

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.	Recreation ground lights will be assessed and upgraded by Enerveo as part of the OS&H Committee 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 Iver Heath Bowls Club	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 Iver Heath Bowls Club	Grounds Team to create level access from the car park to the pavement in front of the Iver Heath Pavilion.	Quotes added to 04/01/2023 meeting agenda for decision. Seek quotes for dropped kerb. 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. 6 July 2022 meeting agenda.	
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 Jubilee Pavilion to separate football showers and hall for hire). <i>(see linked actions 31/08/2022 195/22 and 02/11/2022 265/22)</i>	No record of bid made. Request to Clerk 09/06/22	
01/06/2022	063/22 Committee Action Plan	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 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.	Bid unsuccessful 29/09/22 PCC Community Fund Bid submitted 31/08/22	
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 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 to 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 installed 10/11/22	
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	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 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).	Work scheduled w/c 13/02/2023 03/02/23 New contractor PO raised due to delay with chosen contractor. 19/08/22 Purchase Order submitted to contractor. March quote being revised by contractor due to delay in accepting.	
06/07/2022	103/22 Chair's Announcements	Advertise 2 vacant allotments at Iver Heath site.	2 nd plot allocated 17/10/22 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 Sustainability Project	Business Administrator progress the project. To include the office at 45B High Street in the initial survey.	Reports to be considered at 4th Jan 2023 committee. 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 Iver Heath Allotments	Business Administrator to arrange refund.		
31/08/2022	187/22 Chairs Announcements	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 Chairs Announcements	Council to consider and approve the 'Warm Room' plan.	Officers to signpost residents to facilities offering warm spaces.	

31/08/2022	190/22 Christmas Lights	Cllr Stanhope to email an invitation to a Christmas Lights Working Group.		
31/08/2022	190/22 Christmas Lights	Working group to arrange the switch on event and advent window displays.		
31/08/2022	190/22 Christmas Lights	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 Maintenance of Allotments	Council to consider the quotes for allotment clearance and consider whether budget can be allocated to fund the work.	Completing w/c 09/01/2023 weather dependent. 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 Maintenance of Allotments	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 Maintenance of Allotments	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 Maintenance of Allotments	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 Maintenance of Allotments	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 Maintenance of Allotments	Business Administrator to submit a funding bid to the Wexham and Ivers Community Board for an accessible allotment project at an unused plot (24) at Iver Heath. (see linked action 03/05/2023 532/22)	Business Administrator to seek quotes. Community Board would consider if match funded by PC or charity – quotes required.	
31/08/2022	193/22 CCTV	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 Iver Heath Pavilion Shutters	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 Delaforde Colts FC use of Jubilee Pavilion	Business Administrator to contact the Football Federation to request the Parish Council is released from the existing agreement. (see linked actions 01/06/2022 063/22 and 02/11/2022 265/22)		
31/08/2022	196/22 Jubilee Pavilion Tap	Permanently turn off water supply to the tap.		
31/08/2022	197/22 Iver Heath Rec Disabled Parking	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 6% of the total capacity for visiting disabled motorists. (34 bays = 2 disabled motorist bays.)	
31/08/2022	197/22 Iver Heath Rec Disabled Parking	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 Improvements & Effectiveness	Business Administrator to send allotment maps to Councillors.		
31/08/2022	198/22 Improvements & Effectiveness	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. New budget line to be created under F&E for 2023-24	
02/11/2022	264/22 Draft Budget	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 Action Plan	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. (see linked actions 01/06/22 063/22 and 31/08/2022 195/22)		
02/11/2022	266/22 Christmas Lights Switch on Event	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 Christmas Lights Switch on Event	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 Christmas	Cllr Stanhope to complete and submit a SAG form to Buckinghamshire Council.		

