

WEST HADDON PARISH COUNCIL
Executive Officer: Mrs Gill Wells
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Asset & Facilities Management Committee		West Haddon Parish Council
Date: 11th February 2020	7.15pm	Venue: West Haddon Sports Pavilion
Attendees: Cllr P Norman (Chair) Cllr P Baldwin Cllr S Leadbeater Cllr Kerr Cllr A Stephens Cllr S Tringham	Apologies No apologies received.	Executive Officer – G Wells 6 Members of the Public
Item No.	<u>OPENING PROCEDURES</u>	
AF 49/19	<p>PUBLIC SESSION 7. 15pm – 7.45pm. Members of the Public and representatives from sports clubs were invited to address the meeting.</p> <ul style="list-style-type: none"> • A Member of the Public asked if the grass cutting tender had been awarded and it was confirmed that it had. The cricket club were asked to forward their cutting specification for the cricket outfield to ensure the contractors met the requirements on this area. Clubs were reminded that if there were any issues with the grass cutting they should raise this with the Executive Officer as the contract was between the Council and the contractor. • Floodlight Meter readings – the junior football club would submit these every quarter. • The entrance gates required action to prevent the gates being lifted and the EMO / Irrifence would be contacted with regard this matter and requirements. • A cable from the height barrier had been found after the high winds and had been taken to a club members home for safety. Irrifence, who had fitted the height barrier, would be asked to collect the part and re-fit. • The middle post of the entrance gates was damaged and required action to rectify. • The padlock had been lost and another purchased – Irrifence would be asked to weld the chain and padlock to the gate post to prevent future loss and cost. • VE Day Event – Junior football would hold a mini football tournament and the Allstars Juniors would hold their usual training on the day to support the event. • The marquees for the VE Day event would be positioned where the marquees for the Beer Festival were located so as to ensure any sporting fixtures would not be inconvenienced. • The Cricket Club confirmed that they would be joining with East Haddon Cricket Club in order that there would be plenty of opportunities for 4 teams to be represented in the leagues and prospects for children to develop and grow and be retained by the clubs. The clubs would remain financially independent but it was unlikely there would be increased use of the West Haddon facilities. • The EMO would be asked to check on the roof of the pavilion for any damage following the recent storms involving high winds and rain. • The Cricket Club was obtaining quotes for the replacement of the nets and hard standing. Estimates were between £15,000 and £25,000. • Concern was raised that there may be asbestos being stored in the Football Club container – it was agreed that the football club would organise specialists to identify the substance. The football club were asked to restrict access to the container until the required action had been taken. 	
AF 50/19	APOLOGIES – There were no apologies to receive.	
AF 51/19	DECLARATION OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012. There were no declarations of interest.	

