

THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD ON 20th NOVEMBER, 2019 AT 7.30PM IN THE MEETING ROOM, COUNCIL OFFICES, IVER PARISH COUNCIL.

Present: Councillors Ann Mayling, Chairman (Presiding), Chris Jordan, Reg Gould, Wendy Matthews

In Attendance: Margaret Wilson (Assistant Clerk), Mike Kennedy (Clerk), Councillor Carol Gibson and 9 Members of the public

Minutes taken by: Margaret Wilson

46. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs. C Woolley and J Bryson who is on agreed leave of absence.

47. DECLARATIONS OF INTEREST

None

It was agreed that given public presence, Item 51.b) would be taken at this point on the agenda. For the sake of clarity, the items are minuted in correct agenda order. Nine Allotment holders were then invited to speak regarding the proposal to set-up an Iver Heath Allotments Association.

48. PUBLIC PARTICIPATION SESSION

9 members of the Iver Heath Allotments attended the public participation session to report to the Committee that following the suggestion by the Assistant Clerk to see if the Allotment Holders at Iver Heath would be interested in forming an Allotment Association. Mr K Davy also approached the Council prior to the meeting to confirm that he would like to set up an Allotment Holders' Association with the intention of establishing a management agreement for the allotments in Iver Heath. Mrs J Cook who spoke for the Allotment Holders asked if the Parish Council would support the request to self-manage the site which is supported by the National Allotments Association. The Allotment Holders said that there was widespread support from the other Allotment Holders, and that they would effectively self-manage the site, collect rents, maintain waiting lists, inspect plots and undertake minor repairs and maintenance/trimming of the border areas. Mrs Cook also said that the Allotment Holders would like to stop barriers for people not being able to access plots especially when overgrown and suggested having some plots raised for easier access to disabled users. However, The Ivers Parish Council would still retain overall responsibility including inspecting and carrying out tree works on the site. Another member reported that there were TPOs on some of the trees at the site. The Committee agreed in principle that this was a very good idea and supported the concept of self-management but that

the Parish Council would have to write to all the Allotment Holders and call a full meeting. Following discussions, it was **RESOLVED** that the Parish Council in principle would support the idea of self-management of the allotments, but would need to investigate the legal and financial aspects of the lease with Bucks County Council to see what the Parish Council can do as the current lease also includes the field; set-up a Working Group Committee consisting of Parish Councillors and Allotment Holders. Three Parish Councillors, Councillors A Mayling, W Matthews and C Jordan agreed to sit on the Working Group and the Parish Council will check to see if there are any TPOs on the trees at the Iver Heath Allotments.

49. THE MINUTES

To confirm as correct the minutes (previously circulated) of the meeting held on the 11th September 2019, and to authorise the Chairman to sign the same. It was:

RESOLVED: to sign the minutes as a correct record of proceedings.

50. PROGRESS REPORT

Members had before them the progress report dated 18th November 2019. The following points were made:

- a) Iver Heath Bowls Club – Fencing work
The Assistant Clerk reported that an update on the fencing works from the Iver Heath Bowls Club was sent to the office, and that the fencing works had now been completed.
- b) Iver Heath Copse – fencing
The Assistant Clerk reported that following the completion of the fencing work, a minor adjustment was made to the fencing following complaints from residents that the fencing had been placed in the wrong area.
- c) Hardings Row Nature Reserve – declaring Hardings Row Nature Reserve as a local nature reserve
The Assistant Clerk reported that South Bucks District Council (SBDC) are still looking into this. SBDC has apologised for the delay but need to confirm who will be dealing with this and to ensure correct process is followed.
- d) Tree Works
All tree works in Phase 3 have now been completed. A letter sent by recorded delivery to the resident who we believe is responsible for the tree damaging our fence at Swan Meadow was posted on 3rd October 2019. The letter was signed for, but no response has been received. The Head Groundsman has reported concerns regarding an oak tree at Swan Meadow. The tree contractor came out to inspect the tree and recommended that a microdrill based resistograph report be carried out. The cost of this work is £380.00 plus VAT. It was **RESOLVED** to proceed with the resistograph report. Tree inspection was requested by a Member for the trees at the front of the Parish Office. An order has been placed to Crown lift/deadwood removal for these trees with the works to be carried out before the Christmas Lights event. New trees for Swan Meadows are ready for collection and will be planted on 19th November 2019.
- e) Electricity costs at Iver Recreation Ground

A member reported to the Assistant Clerk that following the cabling works carried out at the Iver Recreation Ground the electricity costs for the first quarter have reduced by £100.00.

