

## THE IVERS PARISH COUNCIL

### MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD ON 18th MARCH 2020 AT 7.30PM IN THE MEETING ROOM, JUBILEE PAVILION, IVER.

**Present:** Councillors Ann Mayling (Chairman), Chris Jordan, Wendy Matthews

**In Attendance:** Councillor Carol Gibson

**Minutes taken by** Cllr Ann Mayling

#### **72. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs. C Woolley, B Lidgate and R Gould.

#### **73. DECLARATIONS OF INTEREST**

None

#### **74. PUBLIC PARTICIPATION SESSION**

No questions were put.

#### **75. THE MINUTES**

To confirm as correct the minutes (previously circulated) of the meeting held on the 22<sup>nd</sup> January 2020, and to authorise the Chairman to sign the same. It was **RESOLVED** to sign the minutes as a correct record of proceedings save for Minute Item 64.(o) where it was noted that the approval of the expenditure on the materials for the fencing work at Hardings Row field had not been recorded. Approval for expenditure to be carried forward to next Amenities Meeting to be held on Wednesday 27<sup>th</sup> May 2020 for retrospective approval.

#### **76. PROGRESS REPORT**

Members had before them the progress report dated 12<sup>th</sup> March 2020. The following additional point was made:

##### **Fees and Charges for Pavilions and Allotments and date of implementation**

– The Assistant Clerk had circulated Allotment charges researched from neighbouring Parish Councils for price comparisons to the Committee. The fees and charges were reviewed. It was **RESOLVED** that these will be further discussed in the development of an action plan for the Iver Heath Allotments.

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

#### **77. CLERK'S REPORT**

Members had before them the report of the clerk dated 15<sup>th</sup> January 2020.

Arising from the report:

a) **DELAFORD COLTS AND THE FOOTBALL FOUNDATION**

The Assistant Clerk had prior to the Pandemic lockdown arranged a meeting between the Parish Council and the Football Foundation (who advised that they would liaise with Delaford Colts FC to attend) on 20<sup>th</sup> April 2020. Going forward, it is hoped that the current and future User Agreements will be discussed and resolved; that a Steering Group be formally set-up between the Parish Council and Delaford Colts FC as recommended by the Football Foundation, and reassess Delaford Colts FC's plans for the continued use of the Jubilee Pavilion and pitches. Following discussions, it was **RESOLVED** that the Assistant Clerk to arrange for the meeting to be conducted using a Zoom call on the agreed date as no face to face meetings can take place in the current lockdown.

b) **RENEWAL OF FIRE, INTRUDER AND FIRE EXTINGUISHER MAINTENANCE CONTRACTS**

The Assistant Clerk has placed an order to renew the fire and intruder alarms, and the fire extinguisher maintenance contracts on all sites for one year with Town and Country. The total price for the annual contract is £1497.00 plus VAT. The first 6 months service will be carried out on 18<sup>th</sup> and 19<sup>th</sup> March 2020. A price comparison was carried out at the end of last year, and Town & Country still offer a competitive price. Following discussions, it was **RESOLVED** that the report be noted and that the Assistant Clerk circulate to the Committee Members the quotes in the price comparison.

c) **IVER HEATH CHILDREN'S PLAYGROUND REFURBISHMENT PROJECT - UPDATE**

The Assistant Clerk is pleased to report that following the last Amenities meeting held on 22<sup>nd</sup> January 2020, an order has been placed with Hags for the refurbishment and replacement equipment at the Iver Heath Children's playground which includes the Spinmee inclusive roundabout; replacement of a new springer and rocker, and replacement equipment for the Zingo Bubble Trail balancing equipment of 4 Stepping stones (Ross Ice Shelf). The new revised total price to include everything the Parish Council have asked for came to £39,658.69 plus VAT. The Assistant Clerk negotiated a lower total price of £38,000.00 plus VAT with Hags which was accepted. With the grant received from the Heathrow Community Fund, the total cost to the Parish Council for the children's playground project is £36,500.00 plus VAT, an additional increase of £3,830.43 from the original tender price from Hags. As it was resolved by the Committee at the Amenities meeting held on 22<sup>nd</sup> January 2020 to approve the tender received from Hags with the above changes to the specification, the Assistant Clerk went ahead and placed an order with Hags to secure the revised price and not to incur any further price increases to the order. A pre-start meeting has been arranged with the Assistant Clerk and Hags for Monday 16<sup>th</sup> March 2020 to discuss the installation of the project. Following discussions, it was **RESOLVED** that the

additional spend of £3,830.43 for the Iver Heath Children's Playground (as per the revised quotation from Hags) be agreed.

