

WEST HADDON PARISH COUNCIL

EXECUTIVE OFFICER: Mrs Gill Wells

Email: westhaddonpc@gmail.com

You are summoned to attend the **Asset & Facility Management Committee** which will be held in the West Haddon Sports Pavilion Monday 7th October 2019. 7.00pm – 9.30pm. Press and Public Welcome.

Gill Wells

2nd October 2019

Item No.	<u>OPENING PROCEDURES</u>
AF 25/19	PUBLIC SESSION 7pm – 7.30pm. Members of the Public and representatives are invited to address the meeting on agenda items only. Please note it is unlawful to make decisions under this item.
AF 26/19	APOLOGIES – Motion required to accept apologies and reasons for absence from Members.
AF 27/19	DECLARATION OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012.
AF 28/19	REQUESTS FOR DISPENSATIONS to be received in writing by the Clerk. The Council are asked to consider requests for consideration.
AF 29/19	MOTION TO RECEIVE AND APPROVE THE MINUTES OF THE ASSET & FACILITIES MANAGEMENT COMMITTEE 16 th SEPTEMBER 2019.
AF 30/19	MATTERS ARISING – Members or Officers are asked to raise queries / issues relating to actions or decisions raised at the previous meeting.
Item No.	<u>GOVERNANCE MATTERS</u>
AF 31/19	TERMS OF REFERENCE – To consider and approve the Terms of Reference for the Asset and Facility Management Committee for recommendation to Full Council November 2019.
Item No.	<u>ASSET & FACILITY MANAGEMENT</u>
AF 32/19	PLAYING FIELDS – To consider the following:- <ul style="list-style-type: none"> • S106 project updates and requirements with reference to enhanced sporting facilities – Junior football; Senior football; Tennis; Cricket; Petanque; • S106 and footpath enhancement; • Works / Actions Required in terms of maintenance to the facilities; • Waste disposal & recycling; • Grass cutting tenders, standards and requirements; • Request to hire football pitches; • Disabled access; • Security; • & any other matters requiring urgent consideration and action not hitherto notified to the Executive Officer to the Council prior to the meeting.
AF 33/19	PAVILION – To consider the following:- <ul style="list-style-type: none"> • S106 project update with reference to planning application DA/2019/0111; • Bookings & use of facility; • Club licensing arrangements; • Event management and bookings; • Terms and conditions of use; • Utility costs; • Maintenance requirements; • & any other matters requiring urgent consideration and action not hitherto notified to the Executive Officer to the Council.
AF 34/19	SPORTS CLUB LICENCE REQUIREMENTS / CONSIDERATIONS.
AF 35/19	BOWLING CLUB – To review the requirements and approve any actions required.
AF 36/19	PUBLIC OPEN SPACE MAINTENANCE – To review any urgent works required on POS.
AF 37/19	NEW PLAY AREA – To review the project and approve any outstanding works required in the area.
AF 38/19	SKATEBOARD PARK – To review the facility and maintenance requirements / future plans for the area.
AF 39/19	POCKET PARK – To review the facility and maintenance requirements and instruct works accordingly.

AF 40/19	ALLOTMENTS – To review the allotment facilities and future plans.
AF 41/19	TREES WORKS / VERGES & HEDGES – To review requirements and instruct works accordingly.
AF 42/19	THE OLD FIRE STATION – To review use of the facility and approve maintenance requirements.
AF 43/19	CHURCHYARD – To consider any works required in the closed churchyard.
AF 44/19	CEMETERY – To consider any works required in the cemetery and management to comply with audit and instruct works accordingly.
AF 45/19	MISCELLANEOUS LAND AREAS – To consider any areas under the Parish Councils remit requiring attention and approve the next actions.
Item No.	<u>BUDGET & FINANCIAL MANAGEMENT</u>
AF 46/19	BUDGET MANAGEMENT – To review the budget and financial management associated with the Councils assets and facilities. To consider budget requirements 2020-2021.
Item No.	<u>CLOSING PROCEDURES</u>
AF 47/19	ITEMS FOR THE NEXT MEETING & ITEMS FOR THE NEWSLETTER – Council Members are asked to notify the Clerk of items they wish to be included on the next agenda.
AF 48/19	DATE OF NEXT MEETING:- <ul style="list-style-type: none"> • November 2019 – Date to be confirmed.