

**Minutes of the Facilities Committee of Aston Clinton Parish Council, held on Tuesday  
9<sup>th</sup> June 2020 at 6.30pm  
at Aston Clinton Parish Council Virtual Meeting Room**

**Present**

Cllr Read (Chairman)  
Cllr Tubb  
Cllr Howard  
Cllr Ronson  
Cllr Wyatt  
Cllr Mason

**In Attendance**

Clerk E Barry and R Bennett recording. 2 Members of the public

**20.21 Apologies**

There were none.

**20.22 Declarations of Interest**

There were none.

**20.23 Election of Committee Chairman and Vice Chairman MOTION:**

To agree a chairman for the coming year. Cllr Read was PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

**MOTION:** To agree a vice chairman for the coming year. Cllr Tubb was PROPOSED by Cllr Ronson, SECONDED by Cllr Howard and AGREED.

**20.24 Minutes of Last Meeting**

The minutes of the last meeting were PROPOSED by Cllr Mason, SECONDED by Cllr Howard and AGREED.

**20.25 Public Participation**

Jo Davis of the Colts attended the meeting to ask the committee to agree to them starting using the park again for small training activities. It was highlighted that the most recent guidance from the FA would be followed and that they understood that there would be limited facilities e.g. water, toilets and parking. It was proposed that the sessions would be held 2-3 week day evenings and Saturday morning, other locations were also being sought to use for the older group. The clubs insurance policy would also be updated to reflect holding sessions in July and parents would be asked to remain onsite and insight of their children while training.

Adam Morris, Director, ADM Football Coaching Hub, Aylesbury, asked the committee for permission to deliver 121 and small group sessions in the park. Only a small area of the park was required and they would be following national guidance in relation to social distancing measures and hygiene. It was also requested that a small storage area be available to use to storage equipment, realising this would be at their own risk.

**20.26 Committee Terms of reference**

The terms of reference had been circulated prior to the meeting for review.

**MOTION:** To agree Committee terms of reference PROPOSED by Cllr Howard, SECONDED by Cllr Wyatt and AGREED.

**20.27 Grounds Maintenance and Sports and Rec Committee membership**

**The following membership was agreed:**

*Grounds Maintenance* – Cllr Ronson, Cllr Tubb, Cllr Duffield, Cllr Judge, Cllr Wyatt, Cllr Read and Keith Loxley.

*Sports and Recreation* – Cllr Tubb, Cllr Howard, Cllr Ronson and Cllr Wyatt

**MOTION:** to agree membership – AGREED by all as above.

**20.28 Park and Park Facilities:**

**i. Weekly play inspections & actions**

Report had been provided by Cllr Judge and there were a number of items that needed to be repaired. It was agreed that quotes would need to be obtained for the works and that the committee would agree to renew all the defect items up to the value of £2k.

**MOTION:** to agree any actions & quotes. To renew defects up to the value of £2k PROPOSED by Cllr Wyatt, SECONDED by Cllr Mason and AGREED.

**ii. Your Café in the Park**

A previous agreement had been made that the café would not be charged base rent while they were shut. The café opened again at the end of May but this was with a limited service and footfall. The committee discussed the charging options and when it was to be reviewed again. It was felt that raising it in July to 50% was too high.

**MOTION:** to propose no base rent in May and 25% of base rent in June rising to 50% off base rent in July. To be reviewed with café in the park in July. No change to turnover rent.

**AMENDED MOTION:** to propose no base rent in May and 25% of base rent in June and July and would then be reviewed for August. PROPOSED by Cllr Ronson, SECONDED by Cllr Mason and AGREED.

**iii. Motorised trailer**

It had been reported that the trailer used by the park keeper needed to be replaced and there had been a request to purchase a motorised one to help with some of the heavy items that were carried around the park. Purchase of a motorised trailer had been researched and refurbished ones could be purchased much cheaper than market value. The committee discussed the need for one that was motorised and agreed that, based on research of cost, one could be purchased for up to the value of £2.4k.

**MOTION:** to purchase trailer up to an approved amount PROPOSED by Cllr Mason, SECONDED by Cllr Ronson and AGREED by majority. Cllr Tubb voted against and Cllr Howard abstained.

**iv. COVID-19 update to guidelines for park use**

The guidance had been circulated to members of the committee which was based on government and FA guidance.

**v. COVID-19 review and approve proposed policy for park use**

It had been agreed that the parish council should have their own policy for park use which gave guidance on various events in the park, non-fee paying (events and charities), clubs and societies and those for profit. Cllr Tubb had circulated a draft policy for comment and stated that the policy could be amended at any time and would cover 2020 only.

The main difference highlighted was the use of the park by personal trainers. It was

suggested that the criteria for those applying was that they lived in Aston Clinton or Buckland, they had the relevant and correct insurance, they would be charged per annum (although single charge could be applied on a case by case basis if required) and a permit supplied.

Councillors discussed the need to ensure that any training sessions did not impact on other groups using the park and it was AGREED by all that four 121 sessions at any one time was the maximum to be allowed. It was highlighted that all trainers would be issued a permit stating all clauses relating to their use. By agreeing the policy it meant that the Clerk could agree applications without having to come back to the committee for agreement. It was also AGREED there would be an admin fee of £20 applied.

**vi. BG Fitness**

BG Fitness had asked to return to the park to train groups of five at any one time, in line with government social distancing rules. It had been asked that as they were limited on the number they could train; they were asking the committee for a reduction in their fee. The committee discussed the need for the income and agreed to reduce the fee by 50%. It was noted that BG Fitness were up to date with the payments and they would be asked to pay by direct debit. The decision would be reviewed in a months' time and adjusted if the government guidelines had changed.

