

## Facilities and Events Committee Action Plan 2023 - 2024

Date of Meeting	Minute Number & Agenda Item	Resolution	Progress / Status Updates	Status
05/07/2023	<b>088/23</b> Christmas Lights Contract	Business Administrator to proceed with contractor 4 for a 3 year lighting contract.	PO Raised, maps created and lamp columns identified Structural testing identified issues with two lamp columns. Bucks Street Lighting Team informed.	
05/07/2023	<b>089/23</b> Solar Panel Project	Business Administrator to proceed with engaging with the energy consultant to apply for HS2 Community Grant Funding and any other recommended funding. <ul style="list-style-type: none"> <li>- To include batteries on the Jubilee Pavilion system.</li> <li>- To then progress with a phased installation.</li> </ul> (See related action 06/09/23 <b>167/23</b> )	Jubilee Pavilion system updated to include changes.  Grant funding application – awaiting grant application suggestions/annotations.	
05/07/2023	<b>090/23</b> Allotment Concessions	To amend the wording of Clause 8: The council <del>will only</del> <b>may</b> grant a concession on the grounds of hardship and on receipt of proof that the tenant is claiming a benefit (i.e. <del>UK State Pension, Universal Credit, Personal Independence Payment</del> ) and will only apply to one plot (the largest) if the tenant has two or more allotment plots. To add an additional sentence to Clause 8: Concessions already granted will continue from October 2023 to September 2024.		
05/07/2023	<b>090/23</b> Allotment Concessions	Establish a Working Group to review allotment pricing before September 2024 with the following membership totalling 15: <ul style="list-style-type: none"> <li>- 2 members from each of the 3 Residents' Associations (Iver Heath, Iver and Richings Park).</li> <li>- 3 members from each of the allotment associations, including those on the waiting lists, at Iver Heath and Iver allotment sites.</li> <li>- 3 members from the Ivers Parish Council.</li> </ul>	First meeting 6 <sup>th</sup> Nov 2023	
05/07/2023	<b>091/23</b> Iver Heath Pavilion New Fire Alarm	Business Administrator to proceed with contractor 3 for the installation of a new fire alarm and detection system at Iver Heath Pavilion.	Installation postponed due to contractor illness. Rescheduled w/c 23/10/2023	

05/07/2023	<b>092/23</b> Special Motion	a) Clerk to write to Buckinghamshire Council to request they devolve land to the parish council for the provision of additional allotments	Response received – update at Sept 2023 committee.	
05/07/2023	<b>092/23</b> Special Motion	b) Neighbourhood Plan phase 2 committee to identify land for additional allotments.		
05/07/2023	<b>093/23</b> Coronation Events Evaluation	Clerk and Business Administrator to respond to both letters.	Response emailed 25/07/2023	
05/07/2023	<b>093/23</b> Coronation Events Evaluation	Business Administrator to bring coronation pin pricing to the next committee meeting.	Sept 2023 Agenda.	
06/09/2023	<b>161/23</b> Finance	Business Administrator to confirm the 63 Chequers Orchard lease notice period.	Response emailed 07/09/2023	
06/09/2023	<b>163/23</b> King's Coronation Pin Badges	Business Administrator to purchase pin badges from www.trophies2u, in red, white and blue design, for Iver and Iver Heath infant and junior school pupils.		
06/09/2023	<b>163/23</b> King's Coronation Pin Badges	Officers to design and print posters for each classroom, to include the wording: 'A gift from The Ivers Parish Council to commemorate the coronation of King Charles III'.		
06/09/2023	<b>166/23</b> Identifying Allotment Land	Councillors to map areas suggested and send to Business Administrator.	28 Feb 2024 Agenda	
06/09/2023	<b>166/23</b> Identifying Allotment Land	Clerk to respond to Tim Weetman with details of the suggested areas. <a href="#">Linked to above.</a>		
06/09/2023	<b>167/23</b> Solar Panel Project Grant Application	Commence the solar panel installation at 45B High Street prior to receipt of any grant funding.	Nov 2023 Agenda	
06/09/2023	<b>167/23</b> Solar Panel Project Grant Application	Councillors to annotate the pdf version of the grant application form with suggested text for inclusion in the bid.		
06/09/2023	<b>167/23</b> Solar Panel Project Grant Application	To submit two separate grant bids, one for the Iver Heath Pavilion, one for the Jubilee Pavilion and 45B High Street. <a href="#">Linked to above.</a>		

