

THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD ON 22nd JANUARY 2020 AT 7.30PM IN THE MEETING ROOM, COUNCIL OFFICES, IVER PARISH COUNCIL.

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

In Attendance: Margaret Wilson (Assistant Clerk), Councillors Carol Gibson and Geoff Bennett

Minutes taken by Margaret Wilson

60. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr. J Bryson who is on agreed leave of absence.

61. DECLARATIONS OF INTEREST

None

62. PUBLIC PARTICIPATION SESSION

No questions were put.

63. THE MINUTES

To confirm as correct the minutes (previously circulated) of the meeting held on the 20th November 2019, and to authorise the Chairman to sign the same. It was: **RESOLVED: to sign the minutes as a correct record of proceedings.**

64. PROGRESS REPORT

Members had before them the progress report dated 15th January 2020. The following points were made:

a) Iver Heath Allotments

The Assistant Clerk reported that the Clerk had written to the Iver Heath Allotment holders to arrange a meeting between the Parish Council and the Allotment holders to discuss the idea of self-management of the Iver Heath Allotments and to address their queries on the legal and financial aspects of the Allotment lease between the Parish Council and Bucks County Council. The first meeting took place on 17th January 2020 and the following is a summary of what was discussed between the Members of the Iver Heath Allotments Working Group:

Notes from the Iver Heath Allotments Working Group meeting held on 17th January 2020.

- i) The allotment holders at Iver Heath have formed an association affiliated to the National Society of Allotment and Leisure Gardeners. They have 26 paid up members.
- ii) The benefits of Self-Management were outlined.
- iii) The current 7 years lease with Bucks County Council expires on 30th September 2024.
- iv) There is no provision to assign the lease or sublet. The Clerk to write to Bucks County Council (BCC) seeking permission to allow Iver Heath Allotments Association to manage the site, i.e. collect the rents; pay the water and maintenance costs; lease rent and other minor works; the Parish Council to pay for the boundary fences; gates and trees. The Association to take full responsibility for letting vacant plots; allotment inspections and issuing notices to quit. The Parish Council to consider what level of management fee, if any, should be paid to the Association.
- v) The Association sought clarification on location of water mains and drains. The Parish Council to investigate this.
- vi) The Association to provide details of those trees that have TPOs, thought to be a Leylandii; 2 Limes and a Beech tree.
- vii) The “informal” pedestrian access off Swallow Street not thought to belong to BCC has been blocked off near the garages (L&Q Housing Association?). Person(s) unknown have land grabbed a triangular piece of the allotment land. The Clerk to inform BCC as the Landowner. **Post meeting note: It has been established that no land has been taken.**
- viii) There is no appreciable boundary along Slough Road save for a few hawthorn bushes and broken chain link fencing. The Association would like the Parish Council to install a new fence.
- ix) The Association would like the Parish Council to widen and set back the vehicular entrance/cross over at Slough Road.
- x) A Public meeting would be called informing all allotment holders of the Council's intention to devolve management of the site to the Association after the next Association meeting on 25 January and the next working group meeting on 18th February 2020. **Post meeting note: The next working group meeting to take place on 18th February 2020 has now been deferred.**
- xi) The Council will make a contribution to Kevin Davy for the hire of a digger to clear overgrown plots to bring them back into service.

b) Hardings Row Nature Reserve – declaring Hardings Row Nature Reserve as a local nature reserve

The Assistant Clerk reported that South Bucks District Council (SBDC) had now requested further information from the Parish Council before an informed decision to designate Hardings Row as a local nature reserve can be given by them. The Assistant Clerk is seeking advice from Natural England and Groundwork South before responding back to SBDC. Cllr. C Jordan asked what the benefits are for having Hardings Row designated as a Nature Reserve, and Cllr W Matthews reported that it gives the site extra protection.

