

Facilities and Events Committee Action Plan 2022 - 2023

Date of Meeting	Minute Number & Agenda Item	Resolution	Progress / Status Updates	Status
01/06/2022	059/22 Iver Heath Bowls Club	Business Administrator/Deputy Clerk to review Iver Heath Recreation Ground car park lighting.	14/06/22 Caretaker tasked to conduct evening survey.	
01/06/2022	059/22 Iver Heath Bowls Club	Grounds Team to remark disabled bays in the car park and create level access from the car park to the pavement in front of the Iver Heath Pavilion.	Line marking quote added to <i>31/08/22 meeting agenda</i> for decision. 23/06/22 Requested quote from contractor. 09/06/22 Requested via Line Manager – not possible.	
01/06/2022	062/22 Finance	Iver Heath Pavilion electric shutters project be added to the next agenda.	To consider advice to replace shutters rather than retrofit motors to existing. <i>6 July 2022 meeting agenda.</i>	
01/06/2022	063/22 Committee Action Plan	<ul style="list-style-type: none"> - status updates are to be included in the progress column. - status column for actions/projects not going ahead should be left uncoloured. - include the date of the meeting from which actions have arisen. 	Added from June 2022	
01/06/2022	063/22 Committee Action Plan	Clerk to circulate the Community Board award for the project at minute number 303/21 (reconfiguration of Iver Heath Pavilion to separate football showers and hall for hire).	No record of bid made. Request to Clerk 09/06/22	
01/06/2022	063/22 Committee Action Plan	To add the Reconfiguration of Iver Heath Pavilion as above (minute number 303/21) to the next agenda.	As above.	
01/06/2022	063/22 & 101/22 Committee Action Plan	<ul style="list-style-type: none"> - Cllr Stanhope to submit a Business Plan to full Council for the project at minute number 412/21 (acquire freezer and locate within a Parish Council site). - Clerk to clarify what information needs to be included in the business plan. 	Cllr Stanhope to add additional detail re request to locate at Jubilee Pavilion. Clerk sent to Cllr Stanhope 10/06/22	

01/06/2022	063/22 Committee Action Plan	Business Administrator to check the Football Foundation Grant Terms & Conditions to confirm what shower provision must be provided.	No reference in general Ts&Cs. No specific terms on file.	
01/06/2022	063/22 Committee Action Plan	Business Administrator to confirm, with Worknest, what Health & Safety testing must be conducted as the Landlord of 63 Chequers Orchard.	Worknest response 15/06/22 – depends on SLA. Tenancy Agreement states tenant responsible for statutory requirements and supply of fire fighting equipment. However, email of 23/06/21 from Clerk offers boiler, electrics (not PAT), gas, legionella, drains, door entry system, ramp and fences.	
01/06/2022	064/22 Allotments	Cllr Stanhope and the Business Administrator to conduct an allotment inspection at the beginning of July 2022.	Completed 4 th July 2022	
01/06/2022	064/22 Allotments	Business Administrator to contact tenants of unworked plots to ask for the reason why their plot is unused and to set a deadline for the tenant to commence work on their plot.	Plots to be worked by end of July 2022, 1 months notice will then be given. Reminders sent to newer tenants 14/07/22	
01/06/2022	065/22 CCTV	Business Administrator to make changes, agreed by the Committee, to the CCTV Policy.	Circulated and uploaded to website 09/06/22	
01/06/2022	065/22 CCTV	Business Administrator, to commission a contractor to write a specification for CCTV systems, to include; dummy cameras, potential to expand the system, ability to monitor remotely, annual servicing.	Spec received for consideration at 6 July 2022 meeting.	
01/06/2022	065/22 CCTV	Investigate funding from the Police & Crime Commissioner (PCC) for CCTV systems.	PCC Community Fund Bid to be made on/after 22/08/22	
01/06/2022	065/22 CCTV	Once a specification has been agreed, Business Administrator to obtain quotes for CCTV at the following locations: <ul style="list-style-type: none"> ○ Iver and Iver Heath Pavilions ○ Points of access at Iver and Iver Heath Allotments ○ Rear of 45B High Street ○ Swan Meadow 	<i>Quotes on agenda for decision at meeting 31/08/22</i> 12/07/22 emailed spec amendments to contractor. 06/07/22 agreed not to proceed with CCTV at open spaces.	

