

WEST HADDON PARISH COUNCIL

Executive Officer: Mrs Gill Wells



Asset & Facilities Management Committee		West Haddon Parish Council
Date: 7th October 2019	7.00pm	Venue: West Haddon Sports Pavilion
Attendees: Cllr P Norman (Chair) Cllr P Baldwin Cllr S Leadbeater Cllr Kerr	Apologies Cllr S Tringham Cllr I Robertson Cllr A Stephens	Executive Officer – G Wells 6 Members of the Public

Item No.	<u>OPENING PROCEDURES</u>
AF 25/19	PUBLIC SESSION 7pm – 7.30pm. Members of the public addressed the meeting and discussion took place regarding the licence requirements in terms of longevity and tenure; the use of the pavilion being married to the licence; grass cutting needs and forthcoming tendering processes; specific details as to why the licence could be terminated by the Parish Council outlined within the licence; and how subscription costs would be reviewed and any price rises calculated in future. Sub-letting and associated requirements would also need to be addressed within any documentation and events considered under terms and conditions aligned with the use of the pavilion. A draft licence drawn up in 2017, that was rejected at that time by the Cricket Club but had encompassed use of the Cricket Square with the pavilion, had been re-circulated to members of the Council for review – once this had been reviewed and amendments agreed by the Council an informal meeting would be called in which the sporting clubs and the Council Members would discuss the proposals before final changes were agreed by the Council. All sporting clubs and users of the facilities would be offered a mirror licence for use of the facilities to ensure fairness.
AF 26/19	APOLOGIES – Motion Agreed:- It was resolved that apologies and reasons for absence from Cllrs Tringham, Stephens, Robertson and Kerr be approved. Cllr Kerr arrived later in the meeting.
AF 27/19	DECLARATION OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012. There were no declarations of interest.
AF 28/19	REQUESTS FOR DISPENSATIONS. There were no requests for dispensations.
AF 29/19	MOTION TO RECEIVE AND APPROVE THE MINUTES OF THE ASSET & FACILITIES MANAGEMENT COMMITTEE 16 th SEPTEMBER 2019. Motion Agreed:- It was resolved that the minutes of the meeting 16 th September 2019 be approved.
AF 30/19	MATTERS ARISING – There were no matters arising that were not already covered on the agenda.
Item No.	<u>GOVERNANCE MATTERS</u>
AF 31/19	TERMS OF REFERENCE – Motion Agreed:- It was resolved that the terms of reference for the Asset & Facilities Management Committee be approved and referred to Full Council for formal adoption with an additional sentence in the last paragraph indicating that the list of assets and facilities was not exhaustive.
Item No.	<u>ASSET & FACILITY MANAGEMENT</u>
AF 32/19	PLAYING FIELDS – The Executive Officer advised that she was still awaiting exact figures from DDC as to the status of S106 monies and what was outstanding and available. <ul style="list-style-type: none"> • S106 project updates and requirements:- <ol style="list-style-type: none"> 1. Senior Football / Cricket Club – awaiting planning permission for the development of the pavilion (expected week commencing 14th October 2019); 2. Junior football – the contractor was ready to commence works on the toilet / facilities block. All monies were in place but the plans had been re-submitted to the planning authority as there was an error on the site plan. Confirmation was expected shortly. The facility would have no gas connection. The electricity would be taken from a spur from the floodlights. A

	<p>water meter would be included on the facility and the toilets would empty into a septic tank. The Parish Council would be asked to insure the facility and it would be added to the Councils asset register as a structural building. The Junior football would clean the facility and cover the costs of the utilities.</p> <p>3. Tennis Club – the club was not involved in the S106 monies but were about to embark on refurbishing the surface with grant monies obtained from DDC. The club would be upgrading the lights over the winter months. Motion Agreed:- It was resolved that a small, non permanent structure, be allowed in the bottom right hand corner, beyond the tennis courts, for storage use by the club.</p> <p>4. Petanque – the Committee confirmed that the Council have agreed to the installation of lights on the petanque piste but clarified requirements in that the Executive Officer must be notified of the electrician engaged by the petanque club to carry out the works, receive a copy of their insurance liability certificate; and the contractor must provide certificates of completion. Moreover, the Parish Council would ask for a contribution towards the costs of the electricity (sum not defined) from the patanque club and also stipulated that the lights must be turned off by 10pm.</p> <ul style="list-style-type: none"> • S106 and footpath enhancement- It was agreed that a site visit would take place to consider what works were required to enhance the footpath. • Works / Actions Required in terms of maintenance to the facilities – Members were advised that Cllr Norman had sourced tiles for the repair of the roof. Mr Sage advised that the club was waiting for the vegetation to die down in order that the old goal posts could be removed. Cllr Norman offered assistance with his tractor if it was not possible to remove the posts. • Waste disposal & recycling – The Executive Officer had been negotiating with Daventry Norse regarding the siting of recycling bins next to the pavilion. • Grass cutting tenders, standards and requirements – The clubs were asked to forward their cutting standard requirements, accounts, and cutting season dates required, as well as any other ground works to the Executive Officer. • Request to hire football pitches – Motion Agreed:- It was resolved that due to the already heavy use of the pitches by West Haddon teams the facilities would not be able to accommodate additional teams at this time. • Disabled access – It was agreed that a site visit would take place to consider the positioning and requirement for disabled access onto the sports facilities. • Security – Motion Agreed:- It was resolved that works to prevent the lifting of the gates at the entrance to the playing fields be carried out as a matter of urgency.
AF 33/19	<p>PAVILION:-</p> <ul style="list-style-type: none"> • S106 project update with reference to planning application DA/2019/0111 – planning permission awaited and expected week commencing 14th October 2019. • Bookings & use of facility – Attendees were advised that the Council would be setting up a new website with an online calendar. It was acknowledged that the pavilion usage was such that use of the facility for anything other than sporting fixtures was limited but that, generally, during the week it was available between the hours of 9am and 4pm and so could potentially be used for community activities at these times. • Club licensing arrangements – To be monitored although users of the bar facility understood the rules of the licence and were complying with the legislation. • Event management and bookings – Clubs were asked to advise the Executive Officer at least 3 months before any ‘events’ were to take place. • Terms and conditions of use – The Council already had Terms and Conditions of use for the pavilion which all users were aware of and were asked to comply with. • Utility costs – whilst these were under review following concerns regarding the high electricity costs in the pavilion, and the seeming inability of SSE to understand their own meter readings, the Executive Officer had obtained costs for a fixed term reduced tariff contract – yet to be approved. It was suggested comparison websites be researched to establish whether there were cheaper alternatives.