- c) 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 was carried out on Friday 3rd January 2020, and that it had just been confirmed that the hedge cutting at the Iver Heath Allotments will take place on Friday 24th January 2020.
- d) Delaford Colts
This item is covered under the Clerks Report – Item No 65(a).
- e) Preventative Maintenance for the Jubilee and Iver Heath Pavilions
This item is covered under the Clerks Report – Item No 65(b).
- f) Mural Review Design for Iver Recreation Ground
The Assistant Clerk reported that the mural artwork has now been completed at the Iver Recreation Ground. The report and photos have been uploaded on to the Parish Council's website. It was **RESOLVED** that the report be noted, coupled with the Parish Council's thanks and appreciation to Positive Arts and the Iver Village Junior School for all their wonderful work.
- g) New Lockbox for Iver Heath Recreation Ground
The Assistant Clerk reported that the new lockbox and staple have now been fitted to the small barrier at the Iver Heath Recreation Ground.
- h) Quotes for Electrical Certification Report
The Assistant Clerk reported that Palmac Electrical Services Ltd have carried out the electrical installation inspection and tests at the Iver Heath Pavilion and that the Members had been circulated the Electrical Installation Condition Report and costs for the works prior to the meeting. Following discussions, it was **RESOLVED** that the electrical works to be coordinated with the refurbishment works programme, and Cllrs. G Bennett and A Mayling will prioritise the electrical works in conjunction with the refurbishment works contractor.
- i) Car park – Iver Recreation Ground – Quotations received for making good and finishing car park
The Assistant Clerk reported that the order has been placed with Driveway Builders and the work is to commence on 17th February 2020.
- j) Fees and Charges for Pavilions and Allotments and date of implementation
The Assistant Clerk is continuing to research neighbouring Parish Councils for allotment price comparisons and will report back at the next Amenities Committee meeting.
- k) Iver Heath Pavilion Refurbishment Project
The Assistant Clerk gave a verbal report following the Iver Heath Working Group meetings which took place on 11th December 2019 and 14th January 2020. The Working Group were broadly supportive of the tender submitted by Furlong and Higgs Ltd to refurbishment the Iver Heath Pavilion for the sum of £56,676 for all aspects of the schedule of works except the exterior work. Following the presentation by Furlong & Higgs at the meeting held on 14th

January 2020, the Working Group committee satisfied themselves that the prime costs set out in tender were sound and agreed that the tender submitted by Furlong & Higgs be recommended for approval at the next Amenities meeting to be held on 22nd January 2020. It was further discussed that due to the conditions of the drains under the existing showers, this area is likely to require re-visiting after the detailed scoping and a contingency sum of £5k will be put in the budget to allow for this work. A further contingency of £5k will be held for potential costs arising during the project delivery. The Contractors confirmed that payment would be made in 2 stages and a 5% retention on the contract sum would be held in lieu of defects. Cllr G Bennett confirmed again that the MD of Stanmore Builders is willing to supply building materials free of charge and Furlong & Higgs said that a corresponding reduction would be made against the contract sum. It was discussed that the Iver Heath FC would work towards concluding home fixtures by the first week in May to enable Furlong & Higgs to get on site after Easter (mid-April 2020) to commence the works. Furlong & Higgs confirmed that the workers onsite would be DBS checked due to the nature of the location. In addition to the above schedule of works, quotations for a new fire alarm system; electrical and boiler works are still needed to be obtained. It was **RESOLVED** that the contract be awarded to Furlong & Higgs for the Iver Heath Pavilion Refurbishment project.

- l) Management Plan Tender from Groundwork South
No further changes/feedback on the reports were received from the Members of the Amenities Committee, so it was **RESOLVED** that the Management Plans be signed off.
- m) Iver Scout's lease
The Chairman of The Ivers Parish Council reported that we have still not received the signed agreement back from the Scouts Head Office.
- n) Iver Heath Tennis Club
The Assistant Clerk reported that the Clerk had met with the Officers of the Tennis Club to arrange stage payments for their share of the maintenance of the sewage pumps at the Iver Heath Pavilion. The Tennis Club have agreed to pay £100.00 per month over 23 months for their share of the maintenance of the sewage pumps commencing on 1st February 2020.
- o) Hardings Row Field – update
The Assistant Clerk reported that an email had been sent to the owners of Wood Lane Stables to advise them that the Parish Council will be replacing the temporary security fencing at Hardings Row field. The Groundsmen have purchased the materials and will be starting on the fencing works shortly.
- p) BMX Track at Iver Recreation Ground
This item is covered under the Clerks Report – Item No 65(f).

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

65. CLERK'S REPORT

Members had before them the report of the clerk dated 15th January 2020.
Arising from the report:

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

The Assistant Clerk reported that the Clerk has written to the Chairman of Delaford Colts regarding the RPI figure used by the Parish Council in the Delaford Colts Community Use Agreement 2019-2020 and has requested again to set up a steering group meeting with representatives from both the Parish Council and the Delaford Colts as recommended by the Football Foundation. The Assistant Clerk has completed the Support Day meeting report and the Monitoring and Evaluation Survey, but with no receipt of a development plan for 2019-2020 from Delaford Colts was unable to fully complete the forms. The Football Foundation will be contacting Delaford Colts for the missing information. Following the communication by the Clerk, Delaford Colts have made an interim payment to the Parish Council and is arranging a meeting with the Clerk in February. In the meantime, the Clerk and the Assistant Clerk will continue to set up a meeting with both the Football Foundation and Delaford Colts to sort out any outstanding issues, start discussions for the 2020-2021 fees and reassess Delaford Colts plans for the continued use of the Jubilee Pavilion and pitches. It was **RESOLVED** that the report be noted.

