

## 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 <b>Iver Heath Bowls Club</b>	Business Administrator/Deputy Clerk to review Iver Heath Recreation Ground car park lighting.	Recreation ground lights will be assessed and upgraded by Enerveo as part of the <b>OS&amp;H Committee</b> Streetlight Upgrade Project 2022-23. 29/09/22 reported to SSE PC10 & PC6 failed 14/06/22 Caretaker tasked to conduct after dark survey.	
01/06/2022	059/22 <b>Iver Heath Bowls Club</b>	Grounds Team to remark disabled bays in the Iver Heath Pavilion car park.	Budget request to Full Council on 3/10/22 Line marking quote added to 31/08/22 meeting agenda for decision. 23/06/22 Requested quote from contractor. 09/06/22 Requested via Line Manager – not possible.	
01/06/2022	059/22 <b>Iver Heath Bowls Club</b>	Grounds Team to create level access from the car park to the pavement in front of the Iver Heath Pavilion.	<i>Quotes added to 04/01/2023 meeting agenda for decision.</i> Seek quotes for dropped kerb. 09/06/22 Requested via Line Manager – not possible.	
01/06/2022	062/22 <b>Finance</b>	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 <b>Committee Action Plan</b>	<ul style="list-style-type: none"> <li>- status updates are to be included in the progress column.</li> <li>- status column for actions/projects not going ahead should be left uncoloured.</li> <li>- include the date of the meeting from which actions have arisen.</li> </ul>	Added from June 2022	

01/06/2022	063/22 <b>Committee Action Plan</b>	Clerk to circulate the Community Board award for the project at minute number 303/21 (reconfiguration of Jubilee 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 <b>Committee Action Plan</b>	To add the Reconfiguration of Jubilee Pavilion as above (minute number 303/21) to the next agenda.	As above.	
01/06/2022	063/22 & 101/22 <b>Committee Action Plan</b>	<ul style="list-style-type: none"> <li>- 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).</li> <li>- Clerk to clarify what information needs to be included in the business plan.</li> </ul>	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 <b>Committee Action Plan</b>	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 <b>Committee Action Plan</b>	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 <b>Allotments</b>	Cllr Stanhope and the Business Administrator to conduct an allotment inspection at the beginning of July 2022.	Completed 4 <sup>th</sup> July 2022	
01/06/2022	064/22 <b>Allotments</b>	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 <b>CCTV</b>	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 <b>CCTV</b>	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 <b>CCTV</b>	Investigate funding from the Police & Crime Commissioner (PCC) for CCTV systems.	Bid unsuccessful 29/09/22 PCC Community Fund Bid submitted 31/08/22	
01/06/2022	065/22 <b>CCTV</b>	Once a specification has been agreed, Business Administrator to obtain quotes for CCTV at the following locations: <ul style="list-style-type: none"> <li>○ Iver and Iver Heath Pavilions</li> <li>○ <del>Points of access at Iver and Iver Heath Allotments</del></li> <li>○ Rear of 45B High Street</li> <li>○ <del>Swan Meadow</del></li> </ul>	Quotes on agenda for decision at meeting 31/08/22 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 <b>CCTV</b>	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 <b>OS&amp;H Committee</b>	
01/06/2022	065/22 <b>CCTV</b>	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 to <b>OS&amp;H Committee</b> 16/06/22 Judith Wainwright confirmed can't monitor HS2 traffic with mobile cameras.	
01/06/2022	066/22 <b>Facilities Hire</b>	Cllr Stanhope to draft a resident survey to ascertain how they would like to use Parish Council facilities.		
01/06/2022	066/22 <b>Facilities Hire</b>	Business Administrator to arrange installation of 'For Hire' signs at the Jubilee and Iver Heath Pavilions.	Caretaker installed 10/11/22	
01/06/2022	066/22 <b>Facilities Hire</b>	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 <b>Facilities Hire</b>	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 <b>Facilities Hire</b>	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 <b>Fire Door Installation</b>	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).	Installed 4/10/22 19/08/22 Purchase Order submitted to contractors. Quotes received. Site visit completed 23/06/22	
01/06/2022	067/22 <b>Workshop Maintenance</b>	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 Order submitted to contractor. March quote being revised by contractor due to delay in accepting.	
06/07/2022	103/22 <b>Chair's Announcements</b>	Advertise 2 vacant allotments at Iver Heath site.	2 <sup>nd</sup> plot allocated 17/10/22 1 plot allocated 13/08/22	
06/07/2022	103/22 <b>Chair's Announcements</b>	Cllr Stanhope to discuss cultivation of allotment plot (with chickens/wood storage) with the tenant.		
06/07/2022	103/22 <b>Chair's Announcements</b>	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 <b>Chair's Announcements</b>	Business Administrator to share Allotment Tenancy agreement template with the Committee.	Emailed 07/07/22	
06/07/2022	105/22 <b>Committee Action Plan</b>	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 <b>CCTV</b>	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 <b>CCTV</b>	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 <b>Iver Heath Pavilion Shutters</b>	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 <b>Pavilion Heating and Sustainability Project</b>	Business Administrator progress the project. To include the office at 45B High Street in the initial survey.	<b>Reports to be considered at 4<sup>th</sup> Jan 2023 committee.</b> Surveyed 25/10/22. 03/10/22 PO submitted. 28/09/22 proposal received. 30/08/22 contact made, awaiting updated proposal. 21/07/22 Emailed original surveyor.	
06/07/2022	111/22 <b>Iver Heath Allotments</b>	Business Administrator to arrange refund.		
31/08/2022	187/22 <b>Chairs Announcements</b>	Cllr Stanhope to email Councillors to invite them to a working group to co-ordinate a warm room plan with other facilities across the parish.		
31/08/2022	187/22 <b>Chairs Announcements</b>	Council to consider and approve the 'Warm Room' plan.	Officers to signpost residents to facilities offering warm spaces.	
31/08/2022	190/22 <b>Christmas Lights</b>	Cllr Stanhope to email an invitation to a Christmas Lights Working Group.		
31/08/2022	190/22 <b>Christmas Lights</b>	Working group to arrange the switch on event and advent window displays.		

