



# ASTON CLINTON PARISH COUNCIL

Minutes of the **Facilities Committee** meeting  
held at 6.30pm on **8<sup>th</sup> November 2023** at the  
Parish Council Office, Aston Clinton Park, HP22 5HL

**PRESENT:** Cllr D McCall (Chair), Cllr C Judge, Cllr M Mason, Cllr C Read, Cllr L Ronson & Cllr P Wyatt.

**IN ATTENDANCE:** Mrs S Payne (Clerk), 2 members of the public for agenda items 23.34 & 23.43i; and 1 member of the public for agenda items 23.34, 23.37, 23.39iii & 23.43i.

**F23.34 Public Participation** A member of the public provided background information on the request to carry out grounds work and planting around the David Watson memorial bench (agenda item F23.39iii).

A member of the public answered questions on the request to reserve burial plot O263 (agenda item F23.43i).

**F23.35 To Receive Apologies for Non-Attendance** None received.

**F23.36 To Receive Declarations of Interest or Requests for Dispensation** None received.

**F23.37 To Approve the Minutes of the Meeting Held on 27<sup>th</sup> September 2023**

The minutes of the meeting held on 27<sup>th</sup> September 2023 were approved as a true and accurate record and were signed by the Chair.

**F23.38 To Consider Options for an ANPR System in the Park and Agree a Course of Action**

The ANPR system would be installed to enable non-residents to be charged for parking. Cllr Read reported that four companies had visited the site with three providing recommendations on how the ANPR system could operate and costs.

Two proposals require the installation of two barriers and widening of the park driveway with estimated installation costs of between £72,185 and £87,000. The third proposal was for a barrierless system with a revenue share model of 80/20% in favour of ACPC for parking revenue and 20/80% in favour of the contractor for parking charge notice revenue. All three proposals included the establishment and management of a database of car registrations which would not be charged for parking.

The Committee agreed that the no-barrier, revenue share ANPR proposal be expanded and residents be informed of the need to register their car registration number so that they are not charged for parking.

**F23.39 Grounds Maintenance**

- i. Football pitch condition: It was noted that the condition of the main football pitch needed to be monitored as it has been deteriorating due to recent weather conditions.
- ii. Park grounds maintenance contractor: Cllr McCall reported that the Grounds Maintenance Working Group reviewed the level of service being provided by the current contractor and agreed that the quality of service did not meet with the Council's standards and recommend that notice to terminate the contract be given. **It was resolved to issue the three months written notice to terminate the contract.** **ACTION: Clerk**

The Committee reviewed the other tenders received for the contract earlier in the year. Buckland Landscapes had confirmed that the costs within their original tender remain unchanged. It was agreed that it be recommended to Council that Buckland Landscapes take on the grounds maintenance contract at the beginning of the 2024/2025 season.

- iii. David Watson memorial bench: A request from the family to lay topsoil and grass seed around the base of the bench to blend in the foundations with the surrounding area and to plant daffodil bulbs at the back and sides of the bench was considered. The family would cut the grass around the bulbs when they were in flower. **It was resolved to approve the request to lay topsoil and grass seed around the bench to blend the foundation with the sounding area and plant daffodil bulbs at the back and side of the bench.**
- iv. Tree work: Quotes for remedial work identified in the tree safety survey report and some additional tree work were considered. It was noted that planning permission had been sought for the tree work within the park and permission sought from the Oxford Diocese Faculty for work within the closed churchyard. **It was resolved to accept quote B from Tree Monkey Tree Care Ltd of £4,780 to carry out the tree work identified within the park and churchyard.** ACTION: Clerk

#### **F23.40 Sports & Recreation**

- i. Allotments: It was noted that allotment holders had been informed not to drive up to the allotments until the ground condition improves.
- ii. Trim trail: Cllr Judge reported that having met with contractors and a fitness expert it is recommended that instead of a trim trail format, which is to have one workstation for one particular type of exercise spread out across the park, that workstations be installed in three locations which would allow multiple exercises. Suggested workstations are (a) one with parallel bars, sit-up bench, climb wall, pull up bars and monkey bars; (b) one with magnetic kettle bells and overhead ladder and (c) a standalone dip bench. Current advice is that powder coated metal equipment be used rather than wood as it has a longer life-span and reduced maintenance costs. **It was resolved to recommend to Council that the trim trail be replaced with outdoor fitness equipment arranged in a workstation layout, constructed of powder coated metal and based on a flooring of wet pour or rubber mats.** ACTION: Clerk
- iii. 2025 Allotment Tenancy Agreement: **It was resolved to approve the updated 2025 Allotment Tenancy Agreement.**

