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## DRAFT MINUTES

### SPORTS FACILITIES COMMITTEE MEETING

Tuesday 28<sup>th</sup> September 2021, 7.00pm  
Conference Room, Haddenham Village Hall and remotely via Zoom

#### SF22 14 APOLOGIES

Apologies were received and accepted from Mr B Wilson, Mr N Pritchard, Mr A Roff and Cllr Truesdale.

#### SF22 15 TO APPROVE THE MINUTES OF 31<sup>st</sup> AUGUST 2021

The committee **RESOLVED** to approve the minutes of the 31<sup>st</sup> August 2021.

#### SF22 16 DECLARATIONS OF INTEREST

None.

#### SF22 17 PUBLIC PARTICIPATION

None.

#### SF22 18 FINANCES

It was **NOTED** that Mr Bamford met with the Council to go through the finances of the Sports and Social club. It was **AGREED** that Social Club would retain the cleaning of their area and the toilets at the weekend. The Council would arrange a clean on a Monday of the function room, kitchen, changing room area and toilets. The Treasurer of the Playing Fields Management Committee is in the process of consolidating the utilities and will cover the next bills (which are due on the 2<sup>nd</sup> October). Once this has been completed and the meters all read, they will be transferred to the Council.

Mr Bamford gave information that the oil tank is about three quarters full, so should last into January / February – depending on the winter weather. From an analysis of energy usage, it was **AGREED** that 75% was attributed to the Sports and Social Club and 25% the Parish Council.

The Treasurer has agreed with the sports clubs an amount of £500 for the 2019/20 season. It was **NOTED** that the tennis club would receive a refund as they had paid a full amount for the season.

It was **NOTED** at 19.09 - Mr B Wilson joined via Zoom

#### SF22 19 LICENCE FOR SPORTS CLUBS

It was **NOTED** that all the sports clubs have responded to the draft licence agreement and there are some amendments which need to be agreed.

Initials  
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**SF22 20 HEADS OF TERMS FOR HADDENHAM SPORTS AND SOCIAL CLUB**

It was **NOTED** that the Sports and Social Committee had reviewed the Heads of Terms and once agreed these will be forwarded to the Council’s solicitors for completion.

**SF22 21 MAINTENANCE OF BUILDINGS**

- (i) It was **NOTED** the fire extinguishers have been installed. Further Evacuation signage needs to be installed.
- (ii) The water testing and risk assessment has been completed. The water results were all clear and it was **NOTED** that the assessment highlighted risk areas which need addressing.
- (iii) It was **NOTED** that Buckinghamshire Community Energy had undertaken a review to improve the energy efficiency of building. Suggested improvements include insulation, use of solar panels and battery storage. Once they have received more information on the Pavilion’s energy usage, a full report will be completed for the Committee’s consideration.
- (iv) It was **NOTED** that Mr Wilson had produced a plan of the kitchen which had been circulated. Cllr Kidby has undertaken some research of second hand stainless steel cabinets and will visit the Pavilion to view the kitchen layout. Mr Wilson raised a suggestion of putting a serving hatch on the window side wall. This additional work may be cost prohibitive as a budget had not been confirmed. The Clerk advised the Committee that the Parish Council had approached a builder for a quotation on a ‘like for like’ kitchen replacement. This wouldn’t include a new cooker or tiles. From this information a realistic budget can be considered by the Finance and Governance Committee in December. It was **AGREED** not to include a dishwasher in the refurbishment. It was **NOTED** that Mr Wilson was replacing his kitchen and happy to donate the old cupboards.
- (v) It was **NOTED** that PAT testing is scheduled for 7<sup>th</sup> October. The Clerk advised the Sports Clubs to put any electrical equipment they use, in the Pavilion function room for testing.
- (vi) It was **NOTED** that the changing room floor is deteriorating. It was **AGREED** that a new painted concrete scree floor, would be suitable. It was also **NOTED** that the Away changing room window needs a privacy screen film.
- (vii) It was **NOTED** that the Council is undertaking an Accessibility review of all their buildings. The ramp to the main entrance needs re-concreting.

**SF22 22 GROUNDS MAINTENANCE**

- (i) It was **NOTED** the grounds maintenance contractor is cutting the pitches with no reported problems.
- (ii) It was **NOTED** that the fertilizer treatment has been done at Tibbs Road. Unfortunately, the herbicide treatment at Woodways is being delayed due to wet weather.

**SF22 23 MOBILE CATERING VAN AT WOODWAYS**

It was **RESOLVED** to allow the mobile catering van to use Woodways on a Friday night on an initial three months’ trial. It was **AGREED** not to have a catering van on a Friday during the cricket season as it would compete with their fundraising BBQ’s.

It was **NOTED** that litter may increase and this would need to be monitored.

**SF22 24 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

There was no correspondence to report.

- (i) To undertake a review of the external maintenance of the Pavilion to include the roof, guttering and soffits.
- (ii) Mr Wilson raised a query regarding Containers maintenance and it was confirmed that the containers were the responsibility of the individual sports clubs.

**SF22 23 DATES OF FUTURE MEETINGS**

It was **AGREED** that next meeting would be 16<sup>th</sup> November 2021

**CLOSURE OF THE MEETING**

As there was no further business to be transacted the meeting was closed at 20.06.

Signed: .....

Chair: .....

Date: .....