



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

Monday 13<sup>th</sup> March 2023, 7.30pm

Conference Room, Haddenham Village Hall and remotely via Zoom

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

**Clerk:** Ms. Gilbert

**Deputy Clerk:** Mrs. Marsden

**Facilities Manager:** Mr. Final

**No members of public**

**Joining remotely via Zoom:**

**Assistant Clerk:** Ms. Griffiths

**No members of public**

**FA23 57 APOLOGIES**

Apologies for absence were received and accepted from Cllr. Truesdale.

**FA23 58 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**PUBLIC PARTICIPATION**

There were no members of public present.

**FA23 59 MINUTES**

The minutes of the meeting held on 21<sup>st</sup> November 2022 were AGREED as a true record and signed.

**FA23 60 CLERK'S REPORT**

**Christmas Lights**

UK Power Networks have quoted for a connection to the new pillar installed for the Christmas lights. The initial quote was for £4,964.40 but after taking out the cost of the partial road closure, the quote was reduced to £3,248.90. As an alternative we have arranged with Buckinghamshire Council to obtain a power supply from their nearby streetlight and have arranged for an unmetered supply certificate. This is by far the most efficient way to power Christmas tree lights and can be set up each year. Talks are ongoing with Eldridge to remove the pillar and reimburse us for the cost.

**FA23 61 GROUNDS MAINTENANCE**

- (i) The monthly and quarterly reports from Aspire were received.
- (ii) The minutes of the quarterly meeting with Aspire were noted.
- (iii) It was noted that the Highways Devolution Variation / Extension Agreement for the 2023/24 financial year has been received and the financial contribution has been increased by 9%.

- (iv) It was AGREED to continue with D.E and B.E Phillips for the sport pitch maintenance as the Council is pleased with quality of their work to date and they understand the scheduling requirements. The quote was broken down into seasonal tasks and the exact work necessary will be determined by the pitch conditions. The total amount will not exceed £18,245.

#### **FA23 62 BUCKS BEST KEPT VILLAGE COMPETITION 2023**

It was AGREED to enter the Buckinghamshire Best Kept Village Competition 2023 at a cost of £25.

#### **FA23 63 ST MARY'S CHURCHYARD**

- (i) Due to the sensitive nature of the work it was AGREED that it is better to continue with the same contractor and not necessary to obtain other quotes for the churchyard maintenance. It was AGREED to ACCEPT the quote of £3,480 per annum from Crescent Garden Services to extend the existing churchyard maintenance contract by 2 years.
- (ii) Consideration of quotes for repairs to the witchert walls was deferred until the next Facilities meeting as only one quote had been received.

#### **FA23 64 WAR MEMORIAL**

It was AGREED to ACCEPT the quote from Mobile Shotblasting of £3,400 for maintenance to the war memorial railings.

#### **FA23 65 PONDS**

It was AGREED to see how the water level stabilises at Church End pond over the summer before further considering the proposal to install a solar-powered bore hole. Thanks were expressed to Chris Wylam for the research he has undertaken.

#### **FA23 66 TREES**

- (i) An update on tree planting around the village was received. Four new trees have been planted at Long Wall. These are to replace storm damaged trees from last year's storms and where the area has been cleared of self-set saplings and undergrowth. Two Rowan trees have also been planted at Airfield Pavilion in the new flower bed that will house the memorial. ReLEAF have planted a large number of trees and hedging plants across the Airfield site. We await a full inventory to update our own records.
- (ii) It was AGREED to ACCEPT the revised tree watering quote of £960 per month from TL&P Landscapes for 2023 to include the new trees and hedging. The watering costs are mostly covered by the Treescapes grant awarded in 2021/22 that includes an annual maintenance award for 3 years post-planting. The additional cost of watering any more new trees will need to be considered before planting.
- (iii) It was AGREED to ACCEPT the quote of £4,434 from Complete Trees for removing and grinding out the stumps of the leylandii trees at Woodways.

#### **FA23 67 PLAYGROUNDS**

- (i) The quarterly playground reports were received. The latest report showed 14 medium-risk actions and one high-risk action across all playgrounds. Quotes have been requested for the work that Aspire cannot complete. The remaining work has been completed or scheduled.
- (ii) It was AGREED to proceed with repairs to the rope swing at Woodway Play area which had come up as a medium risk on the most recent inspection.

