

Facilities and Events Committee Action Plan 2023 - 2024

Date of Meeting	Minute Number & Agenda Item	Resolution	Progress / Status Updates	Status
05/07/2023	088/23 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	089/23 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"> - To include batteries on the Jubilee Pavilion system. - To then progress with a phased installation. (See related action 06/09/23 167/23)	Jubilee Pavilion system updated to include changes. Grant funding application – awaiting grant application suggestions/annotations.	
05/07/2023	090/23 Allotment Concessions	To amend the wording of Clause 8: The council will only may grant a concession on the grounds of hardship and on receipt of proof that the tenant is claiming a benefit (i.e. UK State Pension, Universal Credit, Personal Independence Payment) 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	090/23 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"> - 2 members from each of the 3 Residents' Associations (Iver Heath, Iver and Richings Park). - 3 members from each of the allotment associations, including those on the waiting lists, at Iver Heath and Iver allotment sites. - 3 members from the Ivers Parish Council. 	First meeting 6 th Nov 2023	
05/07/2023	091/23 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	092/23 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	092/23 Special Motion	b) Neighbourhood Plan phase 2 committee to identify land for additional allotments.		
05/07/2023	093/23 Coronation Events Evaluation	Clerk and Business Administrator to respond to both letters.	Response emailed 25/07/2023	
05/07/2023	093/23 Coronation Events Evaluation	Business Administrator to bring coronation pin pricing to the next committee meeting.	Sept 2023 Agenda.	
06/09/2023	161/23 Finance	Business Administrator to confirm the 63 Chequers Orchard lease notice period.	Response emailed 07/09/2023	
06/09/2023	163/23 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	163/23 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	166/23 Identifying Allotment Land	Councillors to map areas suggested and send to Business Administrator.	28 Feb 2024 Agenda	
06/09/2023	166/23 Identifying Allotment Land	Clerk to respond to Tim Weetman with details of the suggested areas. Linked to above.		
06/09/2023	167/23 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	167/23 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	167/23 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. Linked to above.		

06/09/2023	168/23 Jubilee Pavilion Internal Decoration	Business Administrator to proceed with contractor 1.		
06/09/2023	169/23 D-Day 80 th Anniversary	Cllr Stanhope to enquire if the Royal British Legion at Iver Heath are planning an event. (see linked action 268/23 01/11/2023)	28 Feb 2024 F&E Agenda	
06/09/2023	169/23 D-Day 80 th 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 st Nov 2023	
06/09/2023	169/23 D-Day 80 th Anniversary	Add event planning update to the November Facilities and Events Committee Agenda.	Agenda 1 st Nov 2023	
01/11/2023	262/23 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	264/23 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.	Bucks Planning advise a Certificate of Lawfulness should be obtained. 30/04/2024 Planning application submitted (PL/24/1341/SA) and awaiting outcome. Installation provisionally scheduled for w/c 22 July 2024.	
01/11/2023	265/23 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	265/23 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. Grant application for 2024 rejected Feb 2024.	
01/11/2023	265/23 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	Awaiting invoice from energy provider to include cost of electricity in the communication.	

		could purchase the additional electricity supply, at their cheaper contracted rate, and recharge the cost to the parish council.		
01/11/2023	266/23 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	266/23 Christmas Lights Event	Cllr Stanhope to be the main coordinator and contact on the day of the event.		
01/11/2023	266/23 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	268/23 D-Day 80 th 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 432/23 28/02/2024).		
01/11/2023	270/23 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	271/33 Insurance Compensation	Business Administrator to pass the compensation, received by the parish council, onto the Bowls Club.	Further £350 received – Feb 2024 Agenda	
28/02/2024	426/23 Summer Event 13 th July 2024	To permit use of the Iver Recreation Ground for the IVRA summer event and use of the Jubilee Pavilion (for disabled toilet access and base for event organisers) on Saturday 13 th July 2024.	Officers have ordered portaloos	
28/02/2024	427/23 Use of Iver Heath Allotment Plot 33	Deputy Clerk to bring costs of weed suppressing membrane, for covering the plot while the committee takes further consideration, to the next meeting.	1 st May 2024 Agenda	
28/02/2024	428/23 Use of Iver Heath Allotment Plot 24a	To proceed with the recommendations within the officer's report to create accessible and raised starter beds.	Ongoing Residents' survey published, live until 29 July 2024.	
28/02/2024	429/23 Identification of new allotment land	To request that land for allotments and funding for their ongoing maintenance is provided by all large-scale commercial developments i.e. data centres.	Hand over to Planning Committee for ongoing action	