#### **F23.41 Events**

- i. Cllr Mason tabled notes of the Events Working Group meeting held on 26<sup>th</sup> October 2023.
- ii. Remembrance wreath for Mr Disbrey: In recognition of the outstanding work being carried out by Mr Disbrey in maintaining the War Memorial the Committee considered a request to purchase the Remembrance wreath Mr Disbrey lays at the War Memorial at the Remembrance Service. **It was resolved to make a donation of £25 to the Royal British Legion for a Remembrance Wreath for Mr Disbrey.** ACTION: Clerk
- iii. St Michael's Christmas Tree Festival: The Committee considered supporting the tree festival event on 9<sup>th</sup> & 10<sup>th</sup> December 2023, by sponsoring and decorating a tree in the church. **It was resolved to sponsor a tree at the tree festival which will be decorated by the Events Working Group and Cllr Ronson.** ACTION: Events WG/Cllr Ronson
- iv. Aston Clinton, Buckland & Drayton Beauchamp Horticultural Society Event 11<sup>th</sup> May 2024: **It was resolved to permit the Horticultural Society to hold a plant sale in the small car park on Saturday 11<sup>th</sup> May 2024 between 9am and 1pm.**
- v. LEAP Schools Games BMX & Skateboarding Event 15<sup>th</sup> May 2024: LEAP had requested use of the MUGA and skate park between 8.30am and 3.30pm. **It was resolved to permit LEAP to use the MUGA and skate park on 15<sup>th</sup> May 2024 for their Schools Games event.**
- vi. Aston Clinton Colts 2024 tournament: A request by the Colts to hold a tournament on 29-30 June 2024 could not be considered as confirmation that a Bucks Council SAG form had been completed.

**F23.42 Red Kite Pavilion & Churchill Hall**

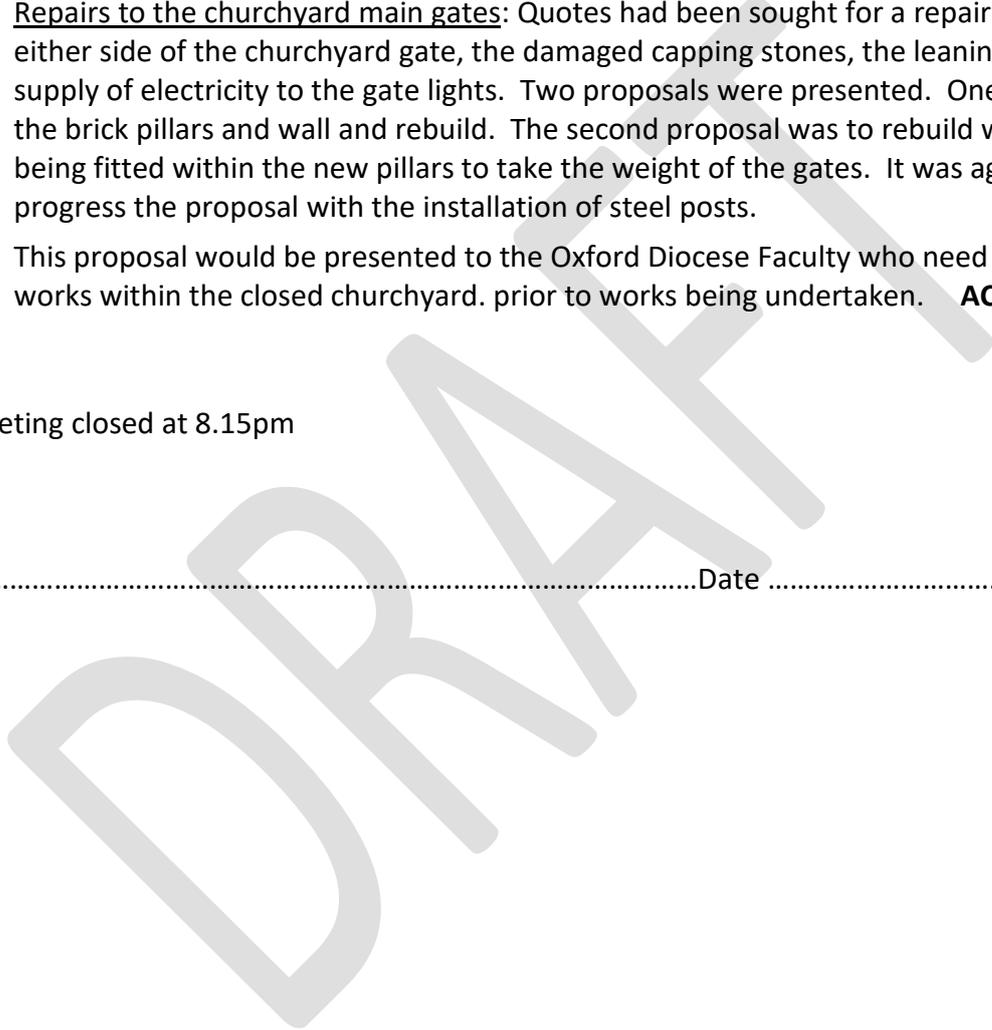
- i. RKP: Cllr Mason reported that at a recent meeting with the tenant the possibility of expanding the bin store was discussed as was the need for blinds on the windows.
- ii. RKP service & repairs log: The current services and repairs log for the RKP was noted. There were some components of the building which are not currently covered by a service agreement. It was agreed that the RKP Working Group and Assistant Clerk seek companies which would take on these service agreements. **ACTION: RKP WG/Asst Clerk**

