

**Minutes of the Facilities Committee of Aston Clinton Parish Council, held on  
19th June 2019 at 7pm  
at Aston Clinton Parish Meeting Room**

**Present**

Cllr Tubb (Chair)

Cllr Wyatt

Cllr Ronson

Cllr Mason

Clerk E Barry

R Bennett (recording),

Members of Public: 2

**19.41 Apologies**

Apologies were received from Cllr Read (Chairman) and Cllr Howard.

**19.42 Declarations of Interest**

There were none.

**19.43 Election of Committee Chairman and Vice Chairman**

**MOTION:** To agree a chairman for the year to May 2020. Cllr Read PROPOSED by Cllr Tubb, SECONDED by Cllr Ronson and AGREED.

**MOTION:** To agree a vice chairman for the year to May 2020. Cllr Tubb PROPOSED by Cllr Ronson SECONDED by Cllr Mason and AGREED.

**19.44 Minutes of Last Meeting**

Outstanding actions from the previous meeting had been added to the agenda of the meeting to receive updates.

The minutes were PROPOSED by Cllr Mason SECONDED by Cllr Wyatt and AGREED and signed by the Chairman.

**19.45 Committee members**

There had been no changes to committee members, membership as follows:

- Cllr Read
- Cllr Tubb
- Cllr Wyatt
- Cllr Ronson
- Cllr Howard
- Cllr Mason

**MOTION:** To agree Committee members PROPOSED by Cllr Wyatt SECONDED by Cllr Ronson and AGREED.

**19.46 Committee Terms of reference**

Terms of Reference for the committee had been circulated prior to the meeting with an amendment from 5 to 6 committee members. There had been a slight amendment to points 5 and 6.

**MOTION:** To agree Committee terms of reference PROPOSED by Cllr Wyatt SECONDED by Cllr Ronson

and AGREED.

#### **19.44 Public Participation**

Two representatives from the Colts attended the meeting to ask Cllrs to consider their report submitted asking permission for the Colts to use the Meadow pitch. The Chairman invited Jo to highlight the background and reasons for the request. Jo raised the following points:

- The club had seen an increase in recruitment with there now being waiting lists to join therefore wanted to increase from one pitch to two
- Older groups had been shifted offsite and there was a desire to bring them back in order for them to be role models to the younger groups. There were also ongoing issues at the alternative site including health and safety concerns
- The club continued to fund those that wanted to train as referees and three coaches were currently on a Duke of Edinburgh scheme
- It was highlighted that some groundworks would need to be carried out by the club on the pitches

Cllrs raised and discussed the following points:

- Cllr Wyatt asked how close the pitches would be to the allotments. The layout of the pitches was highlighted in the report and the Colts had also been in contact with the Allotment Association to ensure there hadn't been any previous damage to pitches being close by. Cllr Wyatt was concerned about the proximity to the allotments and it was concerned that that the new goals would sit to the far end of the allotments and would be proactively managed.
- It was confirmed there would be 1-2 matches per week and training would also continue to be held at the alternative site.
- The groundworks to get the pitch ready were confirmed to be weeding and rolling.
- The club would like to start using the pitch for next season starting from September 2019.

The committee discussed item 19.48 iii at this point of the meeting. **Please see 19.48 iii.**

#### **19.45 Park and Park Facilities:**

- i. Weekly play inspections & actions – latest inspection report had been received and signed off. No issues reported. It was noted that the weather had not allowed for the wet pour to be carried out as this required dry weather for a week. Action to be carried forward to next meeting.

A recent issue in the play park of a broken stepping stone was raised. A temporary fix had been made however permanent repairs needed to be carried out. The clerk agreed to contact contractors Kaloo to discuss.

Cllr Tubb would chase outstanding reports as the last one submitted was from 21<sup>st</sup> May.

- ii. **Annual Rospa inspection** – the next inspection was due in July but no date had been set. A request to confirm costs had also been sent. The clerk agreed to chase up response.
- iii. **Fire Risk Assessments – recommendation for the café** – all had been completed.
- iv. **Leases: AWP, Bowls Club**

AWP - Cllr Tubb confirmed that the AWP lease had been amended to reflect the new VAT provisions and would be signed before the next meeting.

Bowls Club – The Bowls Club had requested a longer lease (10 years) in order for them to meet criteria to apply for various grants. An extension of lease had been agreed in principle but a meeting including Cllrs Tubb, Ronson and Wyatt was to be arranged to discuss. There would also be a potential increase in rent but only in line with other pitch rentals. Following the meeting being held it would come back to the Facilities Committee for discussion and agreement.

**v. Café – update following meeting with cafe tenants**

- Lease for new building – a further 5 year lease with a 3 year break had been agreed. This would start from when they moved back into the new community centre which was expected to be Autumn 2020.
- Rent during build – this would be assessed month on month and compared to revenue of same time across the previous 2 years. If there was a significant drop, a percentage would be deducted from the base rent.

**vi. Request to install a gate** – a recent request to install a gate from a private property giving access to the park had been submitted and circulated prior to the meeting. The letter set out reasons for the request and would be only be for the sole use by the property owners. The committee discussed the request and the need to have a legal agreement drawn up to ensure no legal rights were given to the property owners. It was also suggested that the same agreement could be given to other properties that already had gates in installed.

**MOTION:** To agree to the installation of a gate providing residential access to the Park from the Cloisters, London Road, with the proviso that the final decision was taken to a full Parish Council meeting to be considered. PROPOSED by Cllr Ronson SECONDED by Cllr Mason, AGREED by Cllr Tubb, Cllr Wyatt voted against the motion.