	Lights Switch on Event			
02/11/2022	266/22 Christmas Lights Switch on Event	Officers to submit details of the event to be advertised on the Buckinghamshire Council website.		
02/11/2022	266/22 Christmas Lights Switch on Event	Officers to confirm process for purchasing refreshments.	Councillors may reclaim costs via an Expenses Claim Form.	
02/11/2022	267/22 Meetings with Allotment Holders	Business Administrator to send Iver Heath Allotment Land Registry map to councillors.		
02/11/2022	267/22 Meetings with Allotment Holders	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	268/22 Warm Rooms	Details of the locations and opening times be provided to officers so that they can signpost residents to these.		
02/11/2022	269/22 King Charles III Coronation Events	Business Administrator to book the Iver Heath and Jubilee Pavilions.	Street Parties – Sunday 7 May Chairman response 26/01/2023: <i>our games continue until end of May, we will probably have matches on the Sunday, we usually finish by 12.</i>	
02/11/2022	272/22 Misuse of Iver Rec Car Park	Clerk write to specific neighbours who have been identified using the parking spaces.		
04/01/2023	353/22 Chair's Announcements	Cllr Stanhope prepares a note of the participating warm room venues to be displayed on Parish Council notice boards.	Low take up	
04/01/2023	356/22 Heating & Sustainability	Cllr Cook to send details of the Bucks sourced solar panel provider to the Business Administrator.	Received 06/01/2023	

04/01/2023	356/22 Heating & Sustainability	Business Administrator to organise loft insulation surveys and seek quotes for loft insulation at all Parish Council properties.	<i>Review quotes at meeting 01/03/2023</i> Invitation to quote sent to 4 contractors 25/01/2023	
04/01/2023	356/22 Heating & Sustainability	Business Administrator to check that lighting at 45B High Street has been converted to LEDs.		
04/01/2023	356/22 Heating & Sustainability	Business Administrator and Clerk to confirm that solar panels can be installed at the Iver Heath Pavilion.	Legal advice previously provided to Clerk confirms Parish Council are Managing Trustee which would permit installation.	
04/01/2023	356/22 Heating & Sustainability	Business Administrator to confirm with the auditor if the Parish Council can charge the tennis club the existing rate for electricity once the solar panels are installed.	12/06/2023 Auditor confirmed parish council cannot profit from recharging electricity costs.	
04/01/2023	356/22 Heating & Sustainability	Business Administrator to seek assistance with writing a specification for installation of solar panels at 45B High Street and the Iver Heath Pavilion, to include scope for future expansion of the system.	HS2 Community Funding possibly available – initial scoping completed by Energy Consultant 16/05/2023 Added to June 2023 Agenda	
04/01/2023	356/22 Heating & Sustainability	Business Administrator to seek quotes for upgrading remaining lights, at the Iver Heath Pavilion, to LEDs.	Review quotes at meeting 01/03/2023	
04/01/2023	357/22 Iver Heath Pavilion Wheelchair Accessibility	Business Administrator to proceed with the work, funded via the Contingency and Miscellaneous Facilities and Events budget.	Work scheduled 01/03/2023	
04/01/2023	359/22 Iver Rec Allotments – Plot 15	Cllr Stanhope to convene a meeting with the allotment holders to discuss communal compost & shed area further. (The allotment committee would be responsible for managing the compost area and would be reviewed by the Committee to ensure it is being correctly managed.)	Meetings held 31/03/2023	
04/01/2023	360/22 Coronation Event	Cllr Stanhope to convene a working group to finalise the date and type of event.	IVRA organising - no need for a parish council event	

04/01/2023	360/22 Coronation Event	Business Administrator to obtain quotes for bunting.	Emailed to PS 16/01/2023	
04/01/2023	360/22 Coronation Event	Business Administrator and Deputy Clerk to confirm if summer hanging baskets can be delivered in time for the Coronation.	DC confirmed the event is too early for summer hanging baskets. However, suggested winter pansy baskets from now until summer baskets approx. cost £3,700.	
04/01/2023	360/22 Coronation Event	Business Administrator to contact Lieutenant's Office to ask if there are any Bucks countywide event plans.	Advice provided to committee via email 18/01/2023	
04/01/2023	360/22 Coronation Event	Business Administrator to seek comparative quotes for mugs and to confirm order deadlines.	Emailed to PS 17/01/2023 Lead times between 3 weeks to 28 days delivery.	
04/01/2023	361/22 Improvements & Effectiveness	Business Administrator to ask the Hive to ensure equipment is removed from Iver Heath Pavilion to enable Committee meetings to take place there.	Emailed AM 06/01/2023	
01/03/2023	438/22 Finance	Business Administrator requests the Grounds Team, via their Line Manager, clean the two remaining manual window shutters at Iver Heath Pavilion.	Emailed Deputy Clerk 03/03/2023	
01/03/2023	439/22 Action Plan	The Business Administrator adds a note to actions which are linked, but are separate minute numbers, to reference one another.		
01/03/2023	439/22 Action Plan	The Business Administrator changes the status colour of actions not being progressed by the Facilities and Events Committee to blue.		
01/03/2023	440/22 Loft Insulation Upgrade	Business Administrator progresses the work at 45B High Street and Iver Heath Pavilion with contractor 2. Including installation of a new loft ladder at 45B High Street.	Work completed at 45B and Jubilee Pavilion. Iver Heath Pavilion fire detection/alarm system to be installed prior to loft insulation.	
01/03/2023	440/22 Loft Insulation Upgrade	Business Administrator to seek confirmation from an independent specialist that the installation of ceiling level loft insulation, at the Jubilee Pavilion, won't cause issues with moisture control in the loft as Kingspan roof insulation is already in situ.	Reply from original building sustainability surveyor 03/03/2023: <i>What you're proposing is fine. The loft roll insulation will breathe so you won't have any condensation issues.</i>	