**F23.43 Burial Ground**

- i. Request to reserve plot O263: A request from a resident to reserve plot O263 was considered. The resident’s wife was recently buried in plot O262 and the resident wished to reserve the next plot for their daughter due to particular family circumstances. **It was resolved to permit the request to reserve burial plot O263 for future use.** **ACTION: Clerk**
- ii. Repairs to the churchyard main gates: Quotes had been sought for a repair to the pillars either side of the churchyard gate, the damaged capping stones, the leaning wall and supply of electricity to the gate lights. Two proposals were presented. One to strip down the brick pillars and wall and rebuild. The second proposal was to rebuild with steel posts being fitted within the new pillars to take the weight of the gates. It was agreed to progress the proposal with the installation of steel posts.  
This proposal would be presented to the Oxford Diocese Faculty who need to approve all works within the closed churchyard. prior to works being undertaken. **ACTION: Clerk**

The meeting closed at 8.15pm

Signed.....Date .....



# Agenda item F23.49ii

## AWP Additional Security Fencing

REPORT AUTHOR: SAMANTHA PAYNE, CLERK/RFO

### SUMMARY

To consider the options and quotes for the AWP security fencing.

### BACKGROUND

At the 12 July 2023 Facilities Committee meeting it was resolved that the installation of additional security fencing was viable given the risk to damage by unauthorized users. At the 18<sup>th</sup> October 2023 Council meeting it was resolved to approve the recommendation by the F&S Committee to add £14,000 to the 2024/2025 budget for the installation of additional security fencing around the AWP.

