



# ASTON CLINTON PARISH COUNCIL

Minutes of the **Facilities Committee** meeting  
held at 6.30pm on **14<sup>th</sup> February 2024** at the  
Parish Council Office, Aston Clinton Park, HP22 5HL

**PRESENT:** Cllr D McCall (Chair), Cllr M Mason, Cllr C Read, Cllr L Ronson & Cllr P Wyatt

**IN ATTENDANCE:** Mrs S Payne (Clerk), a representative from the Aston Clinton Village Society (for agenda items F23.54 & F23.63i) & two members of the public (for agenda item F23.63i)

**F23.54 Public Participation** The Aston Clinton Village Society representative asked the committee if they would support the installation of 'no littering' signs in key places around the village. Suggested locations are near the village gates on Western Road, near the traffic lights at Stablebridge Road and on Aylesbury Road near the Shanley development. The committee supported the initiative. The Village Society would seek permission from the owners of the land where the signs are to be sited.

**F23.55 To Receive Apologies for Non-Attendance** Received from Cllr C Judge.

**F23.56 To Receive Declarations of Interest or Requests for Dispensation** None received.

**F23.57 To Approve the Minutes of the Meeting Held on 6<sup>th</sup> December 2023**

The minutes of the meeting held on 6<sup>th</sup> December 2023 were approved as a true and accurate record and were signed by the Chair.

**F23.58 To Consider for Adoption the Draft Memorial Bench Policy**

The draft memorial bench policy was considered. It was agreed that point 2.9 should be amended to read: *'The Parish Council will decide on whether the bench will be fitted to a concrete base or a slabbed area under and directly in front of the bench to allow for ease of use by the public.'* A statement would also be added to the beginning of the policy confirming that any permission granted for a memorial bench will be for a maximum period of 15 years. **It was resolved to adopt the Memorial Bench Policy with the amendment to 2.9 and additional statement confirming that each permission granted was for a maximum period of 15 years.**

**ACTION: Clerk**

**F23.59 Grounds Maintenance**

- i. **Football pitch & fitness area ground condition:** Cllr McCall reported that due to the current weather and saturated ground both football clubs had been informed that the pitches were unplayable. The user of the fitness area near the allotments had confirmed that they would rotate the areas they used to minimise damage to the ground.
- ii. **Pitch maintenance:** Cllr McCall reported that members of the Grounds Maintenance WG had attended an informative winter pitch maintenance webinar organised by the Berks & Bucks Grounds Management Association. The possibility of purchasing a piece of machinery attached to the quad bike which could be used to deal with goal mouth damage would be considered. **ACTION: Grounds Maintenance WG**
- iii. **Rough area cuts:** Cllr Read reported that the rough areas had been cut and now needed to be raked to aerate the soil. Cllr Read would look into the cost of purchasing a rake attachment for the quad bike. **ACTION: Cllr Read**
- iv. **Community Payback team:** The Clerk reported that the Community Payback team would not be returning to the park until mid-April, as there were taking part in a large project elsewhere.

- v. Establishing a 5-year plan for siding out footways: It was agreed that Cllr Ronson and the Assistant Clerk would create a 5-year plan for the siding out of the footways within the parish. It was noted that the 2024/25 budget included provision for siding out within the Devolved Services cost centre. **ACTION: Cllr Ronson/Asst Clerk**

### **F23.60 Sports & Recreation**

- i. AWP additional security fencing quotes: Two updated quotes for mesh panels on cranked posts were considered. **It was resolved to accept quote B for £12,200 from A&M Fencing Company Ltd.** **ACTION: Clerk**
- ii. Youth Club use of fenced in grass area: **It was resolved to permit the Youth Club to use the fenced in grassed area in front of the RKP for games on Friday afternoons.**
- iii. Allotment tenancies update: It was noted that of the 43 full-sized and 4 half-sized allotment plots all but 2 full and 1 half plot had active tenancies. An advert for the allotments would be added to the Council's website and Facebook page.
- It was noted that one plot had been advertised as a potential community plot due to its accessible location but community organisations were unable to commit to a tenancy. It has therefore been let to an individual.
- iv. Allotment noticeboard: The committee considered the need for a noticeboard at the allotment site which could be used by the Council to display the allotment map, notices on inspections and Council initiatives and by the allotment tenants to advertise for equipment and seed swaps. This would ensure greater communication between the Council and allotments tenants and between allotment tenants. Quotes were considered for post mounted noticeboards which would be sited next to the shed.
- It was agreed that the proposal to install a noticeboard at the allotment site be approved but rather than a post mounted noticeboard, which would need to be cemented in place, a wall mounted noticeboard be considered. The Clerk would seek quotes for wall mounted noticeboards. **ACTION: Clerk**

### **F23.61 Events**

- i. Family Festival: Cllr Mason reported that a lottery grant application had been submitted and following a meeting with the Wendover Community Board Manager a grant application would be submitted to the Community Board. An area of the park would be set aside for stalls for local community groups and craft people. It was agreed that the Council would have a stall in this area. A rainy-day plan would be established whereby the stalls would be sited nearer the car park or in the RKP.
- ii. AC Colts End of Season Awards Ceremony & BBQ. **It was resolved to approve the application from AC Colts to hold an end of season awards ceremony in the park on Saturday 18<sup>th</sup> May 2024.** **ACTION: Assistant Clerk**

### **F23.62 Red Kite Pavilion & Churchill Hall**

- i. RKP fire shutter repair: Cllr Read reported that the fire shutter in the downstairs hall had been repaired. The annual service of both fire shutters had taken place at the same time and a quote for the replacement of a defective battery had been received.
- ii. RKP flooring: Your Café in the Park and the flooring contractor were communicating directly regarding the date to carry out the remedial work.
- iii. RKP external doors: The contractor had visited the site regarding the issues with the external doors and had carried out some remedial work and was awaiting parts to complete the works.
- iv. RKP urinals: There were some issues with the blockages in the urinals. Contractors had been contacted to deal with the issue.

**F23.63 Burial Ground**

- i. Non-resident ashes interment request: A request for an ashes interment of a non-resident with close links to the village was considered. **It was resolved that given the links Mrs Phillips had with the village the request to purchase the Exclusive Rights of Burial for an ashes plot be approved.** **ACTION: Clerk**
  
- ii. Burial records & mapping: The Clerk reported that a number of digital mapping companies had been contacted for quotes, all of which recommended that a digital map of the burial ground be linked to a cemetery management software system rather than an excel spreadsheet to ensure that data was not corrupted or compromised. Quotes had subsequently been sought for both cemetery management and mapping software. It was noted that £1,500 was in the 2024/2025 budget for the digital mapping of the burial ground. **It was resolved to accept the quote of £1064 from Epitaph for the Cemetery management and HeritEdge mapping software.** **ACTION: Clerk**

The meeting closed at 8.10pm

Signed.....Date .....