



H A D D E N H A M
P a r i s h C o u n c i l

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DRAFT MINUTES

FACILITIES COMMITTEE MEETING

Monday 29th September 2025, 7.45pm
Conference Room, Haddenham Village Hall and remotely via Zoom

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

Clerk: Ms Gilbert

Facilities Manager: Mr Final

Members of the Public: none

Joining remotely via Zoom:

Members of the Public: two and Cllr Garrett

FA26 21 APOLOGIES

Apologies for absence were received and accepted from Cllr Garrett who joined the meeting remotely but could not participate or vote under current legislation.

FA26 22 DECLARATIONS OF INTEREST

There were no declarations of interest.

PUBLIC PARTICIPATION

There were no requests to speak.

FA26 23 MINUTES

The minutes of the meeting held on 2nd June 2025 were AGREED as a true record and signed.

FA26 24 FACILITIES MANGER'S REPORT

Mr Final updated on the following previously approved projects:

Workshop

The workshop rest area has been completed to a high standard which is a big improvement for the grounds works team and makes us compliant in terms of welfare provided.

They have a clean warm space with hot and cold running water, a space where they can dry clothing and make hot drinks and warm food for break times. We are more than happy to show anyone around should they wish to see the work.

Woodways Pavilion

The new urinal trough has been installed at Woodways which will alleviate all the blockages and clogged pipework in this area. Routine maintenance has been carried out such as bulb and toilet seat replacements.

FA26 25 GROUNDS MAINTENANCE

- (i) The Clerk had prepared a report on expenditure on the grounds maintenance service to date. This is being monitored as it is not straight forward to accurately predict expenditure on these

new budget lines. There are some savings on old budget lines since bringing the service in-house. The van costs are higher than anticipated due to a charge for repairs to a returned van. Sports pitch maintenance has an overspend due to additional work required under the pitch power grant scheme. There has been unbudgeted expenditure on contracted out tree watering due to the problems encountered fitting out the van to bring this in-house. Some work is still carried out by contractors but we are planning to bring all of the routine maintenance in-house next year.

- (ii) The options for the van for the maintenance team were reviewed. The current van is currently hired from 3B, which was cost effective initially but has the following draw-backs due to 3B replacing the van every year:
- We would like to add a tow bar which has to be professionally fitted at a cost of £750. This cost would be incurred every time we get a replacement van.
 - The insurance of the van has been brought in-house due to the high cost of insurance through 3B for an additional driver and tow bar.
 - There was a bill of £2k to respray fairly minor scratches on the van when it was exchanged.

The Facilities Manager presented a report on the pros and cons of leasing versus buying a new or second hand van.

After some discussion it was AGREED to DELEGATE to the Clerk and Facilities Manager to purchase a low mileage second hand van, the estimated cost being £20,000, which would be the most cost effective in the longer term. There are funds in the Commuted Sums Reserve to cover the cost.

- (iii) The Clerk and Facilities Manager had prepared a report on the breakdown of costs associated with delivering the devolved services contract, which is significantly more than the payment received. Buckinghamshire Council officers are currently preparing a new agreement and have informed parishes that the five year agreement signed last year will be terminated. As part of this process they have asked for the breakdown of costs and hours spent carrying out specific tasks. It may be necessary to review how the service is delivered if the Parish Council decides to go ahead with the new agreement to try and reduce costs. Bucks Council have acknowledged that parishes need to know what is being offered in the agreements, which will be more bespoke, before budgets for precept setting have been agreed.
- (iv) The staffing and equipment levels of the grounds maintenance team are currently at a reasonable level. The third operative has settled in well and all team members have been on a hedge cutting training course. We are receiving positive feedback from residents and are providing a much more responsive service.
- We are now looking to next year to prepare for the adoption of additional public open space on the Airfield and Aston Road sites, bringing the churchyard maintenance and sports pitch cutting in-house and continuing with devolved services. It maybe possible to purchase additional equipment that will improve efficiency of the existing team to cover the additional areas, but an additional seasonal worker may be required.