**MOTION:** to approve proposals for returning to the park and revised fees during COVID-19 PROPOSED by Cllr Howard, SECONDED by Cllr Wyatt and AGREED.

**vii. 1-1 personal trainer sessions in the park – request and policy**

There had been four requests received:

- Physic Fitness – a resident of Aston Clinton.
- Helen Mulhall – a resident of Aston Clinton. Could not use straps and equipment as requested.
- Pilates in the park – request for one event in July and also groups in the park. It was agreed at £5 per session plus VAT and only by paying by direct debit in advance.
- Motherfitter – group training of 5 with no use of equipment, one evening a week. It was agreed at £5 per session plus VAT and only by paying by direct debit in advance.

**MOTION:** to agree a response to the 1-1 training requests.

**AMENDED MOTION:** to agree a response to the 1-1 and group training requests PROPOSED by Cllr

**MOTION:** to agree a policy for 1-1 training in the park as per discussion above PROPOSED by Cllr Howard, SECONDED by Cllr Mason and AGREED.

**viii. Colts use of the park during COVID-19**

Cllr Tubb recapped the conversation that had taken place under public participation. The request would mean one coach and five players at any one time. The issue of facilities was raised and it was stated that most of the parents already used the park and were aware that the toilets were closed. It would also be mentioned that parents were requested to stay onsite and insight of their children while training. Sessions would be 45 mins only which would also reduce the need for them to use any facilities.

Members of the committee agreed that it was a good idea for them to start training again and it was agreed they would use the right hand side of the meadow pitch just beyond the tennis courts.

**MOTION:** to assess and approve proposal by the Colts PROPOSED by Cllr Howard,

SECONDED by Cllr Tubb and AGREED.

**ix. 121 football coaching sessions**

Cllr Tubb referred back to the conversation held under public participation and the request for 121 sessions in the park. The applicant highlighted that he had interest in sessions most days of the week and that not much space was required. Each session would be 45 mins and would utilise the open space with own equipment. There was also an interest in one group session which would be in line with government social distancing guidelines. Councillors agreed the addition if one group session per week PROPOSED by Cllr Tubb, SECONDED by Cllr Ronson and AGREED.

It was suggested that a diary was maintained for all bookings in the park and the Clerk confirmed this had been discussed and would be managed by the assistant clerk.

It was also agreed that no additional storage would be given to trainers as due to the current build, there was not much space left.

**MOTION:** to assess and approve a request for 121 football coaching sessions PROPOSED by Cllr Howard, SECONDED by Cllr Tubb and AGREED.

**x. Adults cycling in the park**

The current policy stated that only under 12s could cycle in the park but since lockdown there had been an increase in older children and adults cycling in the park. It was agreed that the situation would be monitored.

**xi. Park signs and notice boards**

There had been a number of recent incidents where signage had been ignored e.g. use of BBQs and that the current signs were no longer fit for purpose and needed to be updated. The idea of a lockable noticeboard cabinet for was discussed but this was felt to require too much maintenance and prone to vandalism. The Clerk updated that they were looking to get temporary signs regarding the use of BBQs to be displayed throughout the summer and it was also mentioned that digital signage would be available once the community centre build was completed.

**xii. Restructuring of office space to accommodate staff**

The current office space was no longer fit for purpose so it was agreed that a working group would be set up consisting of the Clerk, Cllr Tubb and Cllr Read to discuss how the layout could be restructured.

**20.29 Projects**

**i. Tennis Club S106 project**

The Clerk gave the following update:

- The parish council was still waiting for the sign off from Buckinghamshire Council on the authorisation form for the S106 monies
- Work at the tennis club was underway with the start of dismantling the hut and decking.
- Access via van was needed at the weekend and this was agreed. It was agreed it would need to avoid the pitches and go down through the allotment gate and round. The route to take would be discussed with them.
- Fencing work would start next week and were asking for 7 day payment terms which was being asked to move to 30 days. The amount was £1200 and this would be

signed off by the finance and staffing committee.

- They were looking to start the build w/c 20 July starting with the hut building, expected to take a week to install. They would require ad hoc access during that week and the committee agreed it was ok as the only potential event that week was play in the park and it was still undecided if that would go ahead.
- 10% of the total (£3239.17) needed to be upfront and this would go to the finance and staffing committee to sign off. The Clerk stated that \$106 money could not be drawn down until the build had been completed.
- Access to prepare the base was needed w/c 6 July and this was agreed. Access may also be needed w/c 13 July to prepare hut foundations, but the Clerk was finding out access requirements so this could be shared and agreed via email.

**20.30 Grounds Maintenance**

**i. Allotment maintenance**

Current arrangements were that strimming of the vacant plots and footpaths was carried out fortnightly as the cost of £40 a month and all agreed that this needed to continue.

**MOTION:** To continue employing a person fortnightly to trim vacant plots and cut footpaths adjacent to vacant plots PROPOSED by Cllr Mason, SECONDED by Cllr Tubb and AGREED.

**20.31 Village**

**i. Churchyard**

- Proposed works to Churchyard railings, gate, arch and broken light by RAF volunteer. It was highlighted that this was a request that had been discussed previously by the committee and they would not be agreeing the works to take place.
- Church Warden's suggestion to widen churchyard gates. This was also a request that had been discussed previously by the committee and they would not be agreeing the works to take place.

The committee agreed to the box plants at a cost of £20 and Cllr Read would pass the invoice to the clerk.

**20.32 Events**

**i. Update**

The Colts two day event had been cancelled. Play in the Park and Astonbury were still in the diary and government guidance would be monitored.

**ii. Requests**

As mentioned in item 20.28 vii there had been a request to have a Pilates event in the park. More information was required to make a decision; the Clerk would contact the applicant to discuss.

**20.33 Date of Next Meeting**

To be advised.

..... Chairman      Date: .....