



ASTON CLINTON PARISH COUNCIL

Minutes of the **Facilities Committee** meeting
held at 6.30pm on **25th August 2022** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

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

IN ATTENDANCE: Mrs S Payne (Clerk/RFO), Mr H Stephens (Assistant Clerk) & four members of the public (two members of the public for agenda items F22.28 & F22.42 only and two members of the public for agenda items F22.28, F22.36 & F22.42 only).

F22.28 Questions and Comments from the Public – Two members of the public were in attendance to answer questions regarding the memorial permit application to be discussed under agenda item F22.42.

A member of the public raised concern regarding agenda item F22.36 on the request to keep all dogs within the park on leads. He stated that this would be an excessive measure as the majority of dog owners who use the park ensure that their dogs are under control.

F22.29 To Receive Apologies for Non-Attendance Received and noted from Cllr C Read.

F22.30 To Receive Declarations of Interests or Requests for Dispensations None received.

F22.31 To Approve the Minutes of the Meeting held on 6th July 2022

The minutes of the meeting held on 6th July 2022 were approved as a true and accurate record and were signed by the Chair.

F22.32 To Review & Update Outstanding Actions

Outstanding actions were updated and reviewed. The updated document would be circulated to the committee.

ACTION: Clerk

F22.33 To Receive an Update & Consider Quotes for the Extension to the Park CCTV System

Cllr Mason reported that a funding extension to the end of September 2022 for the £3,349 grant had been agreed with Grantscape. However, following extensive enquiries it had not been possible to obtain alternative quotes for the supply and installation of the camera pole. **It was resolved that CCTV extension work to the current CCTV capability in the park proceed. UK Security Group would supply and install the cameras and pole at a cost of £7,450. Trenching work would be carried out by Sandy's Plumbing Ltd at an estimated cost of £750 and cabling and electrical connections would be carried out by E Sharpe Electrical Ltd at an estimated cost of £1,500.**

ACTION: Cllr Mason

F22.34 To Approve the Roger Wort Memorial Bench Design & Installation

It was resolved to approve the Knights Fencing 'Zest Emily' 3-seater bench design which would be bolted into a paving slab base and would include a brass plaque inscribed 'For Roger Worts'.

ACTION: Clerk

F22.35 To Receive an Update on the Dylan Mitchell Memorial Skate Track

Cllr McCall reported that the project was delayed and the family would contact Council when they were ready to proceed.

F22.36 To Consider the Need for all Dogs Within the Park to be Kept on a Lead

The Clerk informed the committee that two members of the public had reported separate instances within the park when they and their families have encountered aggressive dogs off the lead. They requested that all dogs are kept on leads and signage stating this is posted around the park. It was noted that these events had not been reported to the police. The committee considered the request and the concerns raised earlier in the meeting.

The Clerk reported that in the last two years there had been 4 complaints made to Council

regarding dogs within the park, one of which the member of the public had reported to the police and Council had provided CCTV evidence. It was noted that section 7 of the park's bylaws state that dogs must be under proper control and be effectively restrained from causing any annoyance to any person and from worrying or disturbing any animal.

The committee agreed that there was not currently a need for all dogs to be kept on leads within the park. Dog owners were responsible for the actions of their dogs and any incidents regarding dangerous dogs should be reported to the police and Council, with the Council providing CCTV evidence when required. **ACTION: Clerk**

F22.37 Grounds Maintenance

- i. Cllr Ronson reported that given the dry weather the Council's contractor has not been required to cut the grass therefore there were 5 grass cuts in reserve.
- i. Installation of new allotment gate: Two quotes were considered. **It was resolved that Contractor A, H A Phipps Fencing, be instructed to install the new gate at a cost of £800.** **ACTION: Clerk**
- ii. Stream banks: It was reported that the banks at the beach culvert were being severely eroded and tree roots were currently exposed. It was agreed that quotes be sought to install either sleepers, caissons or metal cages in this area of the stream. **ACTION: Clerk**
- iii. Skate park bin: Designs to replace the damaged bin at the skate park were considered. It was agreed that the bin should include a section for recycling. The Clerk would arrange for designs and quotes to be sought. **ACTION: Clerk**