FA26 26 SAFER PAVEMENTS PROPOSAL

Draft minutes of the Level ways Project meeting held in August were NOTED. Cllr Smith reported that the main issue now is getting a feasibility costing undertaken, which Atkins Realis initially agreed to do within their social value work and after a long delay had now said would be too expensive. Balfour Beatty have now been approached and responded more positively and do have an in-house design

team, although not part of the Bucks Council contract. They are interested to meet and discuss the project further. The group will meet again in October.

FA26 27 ST MARY'S CHURCHYARD

The area where there was a skip years ago is regularly being used as a rubbish dumping ground. The area has been cleared and signage improved to try and stop this happening. It was suggested that some wild flower planting in this area could help, which could be fenced off whilst establishing could improve this area where there are no graves.

The Conservation Architect is making arrangements for a new survey of the litchgate in order to start preparations for repair as the next phase of the Churchyard improvements work.

FA26 28 PONDS

- (i) An update on progress with the bore hole project for Church End pond was received. We now have the detailed design drawing which we will work from. Quotes for the building of the store which will house the solar panel have been requested although thus far only one has been received. Both Faculty and Listed Building Consent are needed with applications being prepared. It was noted that we have secured a £1000 grant toward the cost of this project.
- (ii) It was NOTED that the annual maintenance work for Rudds and Banks Ponds has been carried out. The contractor carrying out the work reported that the silt build-up in Banks Pond is now very significant and will need to be addressed in the next couple of years. Who is responsible for this as there are probably several riparian owners sharing responsibility, although the Parish Council has undertaken some routine maintenance work each year.

FA26 29 TREES

It was NOTED that emergency tree work was carried out after a tree on the boundary of Woodways Recreation ground split and fell into a neighbouring property. Thankfully there were no injuries or damage to property as a result.

FA26 30 LONGWALL CLEARANCE

The Parish Council owns the land at Longwall which has the main river running through it so there are riparian responsibilities to ensure the water is free from obstruction and flowing. The maintenance team have carried out vegetation clearance and quotes have been obtained for additional work to excavate and to remove some of the larger vegetation.

It was AGREED to accept the quote from Complete Aquatics as this quote indicated a better understanding of what is required.

FA26 31 PLAYGROUNDS

The play area inspection reports were received and the identified repairs that are required were NOTED and will be scheduled. The trampoline at Woodways has now been repaired in-house. The quote for the annual inspections has been received and will these will be booked in.

FA26 32 SPORTS FACILITIES COMMITTEE

The draft minutes the meeting held on 9th September 2025 were NOTED.

FA26 33 COMMUNITY ORCHARD COMMITTEE

The draft minutes of the meeting held on 21st July 2025 were NOTED.

FA26 34 ALLOTMENTS COMMITTEE

The next committee meeting is scheduled for 14th October 2025.

FA26 35 SNAKEMOOR

Report from Julian Watson, Volunteer Manager:

The reserve, along with the surrounding environment has suffered a significant drought this summer. Recent rains have helped. Remedial watering of the saplings has saved almost all. Thanks are due to the Volunteers and the Florence Nightingale Support team.

The drying out of the stream and pond has allowed both to be cleared of debris.

We have had further positive engagement from McCormick. Using wood chippings kindly sourced by HPC, further reinforcement of the paths has been carried out.

The Volunteer Group has become increasingly concerned over the threats posed to the Reserve from both planned and potential development work to adjacent tracts of land. We will strongly support HPC in dealing with the many issues this brings to such a vital village asset.

Our next Working Group is scheduled for 18th October.

FA26 36 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

None.

FA26 37 DATES OF FUTURE MEETINGS

Monday 1st December 2025.

CONFIDENTIAL ITEMS

There were no confidential items.

CLOSURE OF THE MEETING

There being no further business to transact the meeting closed at 20:58

Signed: _____ DRAFT _____
Chair

Date: 1st December 2025