**19.46 Projects & S106**

- i. Cricket Club S106 project – the project had not moved any further forward. There was concern at the time taken to agree the project and the risk the cricket club were not benefitting from the money provided by the parish council. Cllr Tubb to contact Mike Parsonage for a written update for the next meeting.
- ii. Bus shelter bench –quotes had been received to install a bench in the new bus shelter however these were expensive. The committee discussed the various options that could be installed including a perch bench which would be cheaper.

**MOTION:** To agree in principle the addition of a bench PROPOSED by Cllr Mason SECONDED by Cllr Ronson and AGREED. Cllrs Mason and Ronson agreed to source quotes for a low cost alternative for the next meeting.

**iii. Potential S106 contribution to the amount of £25,987.50 for 19/00668/APP, land to the rear of the Lawns 94 Aylesbury Road.**

Cllr Tubb ran through the potential allocations of S106 money should the application be granted planning permission. The Committee discussed the various options with the Stablebridge Road option being the preferred one.

**MOTION:** to recommend to full PC, potential S106 project/s PROPOSED by Cllr Mason, SECONDED by Cllr Wyatt and AGREED.

**iv. S106 Projects from 17/02994/APP Land at Park Farm Church Lane**

- Tennis Club – wished to build toilets but a meeting had not yet taken place to discuss,

- this would be arranged for some time in July.
  - Other – unknown until there was an idea of how much was required by the Tennis Club.
  - Parkview – This needed to be revisited after the Community Centre project. There was 11k in the precept budget, but could it could be argued that it could be funded from S106 money.

#### **19.47 Grounds Maintenance**

- i. Allotment Maintenance – the new maintenance man had started.
- ii. Strimmer service – the strimmer was currently not working and Cllr Ronson agreed to get it assessed.

#### **19.48 Football**

- i. **Update on removable railing options** – This had been looked into by Cllr Mason however the option of high visibility ropes were already in use.
- ii. **Update on letter to Colts advising closer supervision of children** – Cllr Tubb agreed to check if letter had already been sent and if not would draft one.
- iii. **Colts Proposal for meadow pitches –taken after public participation.**

Following discussions under public participation Cllrs Wyatt, Ronson and Mason voted to defer the decision to the next Facilities meeting as they wanted more time to consider the proposal.

#### **19.50 Village**

- i. **Wenwell Close** – there had been no response to the letter sent for the homeowner to clear vegetation growing onto and damaging the highway. The deadline for a response to letter was 21 June. Following this the parish council would arrange for it to be cleared and bill the homeowner.
- ii. **Stablebridge Structural Survey** – ITEM DEFERRED.
- iii. **Footpath restoration** – one quote already received and waiting one more for comparison.

In general, a number of footpaths were in a poor state and would be completed as soon as possible but there was limited resource.

#### **19.51 Events**

- i. **Astonbury & Play in the Park**

Play in the park (29 July) – all arrangements were in place for the event. There would be an advert in the school Friday flyer and advertising on Facebook pages although this would be limited to surrounding villages only. Cllrs Ronson, Tubb and Wyatt would be marshals. Parkview would be opened at the end of the event to help with the flow of traffic. There would also be parking on Meadow pitch with a chicane system in place.

Astonbury (17 August) – Cllr Tubb shared the budget for the event as set out below and also confirmed that the risk assessment had been approved at the parish meeting in February and by AVDC.

## **MUSIC**

- Bands - £2150
- Food tab for crew and bands - £150

**TOTAL - £2300 [ reduction from budgeted £2650]**

## **INFRASTRUCTURE**

- Staging and sound - £6800 [ increased to ensure all concessions have power]
- Portaloos - £550 [ increased by £50]
- First Aid - £250 [ no provider as yet]
- Bins - £260 [ AVDC will provide cost nearer the time – was £252 2018]
- Fencing - £115
- Banners - £110
- Security - £600 [ increased from £500 last year]
- Casual staff - £200
- Music license - £300

**TOTAL - £9185 [ increase we had estimated £8435]**

## **DAY TIME ACTIVITIES**

- Play and sports provider -£950
- Rides and attractions - £450

**TOTAL - £1450**

**TOTAL EXPENDITURE - £12,785 [an increase in the budget of £450]**

## **INCOME (actual to date)**

### **Sponsors**

- Dayla £1500
- Michael Anthony - £1500
- Beef Olive - £500 (not yet agreed)
- Mela - £300
- A Motor Services - £200
- Neil (driveways) £200
- LT Compliance and HR services - £200
- The Rothschild Arms - £200
- RB Tree Care £200
- Kindell Motors - £350
- GP Renovate - £150
- NR Green - £200
- ClearView Imaging - £300
- The Oak - £300
- Aston Clinton Dentists - £300

**Total £6400**

**Agreed to raise minimum of £6000.**

Aylesbury Flooring has agreed to sponsor but no sum as yet

### **Concessions**

8 (up from 5 this year) – average take £1000, so £800 approx.

Details –

- Pizza
- Burgers
- Beef olive

- Crepes
- Chips
- [sweets]
- Curry
- Hungry bear

Parish Council contribution £6000

**TOTAL MINIMUM INCOME (Once all sponsorship agreed) - £13200**

As part of the discussion the following points were raised:

- There now was a need for a music license and the cost of this was still in discussion.
  - The total expenditure was likely to be £13k with income totaling £13.2k. Donations were likely to be £7-8k.
  - First aiders for the event were still to be arranged. Cllr Mason agreed to contact Joe Bradshaw at the County Council who would have contacts from previous events.
  - Volunteers for the event were still needed
  - Bands being paid by BACS was being looked into
  - Cllr Ronson and Cllr Wyatt had volunteered to help
- ii. Other applications – MS Centre – This had now been withdrawn. There were no other outstanding requests.

#### **19.051 Date of Next Meeting**

Wednesday 31<sup>st</sup> July at 7pm - PROVISIONAL

..... Chairman ..... Date