F22.38 Sports & Recreation

- i. Installation of new playpark: Cllr C Judge reported that the installation was complete but there were a few minor issues the contractor would be returning to carry out including the installation of a replacement bench. It was noted that there was space within the playpark for one more piece of play equipment.
- ii. AWP: The Clerk would check if all the annual cleaning requirements had been met. **ACTION: Clerk**
- iii. Allotments: The awards for Best Kept Allotment 2022 (plot 28) and Best Newcomer 2022 (plot 13) were awarded by the Aston Clinton, Buckland & Drayton Beauchamp Horticultural Society at their Summer Show on 20th August.
A new water pump had been purchased as the old was beyond repair. The water tank tap would be repaired once the tank was empty.
- iv. In accordance with Standing Order 7(a) the clerk having received a motion signed by two councillors. **It was resolved to rescind resolution 22.23iv from the 6th July 2022 Facilities committee meeting to accept quote from Contractor A to clean the MUGA at a cost of £2,490.**
- v. MUGA cleaning: Quotes for the MUGA cleaning, repainting the ground blue and relining the basketball and five-a-side pitches were considered. **It was resolved that Contractor 4, ETC Sport surfaces Ltd, be instructed to clean, repaint and reline the MUGA at a cost of £2,850.** **ACTION: Clerk/Cllr C Judge**
- vi. MUGA target vinyl: **It was resolved to accept the quote from Caloo Ltd to replace six graphic faces at a cost of £1,156.** **ACTION: Clerk**
- vii. National Allotment Society: **It was resolved to become a member of the National Allotment Society at a cost of £49.50.** **ACTION: Clerk**

F22.39 Events & Park Permits

- i. Astonbury 2022. The Assistant Clerk reported that the arris fencing had yet to be collected from the park. The event organisers had been informed.
- ii. Remembrance Service: A meeting with the Royal British Legion had been arranged for 13

September 2022. Arrangements for road closures and organizing a bugler would be progressed with the Assistant Clerk. **ACTION: Events WG/Clerk**

- iii. RKP official opening: The Lord Lieutenant was to provide available dates. The event was likely to take place during October 2022 and should take 1.5 hours. **ACTION: Cllr Mason**
- iv. Santa's Float: It was agreed that Dayla Ltd be contacted regarding the use of a truck and driver. Proposed date for the float was Sunday 18 December. **ACTION: Events WG**
- v. World Health Qigong Day: An application to hold a static Qigong practice session on Saturday 10th September as part of the World Health Qigong Day was approved.
- vi. AC Football Club Hire of Football Period: **It was resolved that the agreement with AC Football Club for the hire of football pitches be amended so that the period the pitches would not be available would be between 29th May to 10th July 2023.** **ACTION: Clerk**
- vii. Street 2 Pro Hire of Football Pitches: **It was resolved to approve the terms and conditions for the hire of football pitches to Street 2 Pro for nine weeks during the 2022/2023 school holidays.** **ACTION: Clerk**
- viii. A request from Suave Foods to have a pitch in the park car park one evening a week to sell food was considered. Given the potential to cause nuisance to neighboring properties, increase in rubbish and potential for antisocial behaviour it was agreed that this request be denied. **ACTION: Clerk**

F22.40 Park Keeper & Park Compound

- i. Garage update: The garage had been installed and would be bolted into position and sealed.
- ii. Garage fencing: It was agreed to install additional metal fencing across the side access of the compound just beyond the AWP floodlights switch. **ACTION: Clerk**

F22.41 Red Kite Pavilion & Churchill Hall

- i. RKP request for blinds: Cllr Mason reported that a meeting had been arranged with the tenant. The possibility of using privacy screens in the downstairs room rather than blinds would be considered. It was reported that the upstairs rooms at the back became very hot during the summer and the possibility of providing a window treatment to reduce glare and heat would be investigated. **ACTION: RKP WG**
- ii. RKP cleaning: It was agreed that a meeting be organised with the tenant to discuss cleaning arrangements. **ACTION: RKP WG**
- iii. RKP amplifier: The RKP tenant had reported that the sound system was no longer working. Media Powerhouse, who installed the system, were contacted and have taken away an amplifier which was the cause of the fault. A report from Media Powerhouse on if the amplifier can be repaired is due.

F22.42 Burial Ground

Memorial Permit Application: An application for a memorial on ashes plot 6e was considered. The Clerk reported that the applicant sought permission for the inscription to be white to match the rose etching. The current regulations state that inscriptions are either grey, black or uncoloured but allow etchings to be black, white or uncoloured. **It was resolved to approve the memorial permit application for ashes plot 6e to allow for an inscription in white.** **ACTION: Clerk**

The meeting closed at 8.32pm

Signed.....Date