Four types of additional fencing are being considered

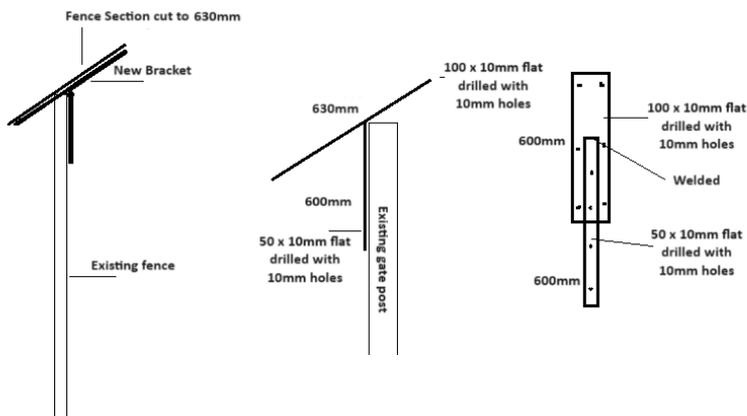
#### 1. Rotary Spikes



**Quote A:** Anti-climb spikes in galvanized finish to top of existing fencing. **£22,400**

**Quote B:** Anit-climb spragged vanes on cranked brackets (green) **£19,000**

#### 2. Mesh Panels on Cranked Posts



**Quote C:** Supply/fix 868 mesh panes to match existing 630mmx2506mm (green)

**£15,484**

**Quote D:** Supply/fix 868 mesh panes to match existing (green) **£11,860**

### 3 Roller Barrier

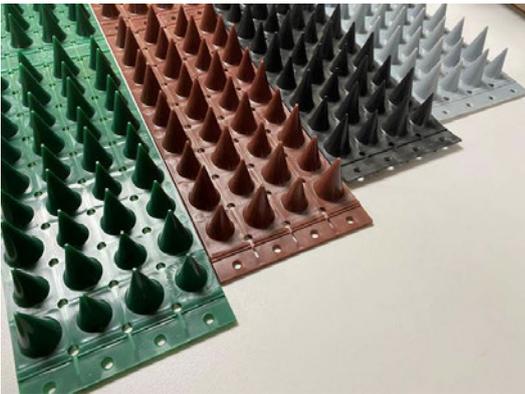


**Quote E:** Supply/fix rollers (green) on cranked brackets bolted to existing posts. **£18,400**

**Quote F:** Supply/fix rollers (green) on small mesh to top of existing fence. **£18,759**

**Quote G:** Supply/fix rollers (green) to top of existing fence & signage. **£23,987**

### 4 Spiked Strips



**Quote H:** Supply/fix wire mesh & anti-climb spiked strips to top of existing fence. **£8,100**

## FINANCIAL & GOVERNANCE CONSIDERATIONS

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£14,000 has been added to the 2024/2025 budget for the additional security fencing.

## LEGAL & OTHER IMPLICATIONS

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None.

## ACTION

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- a. To consider quotes and agree a design and accept a quote.

**QUOTATION**

**QUOTE A**

**Job Ref:** Muga pitch protection

[REDACTED]

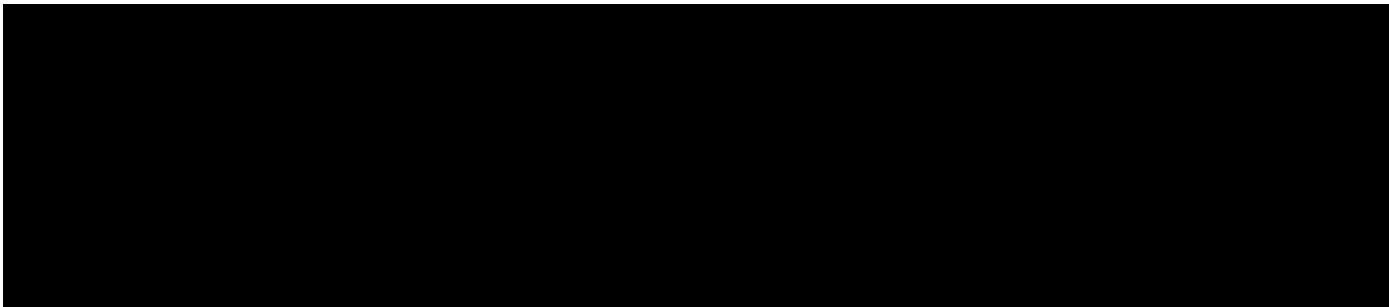
[REDACTED]

Further to your recent enquiry, we have pleasure in providing our quotation as follows.

**Option 1 – Rotary Spikes**

To supply and fix Rotating Anti-Climb spikes in Galvanised finish to the top of the existing fence. Fixed with rotating Anti-Climb straight twisted brackets in Galvanised finish. Comes with corner brackets and mesh panel connectors. Price includes access equipment for installation.

For the cost of.....£22,400.00



# Estimate

# QUOTE B

## ADDRESS

Samantha Payne  
Aston Clinton Parish Council  
Aston Clinton Park  
Aston Clinton  
Buckinghamshire  
HP22 5HL

ESTIMATE NO. 1304

DATE 05/12/2023

DESCRIPTION	QTY	RATE	AMOUNT
We thank you for your valued enquiry and have pleasure in quoting as follows: - Re: Aston Clinton MUGA – Option 2 - anti climb 'standard' spragged vanes NB: Guide price. Subject to a site visit to clarify exact number of brackets and configuration of bracket design. Supply and erect: - Approx. 165.00m of galvanised single height 'standard' Vandgard Spinner system on cranked brackets drilled and bolted to existing RHS ball court posts at approx 2500mm centres.	1	12,200.00	12,200.00
Extra over: Green All as above described but rollers to be green in lieu of above (black).	1	6,800.00	6,800.00

E&OE

Quotation is valid for 30 days from above date

Quotation is based on being able to complete work in one continuous operation on/to site without disruption - further visits will be charged at £50.