- f) Management Plan Tender from Groundwork South
The first draft Management plans from Groundwork South for the Parish Council's green spaces were circulated to the Members for comment. As the Management Plans were only circulated 1 day prior to the meeting, there was not a lot of time to read all the Plans in detail. However, 2 members had concerns that there were insufficient details on the use of the St Leonard's site, and it was noted that the use of Volunteers to help with the sites improvement and management was heavily mentioned throughout the plans. Further discussions followed as to whether it would be cost effective to manage a volunteers programme for the sites in-house or whether to contract-out. Furthermore, there were no estimated revenue costs for the sites, only capital costs. It was **RESOLVED** that the members felt this was a good start to the Management Plans, but the Assistant Clerk to request more details on St Leonard's Mound and obtain estimated figures for the revenue costs of each site from Groundwork South so that the Chairman can add these figures to the Budget 2020/21 draft. In the meantime, the members to read the Management Plans in detail and feedback their comments to the Assistant Clerk.
- g) Iver Scout's Lease
The Parish Council is still awaiting the return of the lease from the Scouts Head Office.
- h) Iver Heath Tennis Club
The Tennis club are to be pursued for their share of costs for the maintenance of the sewage pump by stage payments. The Clerk to meet with Officers of the Iver Heath Tennis Club to better understand the issues.
- i) Hardings Row Field – update
The Assistant Clerk sent an email to the Leaseholder at Wood Lane Stables to confirm the Amenities Committee's decision regarding the leasing of the field. The boundary for Hardings Row has now been established, and the Assistant Clerk is trying to contact the owner of the stables to advise that the Parish Council will be replacing some fencing where the security fencing is still temporarily fixed.

It was **RESOLVED** that the progress report be received and noted.

51. CLERK'S REPORT

- a) **HEDGE CUTTING AT ST PETER'S CHURCH AND IVER HEATH ALLOTMENTS**
The Assistant Clerk reported that the annual hedge cutting along the main road at St Peter's Church and the Iver Heath Allotments is due to be undertaken. Three quotations were requested but only one contractor could supply a quotation for both sites and had the necessary equipment to carry out the works. The Assistant clerk placed the order for the works to be carried out in the New Year. It was **RESOLVED** that the matter be noted.
- b) **IVER HEATH ALLOTMENTS**
This item is covered in Item 48.
- c) **JUBILEE PAVILION CARETAKER AND PROACTIVE MAINTENANCE –**

COUNCIL PLAYING FIELDS AND PAVILIONS

(i) Iver Recreation Ground and Jubilee Pavilion

The Clerk reported that as the predicted levels of income from Delaford Colts has fallen to less than half, an urgent meeting with Delaford Colts, the Football Foundation and the Parish Council is needed to address this demise in income which is no longer sustainable. The Chairman reported that part of the drop in the income for 2020/21 is because the Delaford Colts Football Club are not using the facilities at the Jubilee Pavilion for their Seniors Team. They are instead using the Brunel University facilities because of the condition of the pitches at the Recreation Ground. A member asked what is the Parish Council's position with the football club if the pitches are not up to standard? The Chairman replied that the Parish Council have delivered all the pitch improvement recommendations by the Football Foundation. A member also reported that the condition of the kitchen and meeting room after the football club have used it at the weekend is not always left in a good state, and often needs to be cleaned before the hired user arrives.

Although the cleaning at the Jubilee Pavilion is outsourced to Sheba Cleaning, there is no dedicated caretaker for the opening and closing of the building in the out of office hours which is currently undertaken by the Councillors on a voluntary basis.

