

Minutes of the Facilities Committee of Aston Clinton Parish Council, held on 27th March 2019 at 7pm, at Aston Clinton Parish Meeting Room

Present:

Councillors: -

L Tubb (Chair)

P Wyatt

L Ronson

S Howard

Clerks: G Merry

Member of Public: 1

19.021 Apologies:

Apologies were received and accepted from Cllr Read and Mason.

19.022 Declarations of Interest:

Cllr Howard declared an interest in items: 19.027 iii, 19.028 ii and 19.028 iii.

19.023 To Approve the Minutes of the Facilities Committee held 20th February 2019.

The minutes were proposed by Cllr Ronson, seconded by Cllr Wyatt, agreed and signed.

19.024 Public Participation

A member of the Cricket Club informed the committee that they are planning to apply for an AVDC micro-grant, to help with the cost of refurbishing their patio area. They had been advised that they would need the support and sign-off of the parish council. This was briefly discussed, and it was agreed to support the application. The member of the public agreed to drop off the form for signing, to Cllr Tubb in the coming days.

19.025 Updates

- i. **Playpark Inspection Actions:** The clerk stated that the caretaker had not been handing in the weekly inspection reports and Cllr Tubb agreed to follow this up. She queried when the wetpour would be repaired and Cllr Tubb stated this would be during drier weather and when Cllr Read was back from holiday. It was agreed to obtain a sample of play bark from the ground's maintenance contractors, with a view to ordering 2 cubic/m at £70 each. It was agreed to also get a quote for the contractors to install the bark.
- ii. **Cricket Club Project:** Cllr Howard reported that he had obtained some quotes for the ground work and the new equipment but was still chasing others. He will have availability w/c 1/4/19 to chase these up and will then be in touch with the cricket club.
- iii. **Churchill Hall Door:** It had been reported that the handle had broken but this had now been repaired. It had now been agreed with the youth club that the caretaker would be responsible for any maintenance of the door.
- iv. **Colts Update:** The deadline for the Colts to carry-out the agreed actions was this week and each item was discussed: -
 - Line-marking equipment: Both line markers are still in the shed and the clerk agreed to repeat the request to remove on into their container.
 - The goal posts behind the AWP: Cllr Howard confirmed these belong to the Colts and it was agreed the PC would dispose of these and donate any proceeds to charity.
 - Debris removal: Cllrs will carry out tip runs on a Saturday when there is no football match.
 - The old goal posts in the compound have not been removed and are now leaning against the Colt's container. This was satisfactory for the time being.

It was agreed that the clerk would write to the Colts again, asking when they would install the racking, that they remove one line-marker to their container and advising that the PC will remove the rubbish and the metal goal posts.

- v. **Bus Shelter:** The shelter has been ordered, with a 6-8 lead time for delivery. The work to replace the concrete platform is currently being quoted-for.
- vi. **Lampposts:** the clerk reported that the lamppost in Long Plough has been installed but will not be reconnected by UKPN until 22/4/19. She advised that the reconnection fee for the 22 Green End Street lamppost is higher than expected at £869 plus VAT and this was agreed.
- vii. **Fire Risk Assessments:** The clerk circulated the assessment for the youth club and PC office stating that most recommendations had been completed. The matter of testing 'Sources of Ignition' was discussed and it was agreed this must be done. The clerk will speak to the electrical contractors, but it was agreed only the Churchill Hall needed to be done. Cllr Tubb stated that the youth club carry out fire training and drills and she will ask the youth leaders for copies of the records. The clerk had asked the cafe manager for updates on recommended actions but had not heard back. She had organised for PAT testing and this had been carried out. Cllr Tubb agreed to follow-up with the Café.
- viii. **Other:** Cllr Ronson stated that at least one of the 'new' oak trees in the park has died. There had been a need for emergency attendance to fallen trees in the woods and the tree surgeon would be attending to these. The ground's contractors would be starting cuts on 29/3/19. Trees had fallen from neighbouring land across park fences and the neighbouring farmer had agreed to attend to this. Cllr Ronson is investigating an insecure tree on ACL34 behind Putnam's Drive.

19.026 Quotes:

- i. **Bus Shelter Concrete Platform:** The clerk had obtained and circulated 2 quotes for removing and replacing the concrete platform. These were discussed and the quote for £1663 was agreed. The clerk agreed to ask for this to be dropped to £1500.