b) **PREVENTATIVE MAINTENANCE FOR THE JUBILEE AND IVER HEATH PAVILIONS**

Following the visit from a Building Surveyor, it was concluded that the Mechanical and Electrical services: the fire and intruder alarm systems, the boilers, sewage pumps and electrical condition reports (carried out every 5 years) are covered under our annual and 5-year service agreements. Therefore, it was recommended that a building survey is all that would be required at the Jubilee Pavilion. A building survey at the Iver Heath Pavilion will not be required now due to the refurbishment works due to take place later in the year. It was **RESOLVED** that the Assistant Clerk to only obtain quotations for a building survey to be carried out at the Jubilee Pavilion and that the costs be considered within the 2020/21 budget.

c) **REVIEW OF ALL CURRENT AGREEMENTS BETWEEN THE PARISH COUNCIL AND THE FOOTBALL CLUBS**

The Assistant Clerk reported that the Clerk will undertake a review of all agreements between the Parish Council, Delaford Colts, Iver Heath Village FC and St Peter's FC. This is an on-going item and the Clerk will present a report to the Committee at a future Amenities meeting when the report has been completed. In the meantime, the Clerk to send the 2019/2020 agreement to the Iver Heath Village FC and the St Peter's FC for signing. It was **RESOLVED** that the report be noted.

d) **TREE WORKS**

The Assistant Clerk reported that Heritage Tree Services has carried out the Resitograph Arboricultural Report and has submitted a quotation for the tree works as recommended in the Report. The Arboricultural Report and quotation were circulated to the Members. The Assistant Clerk also

recommended that following the completion of the Phases 1, 2, and 3 tree works on trees in high risk areas that the Parish Council own/mange, that a full inspection of all the trees under the Parish Council's responsibility and on land owned/managed by the Council be inspected. It was **RESOLVED** that Heritage Trees to proceed with the tree works as recommended in the Resitograph Arboricultural Report and the Assistant Clerk to obtain quotations for the inspection of the trees under the responsibility of the Parish Council.

e) **REVIEW OF THE IVERS PARISH COUNCIL'S BURIAL CHARGES SCHEDULE FOR 1ST APRIL 2020**

The Assistant Clerk reported that South Bucks District Council (SBDC) have reviewed their Burial Charges and requested that the Committee review the Parish Council's burial charges in line with SBDC. Following discussions, it was **RESOLVED** that the Committee approved that no fees be increased for residents of the district, but that the surcharge of £200.00 be increased by £50.00 to £250.00 for non-residents of the district in line with SBDC's burial charges to commence on 1st April 2020.

f) **BMX TRACK AT IVER RECREATION GROUND**

The Assistant Clerk reported that following a site meeting with Billy and Tony Luckhurst to discuss the BMX track at the Iver Recreation Ground, the Assistant Clerk has since obtained a refurbishment quotation from a fully compliant, qualified, experienced and insured track construction specialist company which was circulated to the Members. The Parish Council have not made any budget provisions in the 2020/21 estimates; therefore, any spend required on the BMX track will have to come out of general fund balances/grants/sponsorships the Officers can obtain. It was **RESOLVED** that the Members were supportive of the project to fully refurbish the BMX track and the Assistant Clerk to investigate what funding is available for this project.

66. IVER HEATH CHILDREN'S PLAYGROUND REFURBISHMENT

a) To open any tenders submitted by Friday 17th January 2020 for the Iver Heath Children's Playground refurbishment project

The Assistant Clerk reported that two tenders were received for the refurbishment of the Children's Playground at Iver Heath by 17th January 2020. The proposals were opened and circulated to the committee, and following discussions, it was **RESOLVED** that the tender from Hags in the sum of £32,669.57 be approved with the following changes:-

- i) that Hags to quote for the same Spinmee Inclusive Roundabout as submitted in the tender from Prestige Playgrounds as this was the Committee's preferred roundabout product choice which will increase the overall price;
- ii) that the Zingo Bubble Trail balancing equipment be replaced by another piece of equipment that was more exciting/challenging. Cllr. C Jordan suggested stepping stones as an alternative;

that the Assistant Clerk obtain the revised prices for the above changes from Hags; and that the Chairman of the Parish Council and Assistant Clerk to seek funding from the Heathrow Community Fund to help with the

additional costs of the proposed changes to the Children's playground refurbishment project.

67. 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.

68. TREE WARDEN

- a) Tree Warden report
Nothing to report

69. 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.

70. 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.

71. PRESS RELEASES/WEBSITE

None

Meeting finished at 9.10PM

Date of Next Meeting – Wednesday 18th March 2020, 7.30 pm, Iver Parish Council Offices.

Signed.....Chairman

Date.....