31/08/2022	190/22 <b>Christmas Lights</b>	Business Administrator to work with the Deputy Clerk to check the term of the village centre Christmas tree lights contract.	Current 2 year contract ends 2022.	
31/08/2022	191/22 <b>Maintenance of Allotments</b>	Council to consider the quotes for allotment clearance and consider whether budget can be allocated to fund the work.	13/12/2022 delayed due to bad weather to January 2023. 04/11/22 chased contractor – completion by end of Nov. 04/10/22 PO submitted for work at IH Car Park. Agreed to proceed with car park repairs at IH Allotments To be considered at Oct 22 full Council.	
31/08/2022	191/22 <b>Maintenance of Allotments</b>	Business Administrator to confirm the method for repairs to Iver Heath car park.	Dig out area to allow 40mm crushed concrete to be laid. Level off area and roll down. Remove all arisings.	
31/08/2022	191/22 <b>Maintenance of Allotments</b>	Business Administrator to review Iver Heath Allotment Lease to ascertain if Buckinghamshire Council are responsible for repairing the car park.	Section 3.4.1 (Repair maintenance etc.) confirms Tenant (TIPC) is responsible for maintaining the premises.	
31/08/2022	191/22 <b>Maintenance of Allotments</b>	Business Administrator to review tenancy agreement with the Clerk to ascertain if allotment tenants can 'sell' excess produce in return for financial donations.	Tenancy Agreements follow the Allotments Act 1908-1950 which states: The expression "allotment garden" means an allotment not exceeding forty poles in extent which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family;	
31/08/2022	191/22 <b>Maintenance of Allotments</b>	Business Administrator to work with the Clerk to seek to recover costs, for clearing debris from a recently vacated plot, from the previous tenant.		
31/08/2022	191/22 <b>Maintenance of Allotments</b>	Business Administrator to submit a funding bid to the Wexham and Ivers Community Board for an accessible allotment project at an unused plot at Iver Heath.	Business Administrator to seek quotes.	