#### **FA23 68 POLICY REVIEW**

It was AGREED to ADOPT the following updated policies:

- (i) Memorial bench policy

- (ii) Noticeboard policy
  - (iii) Streetlighting policy – subject to inclusion of a commuted sum for adopting bollards, after further research is carried out into the anticipated running and maintenance costs.
  - (iv) Tree policy
  - (v) Witchert Wall policy
  - (vi) Volunteers policy
- It was AGREED to adopt the following new policy:
- (vii) Building Access Management Policy

### **FA23 69 BIKE STANDS**

It was AGREED to ACCEPT the quote of £1,320 from TL&P Landscapes for installing 2 bike stands at each of the following locations: Snakemoor, Village Hall, Sheerstock Play Area, Woodways Play Area, Fort End, St Mary’s Church. The purchase of 12 bike stands will cost an additional £604.56 inclusive of VAT.

### **FA23 70 WOODWAYS PAVILION SOLAR PANELS**

It has been very difficult to get like for like quotes for this work. The roof survey confirmed the roof is strong enough to take solar panels, but companies have come back with different specifications when given the same information. There was a discussion about the need for a battery to store power for use overnight as the highest power usage for the building is to cool the cellar during the day. It wasn’t clear what the payback time would be if a battery is included. It was AGREED to DELEGATE to the Clerk to carry out more research into the installation of a battery in addition to Solar Panels.

### **FA23 71 HADDENHAM AIRFIELD**

- (i) It was AGREED to accept the quote of £950 from D.E & B.E Phillips for landscaping around the sports pitches. Consideration of quotes for improvements and maintenance of the flower beds was deferred as the quotes received were not like for like.
- (ii) The proposal from reLEAF to use a flowerbed at the Pavilion for a herb garden was APPROVED, subject to the use of Mediterranean herbs that require less water.
- (iii) The proposal from the Rotary Club for installing a noticeboard was APPROVED. The Rotary Club is proposing to donate £750. It was AGREED to pay the minor remaining amount not covered by the donation and the installation costs.
- (iv) The car park lining plan for the Airfield car park was DEFERRED to the next meeting.
- (v) It was AGREED to install a defibrillator at the pavilion. It may be possible to obtain some grant funding towards the cost.
- (vi) It was AGREED to ACCEPT the offer from Haddenham Scouts and Guides to donate a bench to be placed at the top of the playing field. The Parish Council will place the order from its preferred supplier and Haddenham Scouts and Guides will make a donation to cover the cost.

### **FA23 72 SPORTS FACILITIES COMMITTEE**

The draft minutes of the meeting held on 5<sup>th</sup> December 2022 were noted.

### **FA23 73 COMMUNITY ORCHARD COMMITTEE**

The committee hasn’t met since the last meeting. The pargetting of the witchert wall at the orchard entrance on Townsend Green hasn’t been done and we have no date for it.

### **FA23 74 ALLOTMENTS COMMITTEE**

The next meeting of the allotment committee is scheduled for 22 March. There are currently 4 empty plots. 3 people were evicted at the end of 2022 due to non-payment of plot rent.

The Parish Council paid for ten people to attend a hedge laying course, which those attending said they had very much enjoyed. The newly trained volunteers will start hedge laying around the allotment site and then further afield across the village.

The hedge at the front of the site on Townside will be cut back to a manageable state and all the Sumac root suckers will be poisoned.

### **FA23 75 SNAKEMOOR**

A written report was received from Volunteer Manager Julian Watson following the Winter works.

#### **Activities over 2022-23**

- Bird Boxes - the programme of installation has been completed, and latterly supplemented with squirrel protection plates;
- Hedges - many of the gaps have been planted with saplings donated by volunteers (sourced from Woodland Trust);
- Pond - improvements have been made to the pond area (brush clearance and light). The topic of vandalism has already been reported and actioned;
- Paths - substantial work has been done on making the paths accessible in all weathers;
- Trees - four donated (Haddenham U3A and Haddenham Horticultural Society) Black Poplars have been planted alongside the stream. Light gaps have been established in this area to encourage new growth;
- Volunteers - a campaign to bring in new volunteers has yielded good results.

#### **Future Plans for 2023-24**

- A further drive to encourage additional volunteers - particularly from the new housing areas;
- Additional planting of aquatic plant species in the pond;
- Exploration of installing new owl boxes;
- A relaunch of the Biodiversity project;
- Additional hedge saplings to be planted;
- Consideration and planning of the future needs of Snakemoor;
- Improvements to the driveway.

### **FA23 76 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

We have received one email and one phone call expressing support for the proposal for the bore hole at Church End pond.

We have received complaints regarding parking on Tibbs Road when football games have been taking place, although we have not seen any evidence of illegal parking.

### **FA23 77 DATES OF FUTURE MEETINGS**

Monday 26<sup>th</sup> June 2023, 7.30pm

### **CONFIDENTIAL ITEMS**

None.

### **CLOSURE OF THE MEETING**

The meeting closed at 8.23pm

Signed: \_\_\_\_\_ DRAFT \_\_\_\_\_ Monday 26<sup>th</sup> June 2023  
Chair