Although a schedule of contractor works is carried out for periodical maintenance at all council owned buildings, there is no programme of preventative maintenance in place for the two pavilions. Following discussions, it was **RESOLVED** that: an urgent meeting between the Football Foundation and Delaford Colts be arranged to reassess their plans for the continued use of the pavilion and pitches, and that Councillors W Matthews and A Mayling to represent the Parish Council at the meeting; although the Councillors are happy to continue opening and closing the Pavilions, the Committee agreed that it would be useful to explore the market to appoint a nominated key-holder; the office to research the cost of a building surveyor to prepare an annual report to include mechanical and electrical services together with a 3-year programme of works and estimated cost of works for both the Jubilee and Iver Heath Pavilions. The Assistant Clerk to get an estimated cost for the Chairman to put in the draft Budget 2020/21 papers; the Clerk to progress a review of all agreements for the current season between the Parish Council, Delaford Colts, Iver Heath Village Football Club, St Peter's Football Club and present a further report to the Amenities Committee. To resolve the issues raised in Item 51.i) it was **RESOLVED** that as a compromise the Parish Council would review the RPI figure given in the draft contract, and check what the RPI figure was for the 12 months to September 2018 and apply that figure to the contract and that the rent for the office to be charged up to when the office has been completely emptied out; the Clerk to write to the Delaford Colts Treasurer to advise the Committee's decision on the issues raised with the annual contract.

(ii) Iver Heath Recreation Ground and Pavilion

This item is covered in Item 58.

- d) **MURAL REVIEW DESIGN FOR IVER RECREATION GROUND**
The Mural Design for the Iver Recreation Ground was circulated to the Committee. Following discussions, it was **RESOLVED** that the design be accepted.
- e) **NEW LOCKBOX FOR IVER HEATH RECREATION GROUND**
The Assistant Clerk circulated a quotation to fit a new lockbox and staple to the small barrier at the Iver Heath Recreation Ground. Following discussions, it was **RESOLVED** to accept the quotation from The Blacksmith Shop for the sum of £280.00 inc VAT and for the Assistant Clerk to proceed with the order.
- f) **REVISED RENT – SWAN MEADOW**
The Assistant Clerk circulated a letter received from Chiltern and South Bucks District Council's Estates department informing the Parish Council that the revised rent for Swan Meadow will be £4988.93 and will take effect from 9th October 2019. It was **RESOLVED** that the matter be noted.
- g) **QUOTES FOR ELECTRICAL CERTIFICATION REPORT**
Two quotations to carry out an electrical condition report at Iver Heath Pavilion had been received. Palmac Electrical Services Ltd offered to execute this work for the sum of £594.00 and Hollis Electrical Ltd for the sum of £580.00. Following discussions, it was **RESOLVED** that in view of the Parish Council's experience with Palmac Electrical Services professional work that was undertaken at the Iver Recreation Ground, that the quotation dated 12/9/19 from Palmac Electrical Services Ltd for the sum of £594.00 plus VAT be accepted.
- h) **CAR PARK – IVER RECREATION GROUND – QUOTATIONS RECEIVED FOR MAKING GOOD AND FINISHING CAR PARK**
Four quotations for making good and finishing the car park at Iver recreation Ground were received and circulated to the Members. Costs were also received for the tapestry hedging plants required for the hedge border as recommended by Cllr C Gibson.
A member raised concerns of the excavation and cementing works by the 3 new lamps recently installed by SSE. Following discussions, it was **RESOLVED** that the quotation from Driveway Builders Co UK be accepted for the sum of £7,850.00 plus VAT (excluding the hedge border works); that Cllr C Jordan would check with SSE about the excavation and cementing works by the lamps, and that the hedge border works to be reviewed with the possibility of carrying this out in-house.
- i) **DELAFFORD COLTS**
This item was covered in Item 51.c)(i).
- j) **FEES AND CHARGES FOR PAVILIONS AND ALLOTMENTS AND DATE OF IMPLEMENTATION**
Following recommendations by the Parish Council's appointed Internal Auditor, it was reported that pricing for the allotments should be discussed and approved in the November budget meeting. However, as 12 months' notice must be given to the Allotment holders before any increases can take place, it was **RESOLVED** that the allotment increases to take place in the September Amenities meeting so that 12 months' notice can be given for the following year and agreed before the letters go out in the month of October; and to proceed with a small percentage increase to take effect next April 2020 for the hall hires pricing schedule using the September 2019 RPI figure.