MOTION: to agree a quote for the concrete platform for the bus shelter as above, PROPOSED by Cllr Ronson SECONDED by Cllr Howard and AGREED.

- ii. **Tree/Shrub Work for Bus Shelter:** The clerk had circulated a quote for the necessary landscaping and tree work at the new bus shelter, from the preferred contractor, and this was agreed.

MOTION: to agree the quote for the tree/shrub work at the bus shelter, PROPOSED by Cllr Wyatt SECONDED by Cllr Ronson and AGREED.

- iii. **Football Pitch Remedial Work:** The Contractor had quoted for several options for work on the pitch. A spring 'Weed & Feed' along with verti-draining had been agreed and the remaining options were discussed. It was agreed the pitch was in a poor state and that ideally, all would be carried out in due course. Cllr Wyatt advised carrying them out after the football season ends on May 4th. The Colts would be asked not to use the main pitch during their tournament weekend. It was agreed a meeting with the Colts would be held before the tournament, to discuss the arrangements. It was agreed to keep this item on the agenda and see how the budgets go over the next few months.

MOTION: to agree the scope of works for the football pitches above, PROPOSED by Cllr Ronson SECONDED by Cllr Wyatt and AGREED.

19.027 Leases:

- i. **Cafe:** Cllr Tubb stated the Café's lease expires in June 2020 and within the lease, is an option to renew. If the new centre is not completed at the end of 2020, there may be a risk the tenants would leave part-way through the build. Cllr Tubb proposed extending their lease

until at least after the build. Cllr Wyatt enquired whether the café provision should go out to tender and Cllr Tubb advised there was no legal reason for this, as rigorous tendering had been done in the first instance. There was general agreement it was better to retain good tenants. Cllr Ronson enquired whether the current tenants are prepared to run the new centre in its entirety, as significantly more will be required than at present. Cllr Tubb assured that there had been verbal agreement to continue, and an addendum could be added to the lease, to the effect that they would have to run the new operation in its entirety. A management plan would need to be implemented as part of the tenancy terms. It was suggested that this committee recommends to the full PC, both the extension to the lease and the addendum and 12-18-month extension was discussed. It was agreed to put the matter on the PC agenda.

- ii **Café Rent During Build:** The Café were currently paying £10,000/year in base rent and Cllr Tubb suggested the committee look at possibly reducing this during the community centre build, as the café would suffer some loss of income. Cllr Ronson stated that some revenue will still be required to help offset the cost of the temporary accommodation. Cllr Tubb suggested the turnover rent remains in place as it is on a percentage basis, but the base rent could be reviewed on a month-by-month basis, especially as custom generally drops off in winter. There was disagreement whether to set a one (reduced) figure and leave that in place during the build or monitor and adjust each month. It was agreed to put the matter on the April PC agenda for discussion.
- iii **All-Weather Pitch Lease:** The Clerk/RFO suggested this would now need to be revised to reflect that VAT is to be charged on rentals, even though the PC is absorbing the VAT. Cllr Tubb advised that an addendum can be added to the current lease and she agreed to draft the wording.
- iv **Bowls Club lease:** The Bowls club wanted to discuss their lease, as the relatively short time left for it to run, was affecting their ability to attract grants. It was agreed the clerk would arrange a meeting with the club in the near future but there would likely need to be an increase in the peppercorn rent, to bring this into line with the All-Weather Pitch.

19.028 Events and Activities

- i. **School Market:** The school’s PTA had again asked that they could park vans and other vehicles at the park during this event on May 10th, from approx. 7am. It was agreed that the caretaker would be asked to open up the height barrier from 7am and that a responsible person would be given keys to facilitate unlocking and relocking later on. It was also agreed that the PTA could put up a banner, but this would need to be on the fence on the outside of the Park.
- ii. **CRUK Event:** This event had been cancelled so permission was not needed.
- iii. **ACFC Function – 11/5/19:** The football club had requested permission to run a late bar in the Churchill Hall for their end of season event on 11/5/19, until 11pm.

MOTION: to agree the late bar and opening until 11pm for this event PROPOSED by Cllr Wyatt SECONDED by Cllr Ronson and AGREED.

- iv. **Astonbury:** Cllr Tubb reported that although costs had gone up, more sponsorship had been agreed, so the net increase to-date was only £100 more. However, she was confident of obtaining more sponsorship which was already at over £5000.

19.029 Date of Next Meeting: 24th April at 7pm

..... Chairman Date: