



# 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 .....