

Facilities and Events Committee Action Plan 2021 - 2022

Minute Number	Resolution	Progress	Status
096/21 Delafor Colts	a. Chair to liaise with Delafor Colts to select the position for the Delafor Colt sign. Chair to send a photograph to all committee members for approval on design and position	Signs erected	
	b. Midweek training be incorporated into the 2021 – 2022 agreement with charges to be discussed	Completed	
	c. A fun day to be agreed for 4th September subject to agreement with the officers on how it would operate. The Pavilion is being kept Covid secure and the toilet system cannot cope with a fun day so portable loos will be required	Completed	
	d. The outlined football tournament for 9/10 July 2022 be agreed in principle subject to arrangements being finalised and agreed	Awaiting information from Delafor Colts	
097/21 Training Hub	The Clerk contact a heat specialist and seek advice about the room and how to manage the heat levels generated by people and equipment. Cllr Cook to calculate the cost to the Council and Facilities and Events to consider the project at their next meeting.	Completed	
099/21 Defibrillator	The defibrillator be placed at Iver Heath Pavilion in a suitable position that enables an electricity supply. Cllr Young to forward details to the Clerk of the contractor used for Richings Park.	Completed	
155/21 Iver Heath Pavilion Fire Safety Work	a. Ear Marked Reserves be used to cover the budget deficit for the statutory remedial works	Completed	
	b. The replacement intruder alarm and fire alarm additional works not be progressed at this time	Removed from workplan	
	c. Appropriate internal CCTV be included in the CCTV tender to cover the entrances	Awaiting car park lighting upgrade to issue invitation to quote	
156/21 Training Hub	Funding bid be made to the Community Board for the capital costs of the project with the council's revenue costs used as match funding	Bid was successful	
158/21 Christmas Lights	a. The removal of the lights from existing trees be funded through contingency (£980)	Completed	

	b. A quote be requested from Lamps and Tubes for mistletoe balls at Richings Park	Lights in existing 3 year contract	
	c. The proposal to light the tree at Iver Village be agreed at a cost of £2,675 for this year	Completed	
	d. Council be requested to approve additional budget for Christmas Lights of £2,000 as a contingency in case sponsorship is not available	Completed	
159/21 Booking conditions	Subsequent to the changes highlighted above the interim booking terms and conditions be agreed	Added to booking form	
160/21 Allotment charges	The new plot size of 161m2 to 220m2 at a cost of £75 (2021 – 2022 rates) and a water calculation denominator of 2.5 be approved	Implemented	
161/21 Iver Heath Fun Day	a.Chair to request a grant application be completed by the organising body	See 191/21	
	b. The Clerk to seek approval from councillors via e mail to provide £980 from council grant funding	Completed	
	c. In the case of an application being received and the majority of councillors being in agreement £980 to be approved	See 191/21	
164/21 St Peters Burial Ground	a.The Council adopt a minimum burial depth of 2 feet (24”) between the top of the casket/coffin and the surface.	Implemented	
	b. A meeting be set up between the church and the Parish Council to discuss the report generated by the push pull testing and the concerns regarding land stability	Completed	
165/21 Delaford Colts Agreement	Subject to the inclusion of the conditions above that the draft agreement be agreed	Completed	
190/21 Burial Records	a.The Council seeks a part time temporary role to separate the scanned documents and file in an appropriate manner on the council burials drive	Completed	
	b.The Clerk and Business Administrator continue to update the forms, new records and the website	Website and forms completed	
	c. Adobe writer be added to the software to be accessible to 2 users	Completed	
	d.The church to be requested to re-examine their records for the identified missing records once the records are ordered	Completed – no further records available	
	e.Committee to reconsider cloud based software for burial records once the records are ordered	To reconsider in 2022	
191/21 IH Fun Day	The Committee funds the provision of the toilets at a cost of £1250 inc VAT from the contingency via an invoice directed to the Parish Council	Awaiting invoice	
192/21 Allotments	a.The Clerk seek quotes to replace the water supplies to the three taps at Iver Heath allotments with above ground piping	Quote considered and dismissed 5/1/22	