28/02/2024	430/23 Allotment Pricing Working Group	Deputy Clerk to bring the following to the next Committee meeting: <ul style="list-style-type: none"> - Pricing for any changes necessary to the allotments IT system to accommodate the proposed pricing structure. - The parish council's actual allotment running costs. - Income analysis of current versus proposed pricing structures. 	1 st May 2024 Agenda Changes to IT system offered FOC.	
28/02/2024	431/23 Christmas Lights Event 2023 Update	To hold £184.50 in an Ear Marked Reserve to offset against the current years' event costs.		
28/02/2024	431/23 Christmas Lights 2024 Event	Cllr Stanhope to inform the Iver Heath Village Hall of the provisional date (Saturday 23 rd November 2024).		
28/02/2024	432/23 D-Day 80 th Anniversary	As previously agreed, to produce a new beacon top and loan the beacon and provide gas for the beacon lighting event.	Cllr Kinchin's help requested via email 29/02/2024	
28/02/2024	433/23 Jubilee Pavilion Football Foundation Grant Release	<ul style="list-style-type: none"> - To explore the option of requesting a change of use with the Football Foundation. - To invite the Football Foundation to a meeting for further discussions. Linked to action below.	Teams meeting arranged 17 June 2024.	
28/02/2024	433/23 Jubilee Pavilion Football Foundation Grant Release	<ul style="list-style-type: none"> - To obtain a written statement from Delaford Colts regarding their future plans for the club i.e. setting up a men's team. Linked to action above.		
28/02/2024	435/23 Insurance Compensation	Deputy Clerk to pass the additional compensation, received by the parish council, onto the Bowls Club.		
01/05/2024	501/23 Allotment Pricing Working Group	Deputy Clerk to implement the Working Group's new sizing and pricing structure from October 2025.	To be undertaken after Oct 2024 billing completed.	
01/05/2024	501/23 Allotment Pricing Working Group	Deputy Clerk to write to allotment tenants to advise them of the change to their annual rent.	Emails / letters sent 13/05/24	
01/05/2024	501/23 Allotment Pricing Working Group	Create an Allotment Working Group, with Terms of Reference and officer support requested via the Locum Clerk.		

01/05/2024	502/23 Use of Plot 33	Deputy Clerk to proceed with the purchase of weed suppressing membrane for plot 33 at Iver Heath and to request the support of the Grounds Team to install via the Deputy Clerk for Open Spaces.	Assistance from Grounds Team arranged for install on 14 June 2024.	
01/05/2024	503/23 D-Day 80 th Anniversary Beacon Lighting Event	Deputy Clerk to: <ul style="list-style-type: none"> - Purchase a D-Day flag (up to the value of £50), to be flown at the parish council's offices during week commencing 3rd June 2024. - Purchase lamp post signs for the Iver Heath and Iver recreation ground car parks, plus two for the RBL club gates. 	Flag and lamp post signs ordered.	
01/05/2024	503/23 D-Day 80 th Anniversary Beacon Lighting Event	Deputy Clerk to purchase a banner advertising the event (up to the value of £250), to be displayed at the parish council's offices.	Awaiting artwork.	
01/05/2024	504/23 Christmas Lights Switch on Event	Deputy Clerk to check notes from the previous event debrief regarding an additional electrical socket at the Iver Village Hall.	Notes do not mention installation of a socket at the hall. A request to the village hall/academy trust Estates Manager will need to be made. 15/05/24 email request to village hall.	
01/05/2024	504/23 Christmas Lights Switch on Event	Deputy Clerk to contact St John Ambulance or First Responders to obtain a quote for first aid cover at the event.	15/05/24 email enquiry sent to SJA and CFR SJA online enquiry form completed. 13/06/24 chased SJA for response.	

Key

To do / Ongoing	
Complete	
Not proceeding	

To carry over

Due		Action		
June 2023	CCTV	Annual review of CCTV Policy.	OS&H to review & decide which open spaces to be included and reasons why.	
October 2024	EV Charging Points	Review of other suitable sites.		