			Community Board would consider if match funded by PC – quotes required.	
31/08/2022	193/22 <b>CCTV</b>	Business Administrator progresses Pavilion CCTV renewal and 45B CCTV installation as recommended.	Install complete w/c 21/10/22 20/09/22 PO Sent to contractor.	
31/08/2022	194/22 <b>Iver Heath Pavilion Shutters</b>	Business Administrator progresses the replacement of Iver Heath Pavilion shutters as recommended.	Installation due 21/22 Nov. 22/09/22 contractor survey complete.	
31/08/2022	195/22 <b>Delaford Colts FC use of Jubilee Pavilion</b>	Business Administrator to contact the Football Federation to request the Parish Council is released from the existing agreement.		
31/08/2022	196/22 <b>Jubilee Pavilion Tap</b>	Permanently turn off water supply to the tap.		
31/08/2022	197/22 <b>Iver Heath Rec Disabled Parking</b>	Business Administrator to confirm the ratio of disabled bays required.	DfT Guidance December 2021: For car parks associated with shopping areas, leisure or recreational facilities, and places open to the general public: a minimum of one space for each employee who is a disabled motorist, plus <b>6% of the total capacity for visiting disabled motorists.</b> (34 bays = 2 disabled motorist bays.)	
31/08/2022	197/22 <b>Iver Heath Rec Disabled Parking</b>	Business Administrator to progress the works as quoted, with 1 disabled bay by the entrance to the Pavilion (retaining the hashing area) and a second disabled bay by the entrance to the Tennis Cub.	Work completed 26/10/22 04/10/22 PO submitted. No budget line for works to car parks. Clerk to raise request for budget at full council 3/10/22.	
31/08/2022	198/22 <b>Improvements &amp; Effectiveness</b>	Business Administrator to send allotment maps to Councillors.		
31/08/2022	198/22 <b>Improvements &amp; Effectiveness</b>	Clerk to be asked to clarify the Facilities and Events Committee Terms of Reference as there is some uncertainty regarding the inclusion of recreation ground car parks.	Scheme of Delegation confirms Car Parks are within the remit of Facilities and Events	

			Committee. However, there is currently no budget for car park works. <b>New budget line to be created under F&amp;E for 2023-24</b>	
02/11/2022	264/22 <b>Draft Budget</b>	Officers review the Thames Valley Police lease to check the break clause to ascertain if a rent review is due and check the entitlement of parking spaces.	Break clause is a Tenant's break and enables the tenant to terminate the lease by giving 6 months' notice before the break date. The break clause does not enable the Parish Council to raise rent.	
02/11/2022	265/22 <b>Action Plan</b>	Once the Parish Council is released from the Football Association agreement, the Business Administrator submit a bid to the Community Board for funding the concept phase of the Jubilee Pavilion reconfiguration project.		
02/11/2022	266/22 <b>Christmas Lights Switch on Event</b>	Officers to confirm Parish Council insurance will cover the event.	Parish Council insurance will cover the event. An Event Plan and Risk Assessment must be supplied to the Clerk.	
02/11/2022	266/22 <b>Christmas Lights Switch on Event</b>	Organisers to submit a Risk Assessment to the Clerk.	Risk Assessment must address consumption of alcohol if mulled wine is being served.	
02/11/2022	266/22 <b>Christmas Lights Switch on Event</b>	Cllr Stanhope to complete and submit a SAG form to Buckinghamshire Council.		
02/11/2022	266/22 <b>Christmas Lights Switch on Event</b>	Officers to submit details of the event to be advertised on the Buckinghamshire Council website.		
02/11/2022	266/22 <b>Christmas</b>	Officers to confirm process for purchasing refreshments.	Councillors may reclaim costs via an Expenses Claim Form.	



	<b>Lights Switch on Event</b>			
02/11/2022	<b>267/22 Meetings with Allotment Holders</b>	Business Administrator to send Iver Heath Allotment Land Registry map to councillors.		
02/11/2022	<b>267/22 Meetings with Allotment Holders</b>	If Plot 15 at Iver Rec is not re-rented to progress the idea of using the space as a communal compost and shed area.	Committee to consider progressing the area at meeting on 04/01/2023 08/11/22 rent payment chased (rent payment deadline 24/11/22)	
02/11/2022	<b>268/22 Warm Rooms</b>	Details of the locations and opening times be provided to officers so that they can signpost residents to these.		
02/11/2022	<b>269/22 King Charles III Coronation Events</b>	Business Administrator to book the Iver Heath and Jubilee Pavilions.	Check doesn't impact on Football Club usage of pitches.	
02/11/2022	<b>272/22 Misuse of Iver Rec Car Park</b>	Clerk write to specific neighbours who have been identified using the parking spaces.		

**Key**

To do / Ongoing	
Complete	
Not proceeding	

**To carry over to Action Plan 2023 - 2024**

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

