



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

Monday 8<sup>th</sup> August 2022, 8.01pm

Conference Room, Haddenham Village Hall and remotely via Zoom

**Present:** Cllr. Hoare, Cllr. Kidby, Cllr. O'Hanlon, Cllr. Truesdale and Cllr. Wheeler (Chair)

**Clerk:** Ms. Gilbert

**Members of public:** 1

**Joining remotely via Zoom:**

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

**Members of the public:** 5

**FA23 01 APOLOGIES**

Apologies for absence were received and accepted from Cllr. Poole. No apologies were received from Cllr. Brown for absence.

**FA23 02 DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICIPATION**

1. Cllr. Thawley asked whether the report from Haddenham Safe Walking and Cycling on bike stands was on the agenda. This will be included on the agenda for the next Facilities Committee meeting.
2. It was suggested that silt from Church End pond could be used at the allotments.
3. It was suggested that a climber could be used to provide screening along the Sheerstock footpath where trees are removed.

**FA23 03 MINUTES**

The minutes of the meeting held on 14<sup>th</sup> March 2022 were AGREED as a true record and signed.

**FA23 04 CLERK'S REPORT**

The Clerk's report on the maintenance of the village assets and amenities was received.

**FA23 05 EVENTS**

- (i) The Summerfest event held at the Airfield was very successful, concerns raised in advance by residents were addressed, and one complaint about noise was received from a resident on Dollicott.  
It was AGREED to hold it there again next year if the Beer Festival Committee wish to.
- (ii) The Chair invited Dave Finch of the Beer Festival Committee to participate at this point to share the committees' proposal to organise a community event at Church End as a new

approach to Winterfest. The details have yet to be finalised, but they are considering having 3-4 smaller marquees with different activities in each. It will tie in with the Christmas Tree Festival at St. Mary's and possibly the Tythe Barn opening. The Parish Council were concerned about very loud live music and it was agreed that there would be carol singing and quieter music. A road closure will be needed which the Clerk can arrange. It was AGREED IN PRINCIPLE to hold an event at Church End incorporating Winterfest.

#### **FA23 06 GROUNDS MAINTENANCE**

- (i) The monthly and quarterly reports from Aspire were received.
- (ii) The minutes of the quarterly meeting with Aspire were noted.
- (iii) The results of the Best Kept Village Competition 2022 were noted. There are some areas for improvement that should be followed up on e.g. repainting of the railings at the War Memorial and Banks Pond. The feedback was also positive and showed an appreciation of the difficulties of keeping a village feel whilst undergoing such significant growth.
- (iv) It was AGREED to DELEGATE to a working group to review the maintenance contract in preparation for tendering. Cllr. Truesdale and Cllr. Wheeler volunteered to join the working group.
- (v) It was AGREED to install the spare bin currently kept in storage at Tibbs Road playing fields and assess if any more are needed.

#### **FA23 07 STREETLIGHTS**

- (i) It was noted that a streetlight safety survey is underway and has identified several faults and columns for replacement. Nine columns have been replaced to date and are awaiting connection jointing. There are another seven awaiting replacement. Eleven faulty connections in columns have been identified that require UK Power Networks to attend and fix.
- (ii) It was noted that a feeder has been installed to allow for Christmas lights at Banks Park.

#### **FA23 08 PONDS**

- (i) It was AGREED to proceed with the quote of £2,500 from Complete Aquatics for the annual pond maintenance to Banks Pond and Rudds Pond.
- (ii) It was AGREED IN PRINCIPLE to works to remove silt from Church End pond and to DELEGATE to a working party to agree a specification of the works with the budget to be approved through the Finance and Governance Committee and Full Council. Cllr Truesdale and Cllr. Wheeler volunteered to join the working party.

#### **FA23 09 TREES**

- (i) It was noted that a tree survey has been carried out on all 306 trees on Parish Council owned land. Work needs to be carried out to 24 of the trees and will be scheduled, the majority is required within 12 months. Work to another 102 trees is recommended if the budget allows and will be reviewed after the required works are carried out and the budget is reviewed.
- (ii) It was AGREED to delegate to the Clerk to work with reLEAF on their proposal for tree and hedge planting around the edge of Tibbs Road playing field.
- (iii) The extreme heat and dry weather has had a negative impact on our recently planted trees at Woodways and Sheerstock footpath. Even with daily watering during the extreme heat and watering four times a week since, they are not looking as healthy as we would like. Watering will continue and it is hoped all will recover when we get some proper rain. It was

suggested that in future smaller trees are planted with watering tubes included to ensure a better chance of survival.

- (iv) It was AGREED to proceed with phase 2 of the leylandii removal along Sheerstock footpath in the autumn and obtain quotes for replacement trees utilising the tree reserve budget.

#### **FA23 10 PLAYGROUNDS**

- (i) The recent quarterly inspection reports were received.
- (ii) The installation of a replacement netball post at Woodways was noted. A refund was obtained from Wicksteed after the original post broke within a few weeks. The replacement from an alternative supplier is much sturdier.
- (iii) It was noted that repairs to the path at Sheerstock Recreation Ground have been scheduled.
- (iv) A quote has been requested to remove part of the grass mound at Woodways playground.
- (v) An update on the problems experienced with the newly installed equipment at Woodways playground was received. It was noted that several faults have been identified and the Council has been in contact with the Managing Director and Operations Director of Wicksteed to arrange repairs for the faults. Work is currently planned for September after the end of the school holidays.