d) **HEDGE AT THE NEW DISABLED CAR PARK – IVER RECREATION GROUND**

The Assistant Clerk is pleased to report that despite the weather, the making good and finishing off works at the new disabled car park was completed on 24<sup>th</sup> February 2020. The final area of the car park plans that needs to be completed is the planting of the low-level hedge to separate the parking and grassed areas. Prices for the purchase of the hedging from a Nursery was obtained in November 2019 along with 2 quotations for the works to be contracted out. New quotations will have to be obtained once a decision has been made as to whether the work will be carried out in-house or contracted out. It was **RESOLVED** that the Assistant Clerk obtain updated quotations from contractors to complete the planting of low-level hedging at the car park in the Iver Recreation Ground, and that the work is to take place in the next growing season.

e) **QUOTATION FOR TREE WORKS AT ST LEONARD'S MOUND**

Following the recent bad weather, an ash tree has fallen at St Leonard's Mound and the Head Groundsman has expressed concerns about overhanging branches from trees on the side of the main road. Three quotations for the tree works have been obtained and circulated. Following discussions, it was **RESOLVED** that Heritage Tree Services to proceed with the tree works at St Leonard's Mound at a cost of £1,128.00 (inc VAT).

f) **THE IVERS PARISH COUNCIL'S BURIAL CHARGES SCHEDULE – ADDITIONAL CHARGE TO BE INCLUDED**

A resident requested to purchase an extension to their recently purchased plot deed. The Assistant Clerk sought advice from South Bucks District Council (SBDC) and was advised that this is not how it works. When the licence is due for renewal (close to the end of the licence and usually by the 24<sup>th</sup> year), the District Council sends a letter to the family asking if they would like to extend their licence. It is at this point that an extension to the licence can be purchased and was advised not before. Following this request, it was also noted that the Parish Council did not have a charge for a relicence fee in the Burial charges schedule. Following discussions, it was **RESOLVED** that the Committee approved the addition of a Re-license Fee of £300.00 to be included in The Ivers Parish Council's Burial charges schedule in line with SBDC's burial charges to commence on 1<sup>st</sup> April 2020; clarification be given on whether this fee covers both burial plots and cremation plots, and the Committee also requested an update of the Parish Council's Burial Regulations to reflect the process and fees as conforming to existing regulations in South Bucks.

g) **IVER HEATH PAVILION REFURBISHMENT PROJECT – UPDATE**

The Assistant Clerk has now received a comparison quotation from Furlong & Higgs for the electrical works as reported by Palmac Electrical Services Ltd in their electrical installation inspection and tests report. Furlong & Higgs have also provided a quotation for heating controls to be installed so that the boiler can be controlled from the kitchen area for all users and a quotation for a new fire alarm system to be installed. Furlong & Higgs have sent over the JCT Form of Contract to sign. The Clerk and Assistant Clerk to review and complete the document for signing. Following discussions, it was **RESOLVED** that both quotations received from Furlong & Higgs Ltd for the Heating Controls at a cost of £432.00 plus VAT to extend and relocate heating controls from boiler room to kitchen (reusing existing controls) so that all Users can programme the boiler from the kitchen area as requested by the Working Group; and the Electrical works quotation to rectify all items with a code C1, C2 and C3 as recommended in the Electrical Installation Condition Report at a cost of £7,998.00 plus VAT be approved. However, the Committee Members requested a review of the fire alarm system specification quoted from Furlong & Higgs; that further quotes be provided, and that discussions with both the Iver Heath Bowls and Tennis Club will be required as they would be responsible for a proportion of the cost under the terms of their lease.

**78. IVER HEATH VILLAGE FOOTBALL CLUB – STORAGE**

The Iver Heath Village Football Club have now paid their hire and storage charges for 2019/2020. The Football Club no longer seeks use of the Pavilion for storage, restricting their needs to the garage only. However, the Football Club have asked if the Amenities Committee will consider letting the Club put their cabinet and trophies in the large meeting room. Following discussions, the Committee re-iterated the policy at both Pavilions to keep the community meeting space clear for all users. It was **RESOLVED** that if the Club wishes to re-visit internal storage for next season then this can be discussed at the appropriate time.

**79. GROUNDWORK – PROVISION OF CONSERVATION SERVICES AGREEMENT FOR APRIL 2020**

Members had before them, copy having already been circulated, a copy of the Provision of Conservation Services Agreement for April 2020 from Groundwork South. Groundwork South had made some changes to the frequency and number of visits based on the new 5-Year Management Plans, and these changes will mean a saving of £1081.00. Groundwork South also advised that their day rate has gone up from £150.00 to £160.00. It was **RESOLVED** that the Provision of Conservation Services Agreement for 2020/21 be renewed for one year for all sites except the Mud Wharf. Following the receipt of mitigation funds for the Mud Wharf a project plan will need to be developed later for this site. The funding will be placed in EMR for next year. The new revised total costs from Groundwork South for the Provision of Conservation Services Agreement for 2020/2021 is £7084.00 plus VAT.