Underground services are to be indicated to us prior to commencement of work. [REDACTED] accept no responsibility for damage caused if prior warning has not been given.

THIS IS NOT A VAT INVOICE

SUBTOTAL 19,000.00  
VAT TOTAL 3,800.00  
TOTAL **£22,800.00**

Accepted By

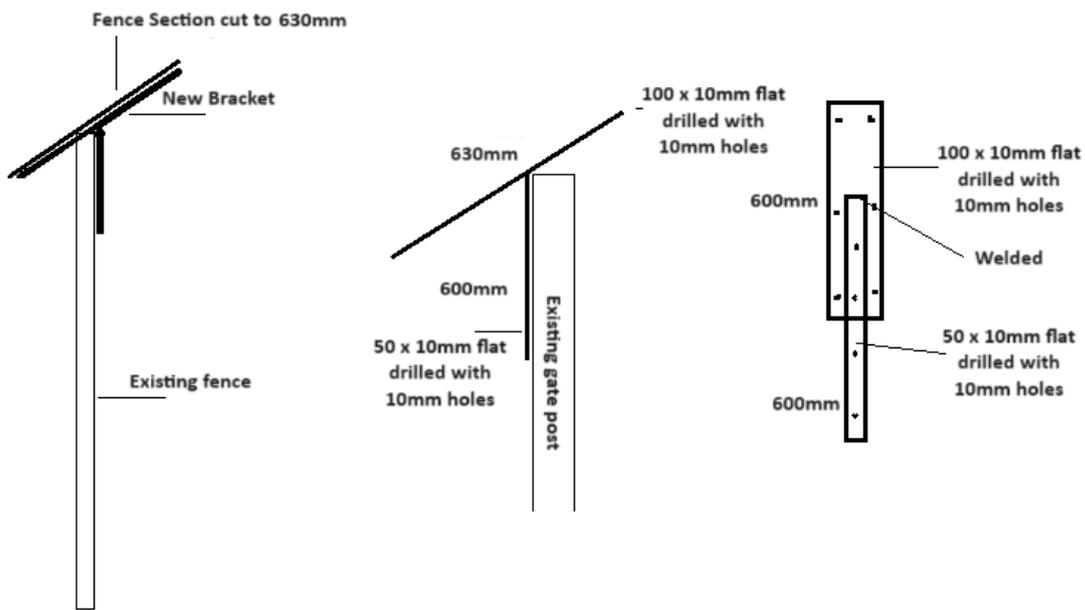
Accepted Date



## Option 2 – Mesh Panels on cranked posts.

To supply & fix 868 Mesh Panels (to match existing fence) 630mm x 2506mm L - Green RAL 6005 – with purpose built fixing brackets.  
Comes with corner brackets and mesh panel connectors.  
Price includes access equipment for installation.

For the cost of.....£15,484.00



**Note;** We are enhanced DBS checked, safe contractor and Chas approved.

We trust this proves to be of interest, should you have any questions or require further information, please don't hesitate to contact me on the number below.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

# Estimate

# QUOTE D

## ADDRESS

Samantha Payne  
Aston Clinton Parish Council  
Aston Clinton Park  
Aston Clinton  
Buckinghamshire  
HP22 5HL

ESTIMATE NO. 1305

DATE 05/12/2023

## DESCRIPTION

QTY

RATE

AMOUNT

We thank you for your valued enquiry and have pleasure in quoting as follows: -  
Re: Aston Clinton MUGA – Option 3 - cranked '868' twin wire mesh  
NB: Guide price. Subject to a site visit to clarify exact number of brackets and configuration of bracket design.  
Supply and erect: -  
Approx. 165.00m of 600mm high x 200 x 50mm twin wire mesh (to match existing) on spiggoted and cranked RHS posts fixed in top of existing RHS ball court posts at approx 2500mm centres.  
All above to be galvanised powder coated (Green RAL 6005) to match existing mesh and fencing.

1

11,860.00

11,860.00

E&OE

Quotation is valid for 30 days from above date

Quotation is based on being able to complete work in one continuous operation on/to site without disruption - further visits will be charged at £50.

Underground services are to be indicated to us prior to commencement of work and [REDACTED] accept no responsibility for damage caused if prior warning has not been given.

