



ASTON CLINTON PARISH COUNCIL

Minutes of the **Facilities Committee** meeting
held at 6.30pm on **21st September 2021** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr D McCall (Chair), Cllr J Hughes, Cllr C Judge, Cllr C Read, Cllr L Ronson & Cllr P Wyatt

IN ATTENDANCE: Mrs S Payne (Clerk/RFO)

F21.24 To Receive Apologies for Non-Attendance. Received from Cllr Mason.

F21.25 To Receive Declaration of Interests or Request for Dispensations. None declared.

F21.26 To Approve the Minutes of the meeting held on 9th June 2021.

The minutes of the meeting held on 9th June 2021 were approved as a true and accurate record and would be signed by the Chair at the earliest opportunity. **ACTION: Cllr McCall**

F21.27 Questions and Comments from the Public. No members of the public present.

F21.28 To Consider Establishing Three Sub-committees and Agree their Terms of Reference and Membership.

It was agreed that sub-committee and membership would be established as follows:

Ground's Maintenance Sub-committee: Cllr McCall, Cllr Read, Cllr Ronson & Mr K Loxley.

Sports & Recreation Sub-committee: Cllr C Judge, Cllr Ronson & Cllr Wyatt.

Events Sub-committee: Cllr Hughes, Cllr C Judge & Cllr Mason

The Terms of Reference for each sub-committee will be agreed at the next meeting.

MOTION: That the terms of reference and membership for the three sub-committees be agreed and passed to full Council for ratification at their next meeting and the sub-committees subsequently established. **APPROVED.** **ACTION: Clerk**

F21.29 To Report on the Park & Park Facilities.

- i. Playground Inspections: Cllr C Judge continues to carry out the weekly inspections of the play areas and confirmed that the actions identified in the annual inspection are being worked through.
- ii. Quotes for the trim trail log lift repair and new playpark equipment were considered.
MOTION: That the committee recommend to Council the quote from Sportsequip for the repair to the log lift and new playpark equipment at a cost of £3,525 and an additional cost of approx. £300 for the removal of all waste. **APPROVED**
- iii. Wheelchair access from the carpark was discussed and the need to change the current van space to wheelchair only access. Cllr Hughes would contact the Red Kite Pavilion (RKP) contractors to find out if the repositioning of the existing kerbstones would be part of the current snagging list. **ACTION: Cllr Hughes**
MOTION: To agree to change the current van space to wheelchair only access. **APPROVED**
- iv. Quotes for the resurfacing of the proposed wheelchair access area outside the Red Kite Pavilion would be sought. **ACTION: Cllr Read**
- v. Compound Usage: Photos of items blocking access to fire exit doors in the RKP and of one changing room being used for storage of items including cooking oil were circulated and noted. The RKP tenant had been offered space in the compound to site a container for storage and the Clerk would confirm if this offer was to be taken up. It was agreed that the tenant would be instructed to immediately clear the fire exits of obstacles and be given one month to remove storage from the changing room. **ACTION: Clerk**

Aston Clinton Football Club would be contacted to remind them of their responsibility to keep the compound tidy and ensure that all flammable items are stored inside.

ACTION: Clerk

- vi. Cover for Park Keeper: It was noted that two contractors would cover the current park keeper's leave period. Both would charge the same rate as the current park keeper.
- vii. Tool Itinerary: The current tool list was noted. It was agreed that the Clerk would check the requirement for training before certain tools could be used. **ACTION: Clerk**
- viii. Height Barrier Keys: Following an incident whereby the height barrier key was not available to allow an ambulance access to the car park a review of key holders took place. Keys holders were: RKP tenant, ACFC, Colts, and the following contractors: K Workman, Frank Cooper and Buckland Landscapes, as well as a spare key in the parish office keysafe.
- ix. RKP Sculpture: Some members of the committee had viewed the sculpture. The artist is donating the sculpture and will install a small plaque stating this.
MOTION: To recommend to Council that the sculpture is approved for installation.
APPROVED
- x. Dylan Mitchell Memorial: Cllr McCall reported that the family had received a donation from the Turpin Charity for the proposed skate track. A meeting with the family and skate park designers is to take place next month.
- xi. Driveway Entrance Fence: Recent investigations have revealed that the broken fence is on land owned by The Bell public house. The Clerk will contact the owners to ascertain if they will be repairing the fence. **ACTION: Clerk**
- xii. Fitness Division: The committee considered Fitness Division's request to erect two signs advertising the bootcamp. As signage is for organisations wholly based at the park it was agreed that this would not be permitted. **ACTION: Clerk**
- xiii. Dog Washing Facilities: The committee considered a request to install dog washing facilities. It was agreed that this was not something that the committee would pursue at this time.

F21.30 To Report on the All-Weather Pitch

It was noted that the use of the chain and padlock on the AWP gate had stopped unauthorised access to the pitch. ACFC had requested an additional key and it was agreed that the Clerk would authorise the cutting of one additional key.

ACTION: Clerk

F21.31 To Report on Park Usage & Events

- i. A request from Green Park Activity Centre to use the area around the stream for field study activities for school children was considered. It was agreed that the Clerk would request further information regarding the frequency of visits and the number of children expected at each visit. **ACTION: Clerk**
- ii. A request from Fitness Division to change the areas used in the park during the winter period was considered. It was agreed that the area proposed by Fitness Division between the allotments and the 11-a-side football pitch would not be wide enough to meet their needs. Alternative areas that could be considered include the area of meadow near the water tank or the area on the eastern side of the park known as 'one tree hill'.
ACTION: Clerk
- iii. A complaint by Fitness Division that the size of the football pitches on the meadow had increased reducing the area they were able to operate in was considered. It was agreed that a meeting with the ACFC and the Colts to discuss pitch sizes would be arranged.

ACTION: S&R Sub-Committee

F21.32 To Report on Allotments

Quotes are being sought for the installation of a new allotment barrier to replace the current gate which gets stuck on the ground and can no longer be raised. **ACTION: Cllr Ronson**

MOTION: To recommend to Council that a new allotment gate be purchased. **APPROVED**

F21.33 To Report on Churchyard

Two quotes had been received for the repairs to the two damaged memorials and a third quote was due. The Clerk would contact the Council’s insurers to ascertain if this work would be covered. **ACTION: Clerk**

MOTION: To recommend to Council that they appoint a contractor to carry out the headstone repairs. **APPROVED**

F21.34 To Receive an update on the Fountain Restoration.

Two quotes had been received and the third was due shortly.

MOTION: To recommend to Council that they appoint a contractor to carry out the restoration work to the Fountain. **APPROVED**

F21.35 Date of Next Meeting: To be advised.

The meeting closed at 8.30pm

Signed.....Date