



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

Monday 20<sup>th</sup> September 2021, 7.30pm  
Conference Room, Haddenham Village Hall and remotely via Zoom

**Present in the room:** Mr. Brown, Mr. Hoare, Mr. Kidby, Ms. Poole, and Mr. Wheeler (Chair).  
Clerk Ms. Gilbert

**Joining via Zoom:** Deputy Clerk Ms. Marsden  
3 members of the public

**FA22 1 APOLOGIES**

Apologies for absence were received and accepted from Mr. O'Hanlon (holiday) and Mr. Truesdale (holiday)

**FA22 2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**PUBLIC PARTICIPATION**

There were no requests to participate.

**FA22 3 MINUTES**

The minutes of the informal meeting held on 7<sup>th</sup> June 2021 were noted and signed but do not form an official record as the meeting was held via Zoom.

**FA22 4 CLERK'S REPORT**

The Clerk's report was received.

The devolved services agreement with Buckinghamshire Council expires 31<sup>st</sup> March 2022 and discussions have not yet started on a new agreement which many Clerks are concerned about as budgeting for next year's precept will start in October with continuation of devolution and funding still unknown. Cllr Wheeler requested that as no inflationary increase to the funding received has been offered for the last 7 years this should be negotiated as part of any renewal. St. Mary's Churchyard walls – a planning application has been submitted to obtain listed building consent for the work.

A new memorial bench has been donated by the Legg family and installed at Church End Pond, the committee thanked the family for their donation.

Tree work has been carried out at Sheerstock and Thame Road where Aspire are now carrying out a general tidy up.

The installation of new equipment at Woodways play area has been delayed due to supply issues, but it is hoped work will be completed by the end of September. Tibbs Road play area repairs have now been carried out and it has been re-opened, with a new bin installed to deal with the large amount of litter being left.

Issues with emptying of the dog bins at Tibbs Road have been resolved.

## **FA22 5 GROUND MAINTENANCE**

- (i) The monthly reports from Aspire were received and no issues were raised.
- (ii) Three quotes for autumn maintenance of the sports pitches at Tibbs Road and Woodways Recreation Areas had been obtained, the Clerk confirmed that all those who provided a quote had either worked for the Council before or had good references. The quotes follow an inspection of the site and the recommendation for a catch up fertiliser treatment at Tibbs Road due to none being done in the spring and then fertiliser, herbicide and verti-draining of all pitches in October.  
It was PROPOSED and AGREED to accept the cheapest quote of £4,100 which was from contractor A.

## **FA22 6 PONDS**

It was PROPOSED and AGREED to accept the quote of £1,200 to carry out maintenance at Banks and Rudds Ponds.

Cllr Wheeler suggested that grass carp could be introduced to Banks Pond to manage the pond weed. The Clerk will look in to this possibility further.

## **FA22 7 TREE POLICY**

The Tree policy was reviewed and it was AGREED no changes were needed.

## **FA22 8 RELEAF**

It was PROPOSED and AGREED to sign the Grant Agreement and Memorandum of Understanding with Buckinghamshire Council for the Local Authorities Treescape Fund grant for trees to plant at Woodways Recreation Ground and adjacent to Sheerstock footpath.

Aspire have quoted to plant and maintain the trees, but this didn't include ongoing watering that may be needed for 2 years so could add to the cost above the grant. Cllr Hoare offered to try and borrow a bowser from a local farmer who may be willing to help. Ms. Allman is obtaining quotes from plumbers to install an outside tap at the pavilion which will be useful for this and other projects.

## **FA22 9 SPORTS FACILITIES COMMITTEE**

- (i) The draft minutes of the meeting held on 31<sup>st</sup> August 2021 were noted.
- (ii) The fire risk assessment for Woodways pavilion and the actions recommended were received and it was noted that fire extinguishers have been purchased as a result. Signage is still needed and will be arranged by the Clerk.
- (iii) It was noted that a legionnaires risk assessment has been carried out for Woodways pavilion and water samples taken for testing prior to reopening the changing rooms for showering. The microbiology tests take a few weeks to come back so haven't been received yet.
- (iv) It was AGREED to accept the recommended fees for the sports clubs annual use of sports facilities for 2021/22.
- (v) Transfer of financial responsibility for the pavilion from the Playing Field Management Committee to the Parish Council is in progress. A meeting has been held with Ian Bamford to

discuss the breakdown of expenditure on the pavilion by the Sports and Social Club.

- (vi) It was AGREED in principle to refurbish the pavilion kitchen, Cllr Kidby has identified a potential source of 2<sup>nd</sup> hand units but needs to discuss with the users their exact requirements. Ms. Allman is contacting companies to quote for fitting and decorating.

**FA22 10 COMMUNITY ORCHARD COMMITTEE**

- (i) The draft minutes of the meeting held on 9<sup>th</sup> September 2021 were noted.
- (ii) Cllr Hoare and Mr. Proctor have been to the orchard and measured the length of the path, and agreed the locations of raised beds and the bug hotel that is being donated by Bright Horizons. Cllr Garrett has carried out an accessibility audit and once her report is received the specification for the accessible path can be agreed and quotes for the work obtained. There will need to be a continuation of the path around Townsend Green and the Clerk will confirm if permission will be needed for work to the registered village green and within the conservation area.

**FA22 11 ALLOTMENTS COMMITTEE**

Cllr Wheeler reported that 29<sup>th</sup> September is rent day so invoices will be going out soon for that. There is some debate as to whether the open morning on a Saturday for cash payments should be reinstated after it was successfully cancelled due to COVID-19 restrictions last year.

**FA22 12 SNAKEMOOR COMMITTEE**

The next working party will be held on 23<sup>rd</sup> October 2021 10:00 – 12:00. Cllr Hoare has spare bat boxes from a job he is currently involved with which could be donated to Snakemoor if they are wanted, the Clerk will ask.

**FA22 13 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

A Cuddington resident has written to ask if the cycle path could be extended from the end of Green Lane along the A418 to the turning for Cuddington. Cllr Thawley had responded in his capacity as Chairman of the Safe Walking and Cycling Group and explained the current situation with the aspiration to complete a cycle path to Aylesbury, which currently proposes to use the Dinton footpath rather than go along the A418.

**FA22 14 DATES OF FUTURE MEETINGS**

Monday 22<sup>nd</sup> November 2021.

**CLOSURE OF THE MEETING**

The meeting closed at 20:00.

Signed: \_\_\_\_\_ DRAFT \_\_\_\_\_ 22<sup>nd</sup> November 2021  
Chair