THIS IS NOT A VAT INVOICE

SUBTOTAL

11,860.00

VAT TOTAL

2,372.00

TOTAL

**£14,232.00**

Accepted By

Accepted Date



# Estimate

# QUOTE E

## ADDRESS

Samantha Payne  
Aston Clinton Parish Council  
Aston Clinton Park  
Aston Clinton  
Buckinghamshire  
HP22 5HL

ESTIMATE NO. 1303

DATE 05/12/2023

### DESCRIPTION

QTY

RATE

AMOUNT

We thank you for your valued enquiry and have pleasure in quoting as follows: -

1

17,800.00

17,800.00

Re: Aston Clinton MUGA – Option 1 - anti climb rollers

NB: Guide price. Subject to a site visit to clarify exact number of brackets and configuration of bracket design.

Supply and erect: -

Approx. 165.00m of non-aggressive (black)single height Roller Spinner system on cranked brackets drilled and bolted to existing RHS ball court posts at approx 2500mm centres.

Extra over: Green

1

600.00

600.00

All as above described but rollers to be green in lieu of above (black).

E&OE

Quotation is valid for 30 days from above date

Quotation is based on being able to complete work in one continuous operation on/to site without disruption - further visits will be charged at £50.

Underground services are to be indicated to us prior to commencement of work and [REDACTED] accept no responsibility for damage caused if prior warning has not been given.

THIS IS NOT A VAT INVOICE

SUBTOTAL

18,400.00

VAT TOTAL

3,680.00

TOTAL

**£22,080.00**

Accepted By

Accepted Date



**Quote Address**

FAO Samantha Payne  
 Aston Clinton Parish Council  
 Aston Clinton Park  
 London Road, Aston Clinton  
 AYLESBURY, Buckinghamshire  
 HP22 5HL  
 United Kingdom

**Delivery Address: (if different from invoice address)**

Fao Samantha Payne  
 Aston Clinton Parish Council  
 Aston Clinton Park  
 London Road, Aston Clinton  
 AYLESBURY, Buckinghamshire  
 HP22 5HL  
 United Kingdom

**QUOTE F**

tel/mobile: 01296 631 269  
 contact: FAO Samantha Payne  
 contact email: clerk@astonclinton.org

tel/mobile: 01296 631 269  
 contact: Fao Samantha Payne  
 contact email:

Order Date:	Customer Order Reference:
05/12/2023	

Acc Ref:	Quote Date:	Quote Number:
ASTO01	05/12/2023	<b>Q231205-423202</b>

Product Ref / Description.	RRP	Price	Quantity	Total
YY Install - Installation		£ 7,565.00	1	£ 7,565.00
Special - Wire Mesh 167M (½x½ inch holes) 19 swg		£ 1,242.60	1	£ 1,242.60
PS RB-EXBRKB - Roller Barrier 1 metre - inc Shaft & Spigot BLACK Cups - Excluding Brackets		£ 44.50	167	£ 7,431.50
PS RBBRPLTCB - Roller Barrier - Bracing Plate 1 - for use with Cranked Bracket		£ 5.00	180	£ 900.00
PS RBRKTSC - Roller Barrier bracket - small cranked (galvanised finish)		£ 9.00	180	£ 1,620.00

Prices shown are exclusive of VAT which will be charged at the appropriate rate in force at time of invoicing / dispatch of goods (this will normally be the Standard VAT Rate).

Unless specifically otherwise stated, goods are quoted on a "Supply Only" basis.  
 (please contact us if you would like us to provide a competitive quote for installation works)

This quotation is valid for 30 days from the "Quotation Date" as shown above. Sales are strictly subject to the standard terms & conditions of sale as published (full copy of T&Cs available on our website or on request)

Orders shipped out of the United Kingdom may be subject to customs or import taxes en route to, or by the receiving destination, these taxes are not included in this quotation and should be paid directly to your appointed customs broker.

Order Values excl. Vat and Carr	£ 18,759.10
Carriage by Courier	£ 0.00
Sub total (ex VAT)	£ 18,759.10
VAT Standard	£ 3,751.82
<b>Total Payable</b>	<b>£ 22,510.92</b>

# Security Fencing Proposal

QUOTE G

Anti Climb Fencing system to be installed at –

Client Address	Site Address
Aston Clinton Parish Council London Road Aston Clinton HP22 5HL	Aston Clinton Parish Council London Road Aston Clinton HP22 5HL
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

### Anti Climb Fencing Proposal

To supply and install approximately 178 metres of Anti Climb Roller barrier system to the existing Mesh fencing around the perimeter of the Artificial Football Pitch on site, as pictured below.

