



DRAFT MINUTES

FACILITIES COMMITTEE MEETING

Monday 16th March 2026, 19:45

Conference Room, Haddenham Village Hall and remotely via Zoom

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

Clerk: Ms. Gilbert.

Facilities Manager: Mr. Final.

Committee and Communications Officer: Mr Fox

Members of the public: none

Joining remotely via Zoom:

Members of the public: 2

FA26 55 APOLOGIES

No apologies for absence were received from Cllr. Brown.

FA26 56 DECLARATIONS OF INTEREST

There were no declarations of interest.

PUBLIC PARTICIPATION

There were no requests to speak.

FA26 57 MINUTES

The minutes of the meeting held on 1st December 2025 were **AGREED** as a true record and signed.

FA26 58 FACILITIES MANGER'S REPORT

The Facilities Manager's report was **RECEIVED** and related to specific agenda items, with no general updates needed.

FA26 59 GROUNDS MAINTENANCE

The following were **NOTED**:

(i) Update on the transfer of contracted work in-house:

- The Parish Council has taken ownership of a new van and the hire van has been returned which resulted in an invoice of £1800 for minor paintwork repairs, this was argued but was not could not be changed, and confirms the cost effectiveness of purchasing a van.
- The member of staff that was off sick for the first six weeks of the year has returned back to work and is fully back to working fitness.
- There has been the usual winter work undertaken, with large scale cutting back of road hedges and footpaths as well as playground repairs and fence removals and repairs.
- Servicing of machinery has taken place and the team are ready to start the cutting season in the earnest.

(ii) Review the management of sports pitch maintenance:

Since adopting the Airfield pitches 5 years ago pitch maintenance has been carried out by an external contractor who works to a specification directed by the F.A. as part of the Pitch Power Grant inspections. While this work has positively impacted the quality of the pitch, there continues to be issues with the pitches due to the large number of drainage channels causing unevenness. It may be that the pitches could be improved with a dedicated in-house member of staff. There is grant funding from the F.A. available for 75% of the cost of the equipment that would need to be purchased to carry out specialist maintenance tasks.

It was **AGREED** that the Facilities Manager and Clerk should to undertake a more detailed cost to benefit assessment to allow the Council to consider hiring an in-house part-time member of staff to work solely on the football pitches at both sites and who would work on some minor repairs to both pavilions.

FA26 60 NEW CRICKET PITCH AT ASTON ROAD

The following updates were **NOTED**:

- The Clerk and Facilities Manager had met with various parties to inspect the new cricket pitch at Aston Road. The Clerk and Facilities Manager raised concerns that the ground wouldn't be ready for the 2027/28 season. The Site Manager of the company who are building the ground, Agripower, have assured the Parish Council that it will be ready by that time and regular meetings and progress reports will be provided.
- The tender for the new pavilion is underway with the initial pre-qualification assessment to be received from contractors in mid-March and building to start in the summer.
- The new license for Haddenham Cricket Club is still to be drawn up.

FA26 61 ASTON ROAD YARD

PCMS design had been asked to provide a quote for the drawing up of plans to create a new maintenance yard at Aston Road on the site of and incorporating the former farm building. It was **AGREED** that this work would be undertaken at the cost of £4740 funded from Commuted sums.

FA26 62 WOODWAYS FIRE DOOR

Of three companies approached, two had provided quotes for a new fire door at Woodways pavilion. The quotes were very similar so it was **AGREED** to accept the cheapest quote which was from South East Windows at a cost of £3637.67+VAT.

FA26 63 ASBESTOS REMOVAL

Asbestos has been confirmed to be present in a shed on a vacated plot at the allotment site. The plot has not been re-let and the shed could safely be left and fenced off, however it was **AGREED** that it should be removed. Three quotes had been obtained for its removal but there were a couple of details that require checking so it was **AGREED** to delegate to the Clerk to accept the most appropriate quote and for the Facilities Manager to arrange for its removal.

FA26 64 ST MARY'S CHURCHYARD

The quote of £820+VAT from Lawfull Associates to carry out a structural survey of the lichgate and stone wall at the front of the churchyard, which is required in order to set a specification for the repair work needed was **APPROVED**.

FA26 65 DEVOLVED SERVICES

Following Buckinghamshire Council’s circulation of a new Memorandum of Understanding for devolved services, it was **NOTED** that legal advice was being sought through BMKALC prior to signing, as the document is significantly amended from the original agreement, in particular confirmation that the statutory responsibility remains with Buckinghamshire Council is not stated, although may not need to be. The Clerk will find out what other parishes are doing.

FA26 66 BEST KEPT VILLAGE COMPETITION 2026

It was **RESOLVED** to participate in the Best Kept Village Competition for 2026, the entry fee being £25.

FA26 67 SPORTS FACILITIES COMMITTEE

- (i) The minutes of the meeting held on 10th March 2026 were **NOTED**.
- (ii) It was **AGREED** that no decision would be made at this stage on installing disco lights in the pavilion function room and that the Council would await a more detailed and formal proposal before considering the matter.

FA26 68 COMMUNITY ORCHARD COMMITTEE

- (i) The minutes of the meeting held on 9th February 2026 were **NOTED**.
- (ii) It was **NOTED** that the orchard volunteers had been awarded a grant from Haddenham Beer Festival for purchasing equipment. They had bought a new notice board, stakes, and tree plaques.

FA26 69 SNAKEMOOR

The Snakemoor Local Nature Reserve Volunteers presented their annual report, noting the installation of seven new bird boxes, the planting of hedgerow saplings along the driveway, and the donation and installation of an additional bench by HPC. Improvements were made to the orchard, which produced an excellent fruit crop, and volunteers undertook extensive watering of saplings during last summer’s hot, dry period. Working groups met on 29 March and 18 October, supported by smaller ad hoc teams, and the annual meadow mowing was carried out by Michael Whitney, with McCormick assisting with the subsequent clearance. Looking ahead, concerns were raised about the potential impact of nearby agricultural land development, the need for volunteer training in the safe use of battery-powered tools, and the increasing damage to nesting birds caused by grey squirrels, for which a pest-control programme was recommended.

FA26 70 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

None.

FA26 71 DATES OF FUTURE MEETINGS

8th June 2026 (To be confirmed by resolution at the Annual Parish Council meeting in May).

CONFIDENTIAL ITEMS

There were no confidential items.

CLOSURE OF THE MEETING

There being no further business to be transacted the Chair closed the meeting at **XX**

Signed: _____
Chair

Date: **XXXXXXXXXX** 2026