## **80. 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.
- b) Reptile Surveys to be carried out by Groundwork South – email circulated  
The Assistant Clerk reported that permission had been given to Groundwork South to carry out reptile surveys at Hardings Row, Swan Meadow and the Iver Allotments Wildlife areas. Following discussions, it was **RESOLVED** that the emails and request be noted and agreed.

## **81. TREE WARDEN**

- a) Tree Warden report  
An email was circulated to the Committee by the Tree Warden, Cllr. C Gibson, who reported that a number of trees had come down this winter. Following discussions, it was **RESOLVED** that potential funding opportunities for re-planting of trees should be monitored.

## **82. 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** report be that the noted.

## **83. 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.

## **84. PRESS RELEASES/WEBSITE**

None

## **85. 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.

## **86. IVER HEATH ALLOTMENTS**

The Chairman presented an oral report to the Committee following an earlier meeting with The Ivers Parish Council (TIPC) and the Iver Heath Allotments Association committee (IHAA). The following points were made:-

**1. Hire charges for unauthorised work undertaken at the allotments**

At an earlier working group meeting it was agreed TIPC would contribute to costs incurred in relation to digging a trench for water pipes. TIPC and IHAA identified that 1 day hire for a digger and dumper would be a fair contribution. TIPC reiterated payments cannot be made to individuals but a payment could be made to the Association. This payment can be made to the Association bank account. No further payments will be made.

**2. Removal of concreted Heras fencing and other structures (temporary or permanent in construction) contrary to the terms of the existing tenancy agreement.**

IHAA asked for clarification of the definition of temporary to be re-issued to all tenants as part of a wider communication and to communicate individually with those tenants who have structures and fencing which breach the standard definition. This includes concreting of fenceposts and doors to plots. It is intended to identify the standards in all areas (not governed by statute) recommended by The National Allotment Society and where applicable use these to derive guidelines suitable for The Ivers Parish Council Allotments.

**3. Liaison between IHAA and TIPC**

TIPC informed IHAA that self-management was no longer an option. TIPC will communicate directly with all tenants and when circumstances permit call a meeting of all tenants to consider future plans. At this stage TIPC will not continue to liaise formally with IHAA. TIPC would however ask for information relevant to the reparation work be reported directly to them by the elected office bearers. Any tenant issues or concerns should be addressed to TIPC directly.

Concern was raised that the individual who has been served notice to quit will continue to be present on site as a visitor to another plot. TIPC will consider what further action is open to exclude an individual from site.

TIPC will communicate to all tenants following the end of the 28 day period covered by the notification that the individual is no longer a tenant. This will form part of a wider communication to reset the relationship between TIPC and tenants. TIPC want to reassure the tenants that their intention is to be more hands on in their direct management of the allotments and all decisions sit with the Amenities committee. It will be made clear that no individual has any authority to make decisions.

New tenancy agreements will be issued with a covering note highlighting the key responsibilities of the tenant.

TIPC are considering offering half plots as feedback suggests that there are some potential and existing tenants for whom the standard plot is impractical to work.

TIPC will be undertaking a review of all plots and the tenants of which have not been worked for a considerable period will be contacted. An invitation to renew will be issued in the first instance only to those whose plots are under cultivation and operating in line with the current tenancy agreement. All other tenants will be written to separately.

**4. TIPC Grounds team**

It is to be re-iterated to all staff to refer tenants' enquiries to the relevant officer/committee as appropriate. There was a request for the presence of staff to be more visible and consistent and an understanding of the tasks they

undertake. TIPC will be reviewing the activities undertaken with the team as part of developing the reparation plan.

**5. Ratio of plot to be under cultivation**

It was identified that some plots have very little cultivation but are being used to store materials and/or house poultry. IHAA suggested The National Allotment Society may have a percentage of the area of a plot which can be used for structures/necessary storage or housing chickens/rabbits.

**6. Locks and chains on main entrance and side gate.**

There is concern that the chain and lock at the main gate and side door were put in place by an Allotment Holder and the Allotment Holder could change the combination which, in effect, could lock everyone out. TIPC to confirm whether the padlocks are their property and they can change the passcode as required.

IHAA will write to all members to ask if they would prefer to remove the lock to the side gate following an incident relating to an older tenant who was locked in.

**7. Re-mapping and re-numbering the site**

This will be undertaken before the next renewal date. The IHAA suggested TIPC might want to identify sites as vacant, under cultivation with no agreement in place, under cultivation in line with agreement and under cultivation not in line with agreement, no evidence of cultivation.

**8. Next step**

As self-management is off the table the working group will no longer be disbanded. TIPC will communicate with the tenants directly during the coming months. The elected office bearers of IHAA will continue to brief and offer feedback as requested on an informal basis.

**Meeting finished at 9.10pm**

**Date of Next Meeting** – Wednesday 27<sup>th</sup> May 2020, 7.30 pm, Iver Parish Council Offices.

Signed.....Chairman

Date.....