



DRAFT MINUTES
FACILITIES COMMITTEE MEETING

Monday 7th August 2023, 7.45pm

Conference Room, Haddenham Village Hall and remotely via Zoom

Present: Cllr. Brown, Cllr. Hoare, Cllr. Kidby, Cllr. Truesdale and Cllr. Wheeler (Chair)

Clerk: Ms. Gilbert

Facilities Manager: Mr. Final

Members of public: None

Joining remotely via Zoom:

Members of the public: 5

FA24 01 ELECTION OF VICE-CHAIR

It was PROPOSED, SECONED and AGREED to appoint Cllr. Kidby as Vice-Chair of the committee.

FA24 02 APOLOGIES

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

FA24 03 DECLARATIONS OF INTEREST

Cllr Hoare and Cllr Kidby declared an interest in item FA24 15 (vi) as members of The Whistler. Cllr Kidby declared an interest in item FA24 15 (vii) as a sponsor of Haddenham United Football Club.

The Cllrs did not vote on these agenda items.

PUBLIC PARTICIPATION

Could the committee please confirm where exactly the cycle stands proposed at Fort End are going to be located?

The proposal is for one on the grassed area on the corner of Dollicott and Thame Road, opposite the Rising Sun. The other one is on the side of Cottage Bakery at the top of Fern Lane.

FA24 04 MINUTES

The minutes of the meeting held on 13th March 2023 were AGREED as a true record and signed.

FA24 05 CLERK'S REPORT

There were no updates relating to non-agenda items.

FA24 06 GROUNDS MAINTENANCE

(i) The minutes of the final quarterly meeting with Aspire were noted.

(ii) Tivoli have started to carry out some work in the village. They are trying to recruit as locally as possible for a head groundsman and an apprentice. They intend to base both of these positions here at Haddenham for 40 hours a week each. While this is happening, they have been carrying out priority works for us only until the contract starts.

FA24 07 BUCKS BEST KEPT VILLAGE COMPETITION

- (i) It was noted that Haddenham have been awarded joint runner-up in the Pushman Cup.
- (ii) The feedback from the judges and areas for improvement were noted, and were considered to be fair and useful. It was unfortunate that some items had been on the list for Aspire to do for some time and hadn't been done e.g. tidying up the area where the trees had been taken out on Woodways Recreation Area. Some areas for improvement are outside the Parish Council's control e.g. the station forecourt, so we will need to work with them to make improvements.

FA24 08 ST MARY'S CHURCHYARD

The work to rebuild the wall running adjacent to the school path began on 26th July. St. Mary's school have kindly allowed access through the school. The Facilities Manager will be checking in with them on a regular basis to monitor progress.

FA24 09 PONDS

- (i) It was noted that the annual maintenance of the vegetation at Rudds and Banks Ponds has been scheduled for late August.
- (ii) There are two different approaches that can be taken to managing the silt at Banks Pond.
 - a) physical removal of the silt as has been done at Church End and Rudds Ponds in recent years or
 - b) using the new specialist treatment trialled last year that breaks down the sludge. The cost for this would be £2,000. It is unclear how efficient this would be at removing all of the silt or how long it would take, probably a number of years.

It was AGREED to get the silt tested for contaminants and if the results show it can be safely disposed of as non-hazardous waste to then get quotes for physical removal of the silt as this is likely to be a better immediate solution. The silt could then be managed with the treatment to reduce future accumulation. If the silt is contaminated the cost of removal would be significantly higher so the specialist treatment should be tried out first.
- (iii) It was noted that the rails around the pond at the back of Church End Pond have been refurbished.

FA24 10 TREES

Only one quote for tree work next to the tennis courts had been received before the meeting. As it is a bigger task it was AGREED to wait until at least one other quote has been received and then to DELEGATE to the Clerk to select the contractor.

FA24 11 PLAYGROUNDS

The quarterly playground reports were received. The Parish Council are waiting on quotes for the high-risk actions and plan to start a project on reducing all medium actions when the new maintenance contractors have their team in place. There have been issues with receiving quotes for replacement parts from Kompan which has led to delays and today we have been informed by ARD that Kompan do not make replacement part for the hammock rope as it is moulded so the whole unit will have to be replaced costing £2280.77 plus labour. The Facilities Manager will get another company to look at it before deciding, but it was agreed that it might be more cost effective in the long run to replace the piece of equipment with something from a different manufacturer.