k) **CHANGE OF BROADBAND PROVIDER AT JUBILEE PAVILION**

The Assistant Clerk reported that the current broadband contract with BT was due to be renewed. Another quotation was received from Plus Net. By changing the broadband provider, a saving of £72.00 per year will be achieved. A new contract for 24 months was placed with Plus Net. A member also reported that the telephone has been put on a pay-as-you-go contract so further savings will be achieved. It was **RESOLVED** that the matter be noted.

52. GROUNDWORK

a) Groundwork report

A written report prepared by Matthew Hartgrove was circulated to the committee.

Following discussions: it was:

RESOLVED: that the report be noted.

53. TREE WARDEN

a) Tree Warden report

Nothing to report

54. REPORT FROM GROUNDS TEAM

a) Grounds Team report

A written report prepared by the Head Groundsman was circulated to the committee. Following discussions: it was:

RESOLVED: that the report be noted.

55. BUDGET MONITORING

a) Current budget status

Papers showing the current budget status had been circulated and questions invited. Following discussions, it was:

RESOLVED that the report be noted.

b) Budget for 2020/21

Members proceeded to consider the draft budget for 2020/21, papers having been circulated. The Chairman reported that an estimated figure for the building surveyor as recommended by the Clerk in Item 50.i) and the total estimated costs from Groundwork South for the green spaces sites will be added to the draft budget papers for presentation to the Policy and Finance meeting to be held on 27th November 2019. It was:

RESOLVED that the report be noted.

56. PRESS RELEASES/WEBSITE

The following item was agreed: Mural Painting

57. EXCLUSION OF THE PUBLIC AND PRESS

It was **RESOLVED** that the Public and Press be excluded from the remainder of

the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

PART TWO

58. IVER HEATH PAVILION REFURBISHMENT PROJECT

The Assistant Clerk reported that following the submission of the project on the Contract Finders Service site, a further six contractors expressed an interest in quoting for the project. From the seven interests received, two contractors submitted a quotation for the whole project; two contractors submitted prices for items 2 and 3 only and one contractor required further information which has now been supplied. The Chairman reported that priority would be given to the changing rooms at either end of the Pavilion and has met with the users who had an input into the refurbishment project plans. Following discussions, it was **RESOLVED** that to take the project forward an Iver Heath Pavilion Refurbishment Project working group would be appointed consisting of Parish Councillors and members of the Iver Heath Tennis Club and the Football Club users; the Assistant Clerk to send an email to all Parish Councillors inviting them to join the working group along with members of the tennis and football clubs and that the Clerk will send an Agenda for the first meeting to take place on Wednesday 11th December 2019, 7.30pm at the Iver Heath Pavilion.

59. IVER HEATH CHILDREN'S PLAYGROUND REFURBISHMENT

The Assistant Clerk reported that several Playground contractors had been on site to submit a quotation for the refurbishment of the children's playground at Iver Heath. The estimated costs that have been received to date are between £41,000.00 and £43,000.00. The Assistant Clerk is also waiting for a third quotation and for a decision from South Bucks District Council to the application made for a South Bucks Community Grant submitted in September 2019 to purchase one piece of children's playground equipment at Iver Heath. Following discussions, it was **RESOLVED** that as the estimates were over £10,000.00 the project would have to be put on the Contracts Finder service site, and that the Assistant Clerk will upload the project on the Contracts Finder site in consultation with the Chairman and Vice-Chairman of the Amenities Committee.

Post Meeting Note: Members are advised that the application to SBDC for a grant has been declined.

Meeting finished at 10.00pm

Date of Next Meeting – Wednesday 22nd January 2020, 7.30 pm, Iver Parish Council Offices.

Signed.....Chairman

Date.....

DRAFT