	<ul style="list-style-type: none"> Maintenance requirements – 2 new fans had been installed into the changing rooms and the bin had now been emptied following 2 weeks when it had overflowed. Allegedly the waste operatives had been unable to open the gate.
AF 34/19	SPORTS CLUB LICENCE REQUIREMENTS / CONSIDERATIONS – see item 25/19 above.
AF 35/19	BOWLING CLUB – Motion Agreed:- It was resolved that the bowling club be invited to send a representative along to the meetings of the Assets and Facilities Management Committee and that they too would be included in the licence review for all clubs.
AF 36/19	PUBLIC OPEN SPACE MAINTENANCE – Motion Agreed:- It was resolved that the EMO be asked to sweep the footpath from Old Forge Drive, to the south of the play area, to Northampton Road.
AF 37/19	NEW PLAY AREA – The EMO had been asked to jet wash the older equipment in the play area but concern was raised about older children being in the play area and ill treating the apparatus. Motion Agreed:- That an article be placed in the newsletter asking parents to request that their children respect the area.
AF 38/19	SKATEBOARD PARK – Motion Agreed:- It was resolved that due to concerns about youths / young adults using the lights outside the pavilion to meet up in the evenings, with obvious signs of drugs being used there and at the skateboard park, an article would be placed in the newsletter inviting concerned residents to report any information to the police on 101. Moreover, the Cricket Club would move the seats from outside the pavilion to elsewhere on the playing field.
AF 39/19	POCKET PARK – The EMO had been instructed to carry out pruning works in the area.
AF 40/19	ALLOTMENTS – It was agreed that a site visit take place with a representative from the allotment committee to consider requirements and how the S106 monies could be best spent.
AF 41/19	TREES WORKS / VERGES & HEDGES – Verges would form part of the grass cutting tender; tree works and an annual inspection contract would be discussed at the forthcoming cluster meeting; and hedges were now trimmed by the EMO or annually by Winwick Warren via Cllr Baldwin.
AF 42/19	THE OLD FIRE STATION – Racking was required in the facility for storage purposes.
AF 43/19	CHURCHYARD – To be considered in the forthcoming budget review for the period 2020-2021.
AF 44/19	CEMETERY – Motion Agreed:- That the Council would comply with audit requirements concerning the procedures and records regarding burials in the cemetery and ensure all monies were received and accounted for. Moreover, that the Executive Officer be granted delegated powers to approve burials and memorials in line with the Councils approved Cemetery regulations and fees.
AF 45/19	MISCELLANEOUS LAND AREAS – Motion Agreed:- It was resolved that the Executive Officer investigate the ownership of the rough land adjacent to the water tower.
Item No.	<u>BUDGET & FINANCIAL MANAGEMENT</u>
AF 46/19	<p>BUDGET MANAGEMENT – the following items were proposed for consideration in the forthcoming budget review:-</p> <ul style="list-style-type: none"> Skateboard Park; Playing Field Driveway repairs; Security at the pavilion; Wifi in the pavilion; Metal shutters for the pavilion bar area; Possible land purchase / transfers and costs of maintenance; Fencing inside hedgerow football field; CCTV football facility block.
Item No.	<u>CLOSING PROCEDURES</u>
AF 47/19	ITEMS FOR THE NEXT MEETING & ITEMS FOR THE NEWSLETTER – See above for proposed newsletter articles. Attendees were asked to notify the Executive Officer of items they wish to be included on the next agenda.
AF 48/19	<p>DATE OF NEXT MEETING:-</p> <ul style="list-style-type: none"> November 2019 – Date to be confirmed – including an informal meeting following the meeting of the Council to consider the licence.

The meeting closed at 9.01pm.