01/03/2023	441/22 Iver Heath Pavilion LED Lighting Upgrade	Business Administrator to confirm end date of Tennis Club Lease.	Licence end date: 7 Feb 2039	
01/03/2023	441/22 Iver Heath Pavilion LED Lighting Upgrade	Committee to Review Tennis Club Lease at the next committee meeting.	Not timely as the licence doesn't expire until 2039.	
01/03/2023	441/22 Iver Heath Pavilion LED Lighting Upgrade	Business Administrator to progress the work with contractor 3 once the quote has been revised to include any lights missed from the quote.	Commencing 17 th May 2023	
01/03/2023	441/22 Iver Heath Pavilion LED Lighting Upgrade	Business Administrator to seek a reference, for contractor 3, from the Bowls Club Secretary.	Request emailed 03/03/2023 & satisfactory reference given via telephone.	
01/03/2023	442/22 King's Coronation Events	Councillors to promote the availability of grant funding for organisations running events over the coronation weekend.		
01/03/2023	442/22 King's Coronation Events	Business Administrator to confirm if the winter hanging baskets can still be supplied and if there is any reduction in cost due to a later installation in March.	Response emailed to councillors 02/03/2023	
01/03/2023	442/22 King's Coronation Events	Once the above is confirmed, councillors to convene a working group to decide on next steps.		
01/03/2023	442/22	Business Administrator to hire 4 x 'Portaloos' for the event on Monday 8 th May.	Ordered by Deputy Clerk with previous contact.	

	King's Coronation Events			
01/03/2023	443/22 Christmas Lights Contract	The Business Administrator publishes the specification for a 3 year contract with the following additions: <ul style="list-style-type: none"> - Separate quote for additional column mounted decorations – 2 x each at Slough Road shops, Langley Park Road shops, Thorney Lane South shops, 5 Points roundabout. - Inclusion of dressing of a natural tree in bright white with sparkle – location in Iver Heath to be confirmed. 	Published on Contracts Finder 02/03/2023	
03/05/2023	529/22 Finance	Cllr Stanhope to convene a Christmas Lights Working Group.		
03/05/2023	529/22 Finance	Business Administrator to send details, to the committee, of expenditure transactions from budgets 7999 (£2,320) and 8998 (£6,550).		
03/05/2023	529/22 Finance	To add a review of allotment rent concessions to the next agenda.	Added to 5 July 2023 Agenda	
03/05/2023	531/22 Christmas Lights Contract	Business Administrator to proceed with contractor 1 for a 1 year lighting contract.	Special motion considered on 30 May 2023 resolved not to proceed with this resolution.	
03/05/2023	531/22 Christmas Lights Contract	The Iver Heath Residents' Association to identify a tree for dressing in Iver Heath.		
03/05/2023	532/22 Allotment Update	Business Administrator to proceed with dividing Iver Heath allotment plot 24 into 3 separate allotments. 2 plots to be rented 1 plot to be converted to an accessible allotment plot (see linked action 31/08/2022 191/22)	25/05/23 Allotments measured, photographed and marked. Awaiting responses from those contacted on waiting list – deadline 30/06/2023 then move on to next on waiting list.	
03/05/2023	532/22 Allotment Update	Business Administrator to rent half of Iver allotment plot 15.	Rented from 18 May 2023.	

Key

To do / Ongoing	
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Complete	
Not proceeding	

Actions to carry forward

Due		Action		
June 2023	CCTV	Annual review of CCTV Policy.	OS&H to review policy to include coverage of open spaces.	
1 year after installation complete at Iver Rec	EV Charging Points	Review of other suitable areas after 1 year.		