**

Monday 7<sup>th</sup> June 2021, 7.45pm  
Held remotely by Zoom

**Present:** Cllrs Mr. Brown, Mr. Hoare, Mr Kidby, Mr. O’Hanlon, Ms. Poole, Mr. Truesdale and Mr Wheeler (Chair).

**Deputy Clerk:** Mrs. Marsden

**Assistant Clerk:** Ms. Griffiths

**Members of the public:** 2

**As the legislation permitting local authorities to formally meet remotely had expired, the meeting was held informally. The delegations agreed at the Parish Council meeting on 26<sup>th</sup> April 2021 continue to apply. Any decisions will be ratified at the next formal meeting of the Parish Council.**

**1 APOLOGIES**

No apologies for absence were received.

**2 DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICIPATION**

There were no requests to participate.

**3 REPORT ON MAINTENANCE OF ASSETS AND AMENITIES**

- (i) A report was received on the maintenance of the village assets and amenities.
- (ii) It was noted that the footpath through Sheerstock recreation area is need of repair and quotes for different options have been requested.
- (iii) It was noted that reLeaf have been approached for recommendations for options for replanting to replace the leylandii removed on the boundary of Sheerstock and Thame Road Business Park.

**4 PLAY AREAS**

- (i) It was noted that the start of the Woodways playground refurbishment is likely to be delayed until later in the Summer.
- (ii) It was noted that some equipment has been taken out of use at Aspen Park playground due to issues obtaining spare parts for repairs, including some outstanding that CALA had agreed to carry out prior to hand-over.

## **5 GROUNDS MAINTENANCE CONTRACT**

- (i) The monthly reports from Aspire were received and no issues were raised.
- (ii) It was PROPOSED and AGREED that due to the confidential nature of the business to be discussed the update on the tendering process for the grounds maintenance contract at the end of the meeting as a confidential item.

## **6 CHURCHYARD MAINTENANCE**

- (i) It was noted that the Churchyard maintenance contract has been renewed with the existing contractor Crescent Garden Services, who provided the cheapest quote of £3,120 per annum.
- (ii) An update on progress with repairs to the witchert walls on the boundaries of the churchyard was received.

## **7 PONDS MAINTENANCE**

- (i) The revised cost of installing fountains and filters at Banks Pond was noted.
- (ii) The report following meetings with potential pond maintenance contractors was received.
- (iii) It was AGREED to RECOMMEND further investigating options for general pond maintenance.
- (iv) It was AGREED to RECOMMEND proceeding with stage one of the silt removal from Church End Pond, which is to test it for contaminants to determine how the silt can be disposed of.

## **8 RELEAF**

A report was received on plans for tree and shrub planting on the boundaries of Woodways Playing Field. Buckinghamshire Council has been approached for funding for saplings.

## **9 COMMUNITY ORCHARD COMMITTEE**

The orchard has a healthy numbers of volunteers. Paths are being mowed and the trees have been covered in manure. It is hoped that some community events can be arranged now Covid-19 restrictions are easing.

## **10 ALLOTMENTS COMMITTEE**

A recent inspection identified long-term uncultivated plots. The plot holders were contacted and those that did not take any action have been evicted. 3 new plots have been created. The waiting list has been reduced from 22 to 16.

## **11 SNAKEMOOR COMMITTEE**

A working party is being arranged. Reports of someone camping at Snakemoor have been received.

## **12 PLAYING FIELDS MANAGEMENT**

- (i) A report was received following meetings with some of the users.
- (ii) The draft terms of reference for the Playing Field Management Committee were noted and no amendments suggested. It was AGREED to RECOMMEND the following course of action for the Playing Fields Management Committee.
  - 1) To hold a meeting of the old Playing Field Management Committee to wind it up and then

- 2) hold a meeting of the new Playing Fields Management Committee as soon as possible to agree on a new arrangement.
  - 3) To co-opt the sports clubs' representatives to the new committee.
  - 4) To discuss a new occupational arrangement to run the Sports and Social Club
- (iii) The draft terms of use and fees for the Tibbs Road pitches were noted and no amendments were suggested.

### **13 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

Correspondence about dogs on the pitches at Tibbs Road (Airfield) was noted and it was suggested to include an item on the next agenda regarding increasing the signage about dogs at Tibbs Road.

### **14 DATES OF FUTURE MEETINGS**

The next formal Facilities Committee meeting is scheduled for Monday 20<sup>th</sup> September 2021.

### **CLOSURE OF THE MEETING**

The meeting closed at 9.09pm and a confidential session followed.

### **CONFIDENTIAL ITEM**

#### **GROUNDS MAINTENANCE CONTRACT**

5 (ii) A report was received from the Clerk on issues arising during the tendering process for the grounds maintenance contract. Aspire have been asked and have agreed to continue with grounds maintenance until the end of June to allow time to resolve the issues. Clarifications and amended tenders have now been received and the assessment revised we can now progress to appoint the selected contractor.

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

Date: 20<sup>th</sup> September 2021