#### **FA23 11 CCTV**

The Clerk will arrange for an updated quote from a CCTV security consultancy following the increase in vandalism and anti-social behaviour around the village. This will be considered at the next meeting of the Facilities Committee where the Clerk will arrange for a presentation on the service.

#### **FA23 12 SPORTS FACILITIES COMMITTEE**

- (i) The minutes and draft minutes of the meetings held on 12 April 2022 and 31 May 2022 were noted.
- (ii) The request from Haddenham Tennis Club to install a channel around the tennis mini-courts to prevent the grass from encroaching on the courts was APPROVED. The Parish Council is willing to fund 50% of the work.
- (iii) It was noted that the specification for the patio outside The Whistler at Woodways has been approved and installation work has started.
- (iv) A report on issues with water supply to the ladies' toilets at Woodways pavilion was received. The observation is that an increase in water pressure is required to resolve blockage issues. There is also a problem with the urinals overflowing. It has been difficult to find a plumber who can come out to assess the work needed, but the Facilities Manager is working to resolve the issues. Increased usage by The Whistler has exacerbated the problem, as well as the summer tennis camp.
- (v) It was AGREED to proceed with proposals to paint the remaining exterior of Woodways pavilion based on the cost in the quote received and DELEGATED to the Clerk to appoint the contractor once a comparable quote had been obtained. Proposals to decorate the interior of the function room will be reviewed for consideration if / when there is funding available.
- (vi) It was AGREED to DELEGATE to the Clerk to set up hiring and licencing arrangements for use of Tibbs Road pavilion.
- (vii) It was AGREED to reline Woodways car park at the same time as the work to the village hall car park.

### **FA23 13 COMMUNITY ORCHARD COMMITTEE**

- (i) The minutes and draft minutes of the meetings held on 5<sup>th</sup> April 2022, 16<sup>th</sup> May 2022 and 7<sup>th</sup> July 2022 were noted.
- (ii) It was noted that the opening ceremony for the new orchard path and raised beds was held on 9<sup>th</sup> July and some minor snagging work continues.
- (iii) The receipt of a donation of £1,000 from JMW Vicary to fund the raised beds, as a thank you to the volunteers of the village who have supported the pharmacy during the COVID-19 pandemic, was acknowledged.

### **FA23 14 ALLOTMENTS COMMITTEE**

Allotment inspections have taken place. Several plot holders have been written to regarding the condition of their plots. A skip is being arranged for plot holders to dispose of waste that has been left from previous tenants.

### **FA23 15 SNAKEMOOR**

A bench was reported as broken and is in the process of being repaired.

### **FA23 16 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

A complaint has been received about the dumping of waste in the verge on Stanbridge Road opposite Bradmoor Farm. Residents backing onto the verge have been written to about fly-tipping and the waste has been reported to Buckinghamshire Council.

The Parish Council has received three complaints about the work to the linden tree at Townsend Green that have been circulated to Councillors. The following four specific questions have been asked:

- a) Who raised the safety issue and on what grounds?
- b) When did the Committee discuss and approve the work to the tree?
- c) How many of the Committee visited the site to see the situation for themselves?
- d) Where on the Buckinghamshire Council website is the Arboriculturist's report?

To respond to these comments:

- a) The need for the work to the tree was identified by officers of the Council when visiting the Community Orchard. Any tree in a public space is considered to be potentially hazardous for insurance purposes and requires regular inspection. In this case the lower branches of the tree were below head height in very close proximity to the pedestrian access to the orchard from Townsend Green, which was considered to be a safety risk.
- b) The Council sets a budget and delegates to its officers to arrange for tree works as deemed necessary by them. The Facilities Committee doesn't discuss in detail any routine work to trees but receives reports on planned and completed work. It was reported to the Committee in November 2021 that quotes for the work were being obtained.
- c) It isn't usual for committee members to inspect trees in advance of carrying out routine tree work.
- d) An application for work to the tree was made to Buckinghamshire Council and work was carried out as permitted to crown lift to 2.5m. The application can be viewed on Buckinghamshire Council's planning site. The reference is 22/00116/ATC.

There were also complaints from residents of Mallard Croft about the tree work carried out to the trees on their boundary with the orchard. The work was carried out after several requests from residents. The resident most affected was contacted about the work but not the whole close who felt they should have been warned due to vehicles parking in their private road. The Parish Council has the same rights of access as the residents, but for any future work it has been noted to alert all the homes as a courtesy. There were also concerns about the work being carried out during nesting season. The tree surgeons did carry out a survey for nests prior to starting work, but it has also been noted that the policy should be to avoid any routine work during nesting season.

**FA23 17 DATES OF FUTURE MEETINGS**

Monday 10<sup>th</sup> October 2022.

**FA23 18 CONFIDENTIAL ITEMS**

None.

**CLOSURE OF THE MEETING**

The meeting closed at 9.55pm

Signed: \_\_\_\_\_ DRAFT \_\_\_\_\_  
2022

Chair

Monday 10<sup>th</sup> October