FA24 12 BIKES STANDS

Buckinghamshire Council will charge £719 per site for an application to install cycle stands on the adopted highway. This is in addition to the purchase and installation costs.

It was AGREED not to proceed due to the high cost but to investigate if any of the land directly adjacent to the Post office is owned by them, in which case it may be possible to install a cycle stand with their permission.

FA24 13 VILLAGE HALL COMPLEX STRUCTURAL SURVEY

It was AGREED to fund a structural survey of the village hall complex (excluding parish office) which should establish the life span of the building to ascertain a refurbishment versus rebuild cost analysis. It was DELEGATED to the Clerk to obtain quotes and select a surveyor.

FA24 14 HADDENHAM AIRFIELD

- (i) It was noted that the memorial commemorating the history of the airfield was unveiled on 22nd July.
- (ii) It was AGREED to install additional fencing and a height restriction to the car park to improve security of the airfield playing field. A budget of £2,500 +VAT was AGREED to proceed with the height restriction based on an initial quote, further quotes will be obtained and it was DELEGATED to the Clerk to select the contractor. Quotes will be obtained for the fencing for consideration at the next meeting.

FA24 15 SPORTS FACILITIES COMMITTEE

- (i) The minutes of the meetings held on 21st March 2023 and 13th June 2023 were noted.
- (ii) It was AGREED to accept the quote from Poole Electrical for the Electrical Installation Condition Reports for Woodways Pavilion.
- (iii) It was noted that a one-year arrangement has been made with Aylesbury football club to use the Airfield pitches for matches twice a week as a trial. The charge will be £80 per match for the season included in the agreement. Any additional matches will be charged at £90, this is in line with charges made by Buckinghamshire Council.
- (iv) A 30% reduction in the annual rent paid by Haddenham Youth Football Club for 2023/24 season was AGREED.
- (v) The amendments to the licence for Haddenham Youth Football Club for the use of Woodways playing field and the new licence for the Airfield playing field were AGREED. The licenses will include an additional clause to negotiate a discount if the club can demonstrate they are unable to afford the full annual fees. We have been assured that the club will be acting to improve their financial management to eventually make the discount unnecessary.
- (vi) It was noted that a new lease for The Whistler at Woodways pavilion is required due to the changes to the constitution from the former Sports and Social Club.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was AGREED to exclude members of the public for further discussion of this agenda item because of the confidential nature of the business to be transacted.

(vii) A new licence for Haddenham United Football Club for the use of Woodways playing field is required due to some changes in usage and in management of the club.

FA24 16 COMMUNITY ORCHARD COMMITTEE

The minutes of the meeting held on 4th April 2023 and 3rd July 2023 were noted.

FA24 17 ALLOTMENTS COMMITTEE

The draft minutes of the meeting held on 22nd March 2023 were noted.

FA24 18 SNAKEMOOR

To receive a report.

FA24 19 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

- 1) Complaints have been received about an overgrown hedge on Willis Road. The property owner has been written to and asked to cut the hedge back. At this time there are birds nesting in the hedge so it was agreed that the trimming could wait until the birds have fledged.
- 2) We have had further difficulties trying to get Bucks Council to cut the hedge on Aston Road between St. Mary's school vehicular entrance and Tiggywinkles. The section of verge hasn't been cut this year either so the whole area is a mess and starting to encroach onto the road.
- 3) Further correspondence relating to the procurement process for the Open Spaces Contract has been received.
Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was AGREED to exclude members of the public for a discussion of the content of the correspondence because of the confidential nature of the business to be transacted.

FA24 20 DATES OF FUTURE MEETINGS

Monday 20th November 2023, 7.30pm

CONFIDENTIAL ITEMS

FA24 15 SPORTS FACILITIES COMMITTEE

(vi) The Clerk's confidential report had highlighted issues with The Whistler's current constitution and lease that will need to be resolved. A meeting is in the diary to discuss the issues with representatives of The Whistler.

FA24 19 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

3) The correspondence received and the response sent were noted. As far as the Council is aware from the advice it has received the opportunity to challenge the awarding of the Open Spaces Contract has passed, so the receipt of further correspondence was unexpected. The delays are already impacting on the delivery of the village maintenance so any further delays would be unacceptable, and we are not aware of any impediment to proceeding with the contract.

CLOSURE OF THE MEETING

The meeting closed at 9pm.

Signed: _____ DRAFT _____ Monday 20th November 2023
Chair