06/09/2023	<b>168/23</b> Jubilee Pavilion Internal Decoration	Business Administrator to proceed with contractor 1.		
06/09/2023	<b>169/23</b> D-Day 80 <sup>th</sup> Anniversary	Cllr Stanhope to enquire if the Royal British Legion at Iver Heath are planning an event. (see linked action <b>268/23</b> 01/11/2023)	28 Feb 2024 F&E Agenda	
06/09/2023	<b>169/23</b> D-Day 80 <sup>th</sup> Anniversary	Business Administrator to enlist Cllr Kinchin's help to have a new beacon top made and to purchase gas for the beacon.	Beacon top approval - Agenda 1 <sup>st</sup> Nov 2023	
06/09/2023	<b>169/23</b> D-Day 80 <sup>th</sup> Anniversary	Add event planning update to the November Facilities and Events Committee Agenda.	Agenda 1 <sup>st</sup> Nov 2023	
01/11/2023	<b>262/23</b> Committee Action Plan	Allotment Land be added to a future agenda and also to the Neighbourhood Plan Phase 2 meeting agendas for consideration.	28 Feb 2024 F&E Agenda	
01/11/2023	<b>264/23</b> Solar Panel Project	Business Administrator to proceed with installation at 45B High Street, with contractor 2 with the inclusion of a bird/wildlife guard on all external plant.	PO submitted. Bucks Planning advise a Certificate of Lawfulness should be obtained – awaiting drawings from contractor.	
01/11/2023	<b>265/23</b> Christmas Lights Electricity Supply	Business Administrator to proceed with an unmetered electricity supply contract with the only supplier who provided costings.	Contractor emailed 02/11/2023 awaiting invoice	
01/11/2023	<b>265/23</b> Christmas Lights Electricity Supply	Business Administrator to make a grant application to the Community Board of £3,800 to contribute towards the Christmas lighting.	Community Board advise grant is not possible for 2023 contract due to 8 week approval process. However, a grant application for 2024 has been submitted for 50% funding.	
01/11/2023	<b>265/23</b> Christmas Lights Electricity Supply	Business Administrator to write to Steve Broadbent at Buckinghamshire Council (copying Unitary Councillors), to express dismay at the additional electricity contract charges, to ask if a transition agreement could be put in place from 2024 to gradually add the increased charges and to investigate if Buckinghamshire Council could purchase the additional electricity supply, at their cheaper contracted rate, and recharge the cost to the parish council.	Awaiting invoice from energy provider to include cost of electricity in the communication.	

01/11/2023	<b>266/23</b> Christmas Lights Event	Cllr Stanhope to provide a list of stallholders, together with their relevant insurance details to the Clerk and Deputy Clerk before the event.		
01/11/2023	<b>266/23</b> Christmas Lights Event	Cllr Stanhope to be the main coordinator and contact on the day of the event.		
01/11/2023	<b>266/23</b> Christmas Lights Event	Cllr Stanhope to work with councillors of his choice, to produce a suitable event risk assessment for submission to the Clerk and Deputy Clerk prior to the event.		
01/11/2023	<b>268/23</b> D-Day 80 <sup>th</sup> Anniversary Event	Business Administrator to enlist Cllr Kinchin's assistance to commission production of the beacon top, once the British Legion confirm an event is planned. (see linked action <b>169/23</b> 06/09/2023).		
01/11/2023	<b>270/23</b> Iver Heath Allotment	Business Administrator to inform the tenant in writing that no additional time has been granted to remove items from the allotment plot.	Plot let to new tenant 12 Dec 2023	
01/11/2023	<b>271/33</b> Insurance Compensation	Business Administrator to pass the compensation, received by the parish council, onto the Bowls Club.	Further £350 received – Feb 2024 Agenda	

### Key

To do / Ongoing	
Complete	
Not proceeding	

### To carry over

Due		Action		
June 2023	<b>CCTV</b>	Annual review of CCTV Policy.	OS&H review to include capture of open spaces.	
October 2024	<b>EV Charging Points</b>	Review of other suitable sites.		