	b.Clerk to return to committee with the complete income and expenditure with regard to the allotments	Completed – added to budget report Dec 21	
	c.Fees and charges to remain at the levels agreed in the budget for 2021-2022	Implemented	
	d. A subsidy scheme to be implemented for those on lower incomes with all persons seeking a subsidy signposted to Cllrs Ciarán Beary and Kevin Brown who will consider the request and grant appropriate subsidy	Implemented	
	e. All allotment surplus to be transferred to Ear Marked Reserves for Allotments	Implemented	
	f.The drainage ditches at Iver Heath allotments that run beside the paths to be filled	Completed	
	g.A working group to be formed. Cllrs Stanhope, Brown, Beary and Sullivan to sit on the group along with the allotment association representatives and the allotment tenants	Completed	
	h.All allotment tenants to be written to explaining the outcomes of the Committee meeting	Completed	
299/21 Churchyards	a. The Council adopts the five year approach to memorial testing and applies for a faculty to conduct a programme of testing with additional testing of memorials that have become a concern	Completed	
	b. The Council to contact all failed memorial grave owners in St Peters Burial Ground to inform them of the nature of the failure. To include advice that we cannot guarantee ground stability. Council to provide detail of failed memorials in churchyards for church to contact grave owners	Completed	
	c. Council to provide the letter template to the Church for the Church Office to use when writing to all failed memorial owners	Completed	
	d. If Church Office is unable to trace relatives/owners of memorials then copies of all records for the grave to be passed to the Parish Council Office to undertake searches	Implemented	
	e. Council to inform all Churchyard grave owners who make contact of the need to apply for faculty	Implemented	
	f. Clerk to deal with the badger gating in a manner depending on the response of the Church. Further gating licences to be sought only for Parish Council responsibilities	Completed	
	g. Bucks Council to be informed of the issue re the embankment and requested to attend for a site visit with council and diocese to discuss options	Site visited completed. Awaiting info	
	h. Committee to consider NALC Legal Advice when it is received	January Meeting	
	i. Following provisions of records and subsequent searches conducted by Council, if living relatives cannot be found, Council to repair 3 tomb memorials	Ongoing	

	beside church front door. To be undertaken by removing the bricks and laying the lid to the ground at a cost of approximately £875. If faculty is refused item to be returned to committee	Discussed at January & March meetings	
	j. Annual push pull contract to be commissioned for the 5 years once faculty is received	Faculty to complete	
	k. Council to implement appropriate plan for make safe standard repairs for memorials with no known grave owner	Ongoing	
300/21 Plat Jubilee	A working group be formed to look at this; Clerk to e mail all councillors to offer an opportunity to join the working group	Completed	
301/21 IH allotments	Plots 9 and 10 be joined and a smaller plot being formed in the middle of the space.	Completed	
302/21 Jubilee Pavilion	A suitable professional be identified to suggest how to reconfigure the Jubilee Pavilion to enable rental of Pavilion to be undertaken at the same time as changing room use. A report to be returned to Committee regarding the costs of such advice	Ongoing. Bid to make to Community Board	
303/21 IH Pavilion	A suitable professional be identified to suggest how to reconfigure the Iver Heath Pavilion to enable rental of Pavilion to be undertaken at the same time as changing room use. A report to be returned to Committee regarding the costs of such advice	Ongoing. Community Board Bid made.	
305/21 IH Rec	The 2021 – 2022 cost of hiring the 5 a side pitch at Iver Heath Recreation Ground be set at £12 per hour	Implemented	
407/21 Pavilions	All buildings to be deep cleaned as soon as possible using part of the budget set aside for caretaker absence	Completed	
	Officers review the cleaning situation and bring a proposal to the next meeting	Completed March 2022	
408/21 Scout Hut Signs	Confirm approval of signs with the current Scout Leaders	Completed	
409/21 EROB extension charges	Officers contact other burials grounds to assess whether our suggested charges are in line with others and have authority to implement the charges without returning to Committee if that is the case.	Implemented from April 2022	
410/21 Allotment Associations	The Business Administrator puts new plot holders when signing up for an Allotment in touch with the relevant Allotment association.	Ongoing	
411/21 Working Groups	Cllr Stanhope to convene Jubilee Events and Allotment Working Groups as soon as possible.	Complete	
412/21 Projects	That a freezer be acquired and located within a Parish Council site – garage identified.	Ongoing – Business Plan to be submitted to full Council	