01/06/2022	065/22 CCTV	Business Administrator to obtain a quote for CCTV cameras at 45B High Street for monitoring HGV movements on Bangors Road.	21/06/22 passed to Jem for OS&H Committee	
01/06/2022	065/22 CCTV	Business Administrator to contact Rosie Tunnard to ascertain when she anticipates CCTV provision will be made available, by Buckinghamshire Council, for monitoring HGV movements on Bangors Road	12/07/22 Judith confirmed non-HS2 traffic can't be monitored by Bucks Council. Chased 22/06/22 & copied Jem for OS&H Committee 16/06/22 Judith Wainwright confirmed can't monitor HS2 traffic with mobile cameras.	
01/06/2022	066/22 Facilities Hire	Cllr Stanhope to draft a resident survey to ascertain how they would like to use Parish Council facilities.		
01/06/2022	066/22 Facilities Hire	Business Administrator to arrange installation of 'For Hire' signs at the Jubilee and Iver Heath Pavilions.	Caretaker to install	
01/06/2022	066/22 Facilities Hire	To add a 'Facilities for Hire' link on the Parish Council website home page.	Pia added link from banner on home page	
01/06/2022	066/22 Facilities Hire	Business Administrator to ask website host if usage analytics can be obtained.	Requested Clerk adds to Full Council agenda for discussion. Accessible via Google Analytics with Gmail account. 24/06/22 30 day report distributed to Councillors.	
01/06/2022	066/22 Facilities Hire	Clerk to include Facilities for Hire section in the next editorial piece in In and Around Iver publication.	In July edition	
01/06/2022	067/22 Fire Door Installation and Workshop Maintenance	Business Administrator to obtain a third quote from a local company recommended by Cllr Kinchin and to proceed with the most cost-effective quote (funded from Facilities and Events Contingency budget).	19/08/22 Purchase Orders submitted to contractors. March quotes being revised by contractor due to delay in accepting. Quotes received. Site visit completed 23/06/22	
06/07/2022	103/22 Chair's Announcements	Advertise 2 vacant allotments at Iver Heath site.	1 plot allocated 13/08/22	

06/07/2022	103/22 Chair's Announcements	Cllr Stanhope to discuss cultivation of allotment plot (with chickens/wood storage) with the tenant.		
06/07/2022	103/22 Chair's Announcements	Business Administrator to notify tenant with 3 plots, that they will be reduced to 1 plot, unless cultivation is started on all 3 plots.	Reinspected on 1 August – work had commenced. Notified will reinspect on 1 September. Emailed 08/07/22	
06/07/2022	103/22 Chair's Announcements	Business Administrator to share Allotment Tenancy agreement template with the Committee.	Emailed 07/07/22	
06/07/2022	105/22 Committee Action Plan	Business Administrator to write to the Chairman of Delaford Colts FC to establish if the club intend to recommence use of the changing room and shower facilities.	<i>To report at 31/08/22 meeting.</i> 13/07/22 Chairman confirmed will arrange meeting with Committee to discuss use. Emailed 12/07/22	
06/07/2022	106/22 CCTV	Business Administrator to ask contractor to amend Specification. Cllr Stanhope to review prior to quotes being obtained.	26/07/22 spec finalised and quotes sought by email 20/07/22 amended spec to Peter S for final check. 19/07/22 question from contractor emailed to Peter S. 12/07/22 emailed spec amendments to contractor.	
06/07/2022	106/22 CCTV	Business Administrator to arrange installation of phone line and broadband at Iver Heath Pavilion.	Installation via BT booked for 16/08/2022 (Bowls Club have BT service also).	
06/07/2022	107/22 Iver Heath Pavilion Shutters	Business Administrator to seek quotes to replace all door and window shutters on both the Pavilion and Tennis club sides. Business Administrator to confirm shutter material.	<i>Quotes on agenda for decision at meeting 31/08/22</i> 25/07/22 Invitations to quote sent to 3 contractors. Contractor confirmed steel construction.	
06/07/2022	108/22 Pavilion Heating and	Business Administrator progress the project. To include the office at 45B High Street in the initial survey.	21/07/22 Emailed original surveyor – awaiting reply.	

	Sustainability Project			
06/07/2022	111/22 Iver Heath Allotments	Business Administrator to arrange refund.		

Key

To do / Ongoing	
Complete	
Not proceeding	

To carry over to Action Plan 2023 - 2024

Due		Action		
June 2023	CCTV	Annual review of CCTV Policy.		
1 year after installation complete at Iver Rec	EV Charging Points	Review of other suitable areas after 1 year.		