The Anti climb Barrier is installed using galvanised cranked posts evenly spaced securing the rollers in position. Rollers are installed to prevent intruders being able to gain a secure handle, rolling them back from the top of the fence. Roller systems offer a secure no intrusive solution, in keeping with the existing surroundings.

A scissor lift will be used for the installation, and timber boards are to be laid out to protect the playing surface, while the installation is carried out.

The proposed rollers are coloured RAL 6005 Green to match the existing fence.

As this is a public area, it would be wise to display warning signs.

I'm sure you're aware that if anybody injures themselves climbing (even when breaking into your property) they can bring litigation. We recommend warning signs every 5 metres or so to Discharge your Duty of Care.

I've added 30 signs to the below calculation.

Anti Climb signs are to be installed, evenly spaced around the perimeter of the pitch, as pictured below.





**Quote Address**

**Delivery Address: (if different from invoice address)**

FAO Samantha Payne  
Aston Clinton Parish Council  
Aston Clinton Park  
London Road, Aston Clinton  
AYLESBURY, Buckinghamshire  
HP22 5HL  
United Kingdom

Fao Samantha Payne  
Aston Clinton Parish Council  
Aston Clinton Park  
London Road, Aston Clinton  
AYLESBURY, Buckinghamshire  
HP22 5HL  
United Kingdom

tel/mobile: 01296 631 269  
contact: FAO Samantha Payne  
contact email: clerk@astonclinton.org

tel/mobile: 01296 631 269  
contact: Fao Samantha Payne  
contact email:

Order Date:	Customer Order Reference:
05/12/2023	

Acc Ref:	Quote Date:	Quote Number:
ASTO01	05/12/2023	<b>Q231205-328061</b>

Product Ref / Description.	RRP	Price	Quantity	Total
<b>Special - Wire Mesh 167M (½x½ inch holes) 19 swg</b>		£ 1,242.00	<b>1</b>	<b>£ 1,242.00</b>
<b>YY Install - Installation</b>		£ 4,820.00	<b>1</b>	<b>£ 4,820.00</b>
<b>Special - Defendastrap Per metre double sided</b>		£ 12.20	<b>167</b>	<b>£ 2,037.40</b>

Prices shown are exclusive of VAT which will be charged at the appropriate rate in force at time of invoicing / dispatch of goods (this will normally be the Standard VAT Rate).

Unless specifically otherwise stated, goods are quoted on a "Supply Only" basis.  
(please contact us if you would like us to provide a competitive quote for installation works)

This quotation is valid for 30 days from the "Quotation Date" as shown above. Sales are strictly subject to the standard terms & conditions of sale as published by [redacted] (full copy of T&Cs available on our website or on request)

Orders shipped out of the United Kingdom may be subject to customs or import taxes en route to, or by the receiving destination, these taxes are not included in this quotation and should be paid directly to your appointed customs broker.

Order Values excl. Vat and Carr	<b>£ 8,099.40</b>
Carriage by Courier	£ 0.00
Sub total (ex VAT)	<b>£ 8,099.40</b>
VAT Standard	<b>£ 1,619.88</b>
<b>Total Payable</b>	<b>£ 9,719.28</b>

## Agenda item F23.52ii

# To Consider a Request to Replace the Existing Your Café in the Park Signage at the Park Entrance

REPORT AUTHOR: SAMANTHA PAYNE, CLERK/RFO

## SUMMARY

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Your Café in the Park wish to replace the existing signage at the park entrance.

## BACKGROUND

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The design of the replacement signage is below. The signs will be the same size as the existing and will also be placed in the same locations



- |                       |                |
|-----------------------|----------------|
| • Hot & Cold Food     | • Licenced Bar |
| • Under 5's Soft Play | • Dog Friendly |
| • Outdoor Play Area   | • Free Parking |



## FINANCIAL & GOVERNANCE CONSIDERATIONS

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A copy of contractor's public liability insurance will need to be provided in advance of any works being carried out.

## LEGAL & OTHER IMPLICATIONS

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None.

## RECOMMENDATION

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- a. To approve the request to replace the two Your Café in the Park signs at the entrance to the park with the new design signage.