414/21 EV charging points	Cllr Kinchin proceed with commissioning a free survey at Recreation Ground car parks	Complete and reported at March meeting	
415/21 Pavilions Energy Assessment	Await outcome of a Community Board bid the commission energy assessment.	Ongoing	
416/21 H&S Inspection and testing	Fire Risk Assessments are commissioned for 4 sites (office, workshop and pavilions)	Complete	
	An amended quote is sought for the disconnection of 2 cold water storage tanks at Iver Heath Pavilion and work is commissioned	Complete	
	A second quote is sought for the installation of a toilet extractor fan at the office	Complete	
	Paperwork is sought from the contractor for the remedial electrical work that was recommended at the Iver Heath Pavilion following the Electrical Installation Testing in 2020.	None available	
	A second quote is sought for fixed wiring inspection.	Complete	
	Emergency lighting remedial work at Iver Heath Pavilion, identified during 'flick' testing, is commissioned 'Flick' switches are installed at the Jubilee Pavilion to enable the emergency lighting to be correctly tested	Complete	
419/21 Allotment rent	A refund of charges be issued in the case of non-use of a plot.	Complete	
497/21 cleaning and caretaking	Regular monthly cleaning of facilities, and if left dirty after hire, is organised with a cleaning contractor.	Complete – new cleaning contractor on board	
	Monitor the number of hires and review at next Facilities and Events meeting	May meeting – Facility usage figures provided	
	Review the hire and cleaning charges from 2023-24. Review the 2023-24 staffing budget to include the additional Caretaker and Keyholder role.	To do Oct 2022	
498/21 EV Charging points	Cllr Kinchin proceed with the project to install EV charging points at Iver Recreation Ground with a review of other suitable areas after 1 year.	Ongoing	
499/21 tomb repairs	Business Administrator prepare a faculty and depending on the cost of the faculty, to proceed with the work to make the tombs safe within the allocated budget. Any tombs which can't be made safe due to exceeding the budget are to be securely and permanently cordoned off.	To do	
500/21 Jubilee Pavilion lighting	The Business Administrator seeks costs for changing the daylight sensor to a timer control.	To do	

	Cllr Stanhope to report on the current camera locations and report on suitable security lights e.g. heat or motion sensors.	May meeting	
	Cllr Matthews to seek advice from the Safety Officer at Buckinghamshire Council.	To do	
	Business Administrator to organise replacement of broken lights with anti-vandal LED lights.	Complete and protective grilles installed	
501/21 Platinum Jubilee Events	Business Administrator to purchase a stock of sustainable cups, plates and cutlery which can be provided to organisers of the four main events.	Complete	
	Councillor Stanhope to liaise with Pinewood Studios to provide a bus to transport residents to the Thursday and Sunday events.	Complete	
	Purchase approximately 6 rolls of bunting tape.	Complete	
	Councillor Cook to draft a letter to community organisations inviting them to participate in the bunting production project. Administrator to provide 2 hours admin support.	Complete	
502/21 Iver Heath Pavilion	Business Administrator seek options and quotes for installing a fire alarm at the Iver Heath Pavilion.	To do	
	Business Administrator investigates if a phone line is available at the Iver Heath Pavilion as this will dictate whether a monitored fire alarm is an option.		
502/21 Workshop	Councillors to visit the Workshop	Complete 11 March 2022	
	Business Administrator seek heating options and costs for the Workshop at Iver Recreation Ground.	Identified heating system in place during visit on 11/3/22	
503/21 Improvements	Agreed to include the following as standing agenda items: <ul style="list-style-type: none"> - Chair's Announcements - Facilities and Events Committee Action Plan 	May meeting	