AF 52/19	REQUESTS FOR DISPENSATIONS – There were no requests for dispensations.
AF 53/19	MOTION TO RECEIVE AND APPROVE THE MINUTES OF THE ASSET & FACILITIES MANAGEMENT COMMITTEE 7 th October 2020. Motion Agreed:- It was resolved that the minutes of the meeting 7 th October 2020 be approved.
AF 54/19	MATTERS ARISING – A request was made for consideration that the footpath alongside the Pocket Park area to Northampton Road be cleared, widened, and edged and it was suggested that the probation service may be interested in carrying this out as a community service action.
Item No.	ASSET & FACILITY MANAGEMENT
AF 55/19	<p>PLAYING FIELDS –</p> <ul style="list-style-type: none"> • S106 project updates and requirements with reference to enhanced sporting facilities – Members received an update on the junior football toilet block project and it was confirmed that works could not commence until the Parish Council were satisfied the grounds were sufficiently dry to allow access without damage to the land. Junior football were awaiting a quote for a car park area to be developed. • S106 and footpath enhancement / works – the Executive Officer was awaiting quotes for the works to enhance the footpath from the EMO. • Works / Actions Required in terms of maintenance to the facilities – the drain outside the front of the pavilion remained an issue despite being cleared and would need to be resolved as part of the pavilion development project. • Waste disposal & recycling – clubs were asked to recycle plastics, glass and cardboards in the appropriate bin provided by the Parish Council. Additional bins and labelling would be positioned in the pavilion encouraging people to recycle correctly. • Grass cutting update – see item AF 49/19 above. • Disabled access – this was being addressed as part of the footpath enhancement proposals and the gate would be accessible friendly. • Storage – The Cricket Club confirmed that there was no space in their container to assist the tennis club with storage. • Security – see AF 49/19 for requirements regarding the gate to increase access security to the area. • Cllr Baldwin reported that the mole man had attended the playing fields and 3 moles had been caught. 1 mole had been caught in the churchyard.
AF 56/19	<p>PAVILION – To consider the following:-</p> <ul style="list-style-type: none"> • Pavilion development project update with reference to planning application DA/2019/0111 – The Executive Officer updated Members on the current status of the project which was proceeding to building regulation and the tendering process stage. It was confirmed that the EU tendering regulations would apply and would be adhered too. The Council would, following this exercise, have an idea of the costs and additional funding would have to be sought at this point. • Bookings & use of facility – Clubs were asked to forward their sporting fixtures to the Executive Officer. • Club premises licensing arrangements – The Clubs were reminded of their obligations and responsibilities in law to abide by the club premises licence regulations – information requested was to be forwarded to the Executive Officer. • Event management and bookings – Clubs were reminded that anything over and above what would be considered a normal sporting fixture must be notified to the Council at least 2 months prior to that event and conditions would be set by the Council accordingly and if deemed required. • Terms and conditions of use – Clubs were reminded that the existing terms and conditions, as laid out in the booking form were to be adhered to and when an event was booked the form must be submitted to the Executive Officer for Council consideration and review. • Maintenance & cleaning requirements – The Pavilion carpet was in need of cleaning and there was a report of mice in the facility – the EMO had been instructed to investigate and take appropriate action.
AF 57/19	SPORTS CLUB LICENCES’ – The draft licence in principle was ready for circulation to all clubs who would be given until the end of the month to respond with any queries / concerns – following which the Executive

	Officer would seek assistance from a legal adviser in formalising the document without the intention of changing the principles of the document. Darren Britton and Cllr S Leadbeater were thanked for all the work carried out and completed.
AF 58/19	BOWLING CLUB – The EMO would be reminded to complete the works on the trees / hedgerows in the bowling green.
AF 59/19	PUBLIC OPEN SPACE MAINTENANCE – The tender for village grass cutting had been awarded.
AF 60/19	OUTDOOR GYM EQUIPMENT / PLAY EQUIPMENT – The issues with the recently installed outdoor gym equipment were in hand but the Council was not happy with the response from Sovereign given the equipment had failed in less than a month from installation.
AF 61/19	SKATEBOARD PARK – There were no issues to report.
AF 62/19	POCKET PARK – There were no issues to report.
AF 63/19	ALLOTMENTS – There were no issues to report.
AF 64/19	TREE WORKS / VERGES & HEDGES – It was reported that the Slyes Green Jubilee Oak required attention and there were many overgrown hedges hindering pedestrians in the village – the Executive Officer would order postcards for delivery to householders asking them to trim their hedgerows back.
AF 65/19	THE OLD FIRE STATION – There were no issues to report.
AF 66/19	CHURCHYARD – It had been reported that there was a tent in the Churchyard. The Executive Officer would report the issue to the PCSO.
AF 67/19	CEMETERY – The EMO had been instructed to obtain a price for a mower that was robust enough to deal with the grass cutting in the cemetery. The Cemetery was in need of attention in terms of the hedgerows and grass cutting and the EMO had been instructed to make this a priority.
AF 68/19	MISCELLANEOUS LAND AREAS & LAND TRANSFERS – Members were advised that the Morrison Park Road land transfer was proceeding with Persimmon Homes having agreed to pay reasonable legal costs. The land adjacent to the Mower Shop had been offered to Francis Jackson Homes in the first instance and was not likely to be donated to the Council for community use.
Item No.	<u>BUDGET & FINANCIAL MANAGEMENT</u>
AF 69/19	BUDGET MANAGEMENT – Members ran briefly through the budget. The heating in the pavilion was reported as requiring attention and monies would need to be identified in the budget for rectification.
Item No.	<u>CLOSING PROCEDURES</u>
AF 70/19	ITEMS FOR THE NEXT MEETING & ITEMS FOR THE NEWSLETTER – Council Members and clubs were asked to notify the Executive Officer of items they wished to be included on the next agenda.
AF 71/19	DATE OF NEXT MEETING:- <ul style="list-style-type: none"> • April 2020 – dtbc.