

# CHEPPING WYCOMBE PARISH COUNCIL

## LEISURE FACILITIES COMMITTEE

Report of meeting held on Thursday 29 May 2014 commencing at 7.30pm  
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

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**Present:**

Cllr L Willis - Chairman	Cllr K Wood
Cllr C Jordan - Vice Chairman	Cllr J Johnson
Cllr M Wilkes	Cllr B Sadler
Cllr J Bailey	

**Also present:** Cllr D Johncock, Cllr J Herschel and Cllr I Forbes

**1. Apologies for absence**

Apologies for absence had been received from Cllr S Digby (family) and Cllr J Gurney (holiday)

**2. Declarations of members' interests in Items on the agenda**

Cllr J Bailey declared a personal interest in agenda item 7 being an allotment holder and also item 13 as being in receipt of an expenses payment.

**3. Track to Scout Hut, Ashley Drive**

Members were asked to note that a temporary surface would be installed by the grounds team consisting of Oxford shingle as soon as possible. Meanwhile quotes for a more substantial surface were being sought and would be brought back to the Committee at the next meeting in September.

**4. Straight Bit Recreation Ground**

**4.1 Flackwell Heath Bowls Club – Track**

Members were asked to note that the Clerk had now received information from the Bowls Club on the amount they could contribute towards the track, this being £1,500.00.

Members were advised that the lease with the Flackwell Heath Bowls Club clearly stated that the Club were liable to repair any damage occurring from their use of the track.

*It was RESOLVED that;*

*the Clerk write to the Flackwell Heath Bowls Club advising them of their responsibility under the lease to repair the damage to the track and also request sight of up to date accounts for the Club.*

**4.2 Flackwell Heath Lawn Tennis Club – Fencing**

Members were asked to consider a request from the Tennis Club to re-fence courts, excluding the side that is behind the hedge. However, on inspection it would appear that a repair was more appropriate than replacement of the fencing.

*It was RESOLVED that;*

*the Clerk look at the lease the council have with the Tennis Club in order to determine responsibility for the fence and also contact the Club to obtain an up to date copy of the accounts.*

**4.3 Parkour Area – anti graffiti paint**

Following the successful opening of the parkour area at Flackwell Heath an observation had been made relating to the need to paint the concrete blocks with an anti-graffiti covering.

Members were asked to note that the Clerk had received feedback from the parkour inspector, employed by the suppliers, who advised that applying an anti-graffiti substance to the concrete blocks could make the surfaces unsafe. Further research will be undertaken into a suitable water based substance.

***It was RESOLVED that;***  
***the grounds team should carry an anti-graffiti kit in the vehicles when checking the playgrounds, so that an immediate clean could be undertaken if required.***

**5. Derehams Park Recreation Ground**

**5.1 Loudwater Bowls Club – car parking**

Members were asked to note that the works to the car parking area and track were due to start on Monday, 19 May, however they eventually started on Thursday 29 May. The work is being undertaken by a contractor on behalf of the Loudwater Bowls Club and the council have a copy of the public liability insurance certificate.

**6. Committee Membership**

Members were asked to consider the addition of Cllr D Johncock to the committee membership, as he had been a major contributor to the playground scheme for Flackwell Heath and his inclusion on the committee would help with continuity of the planned scheme.

***It was RESOLVED that;***  
***revision of committee membership would be taken to the next Finance & General Purposes Committee, this would include all committees and would take into account the fact that Flackwell Heath had a larger portion of members.***

**7. Allotments**

**7.1 Tenancy Agreement and Allotment Competition**

Members were asked to consider the recommendation from the Allotment Working Party to adopt the new Tenancy Agreement.

***It was RESOLVED that;***

***The tenancy agreement be approved with the following amendments;***

- ***Item 4 should read 'notice of any rent increase will be given by the Council to the tenant in the March of the preceding year to take effect in the following September'.***
- ***Item 7b should include the word 'dogs'***
- ***Item 9h should read, 'by recorded delivery...'***

Members were also asked to approve the criteria for the Allotment Competition.

***It was RESOLVED that;***

***the allotment competition criteria be approved and notices be displayed at both allotment sites.***

**7.2 Chapel Road**

Members were asked to note that following a meeting on site with two companies the Flackwell Heath Allotment Association would like to proceed with the purchase of an EcoToilet, waterless toilet. The toilet is to be solely funded by the Association by means of a Lottery Grant.

***It was RESOLVED that;***

***Approval be given for the Flackwell Heath Allotment Association to proceed with the purchase of the EcoToilet with a view to its location being further discussed.***

**7.2.1 Chapel Road - fencing**

Members were asked to note that a quote for the planned fencing to complete the site had been received. The quote of £1,250.00 was for a stock fence with rabbit netting from the new fence and a two wire and post fence to mark the lower boundary with the farmer's field. The cost was within the budget figure

It was noted that the grounds team may require access to the bank and therefore a gate may be required.

***It was RESOLVED that;  
the Clerk check with the Warden regarding access issues to the bank.***

### **7.3 Ashley Drive**

Members were asked to approve the proposed site of a new eco-composting area for allotment waste; allotment T55 located at the top end of the site near the entrance. Members were not sure if this was the most suitable position and asked that it be added to the committee site visit

***It was RESOLVED that;  
the allotment site be included in the Site Visit to take place on Thursday, 10 July, when a more informed decision on location could be made.***

Members were also asked to agree that bonfires would no longer be allowed at the site.

***It was RESOLVED that;  
bonfires would not be allowed at the allotment site.***

**CLlr Herschel left the meeting at 9.00pm**

## **8. Playground Feedback**

Members were asked to receive feedback and an update from the playground working groups.

CLlr Johncock advised that planning permission had been granted for the grand tower at Flackwell Heath and that the purchase order for phase one had been posted.

CLlr Wood reported that the paths at Ashley Drive were to be started next week (2 June) weather permitting and that the working party were still waiting a second quote on the reduced scheme for play equipment.

CLlr Willis reported that the equipment already installed at Boundary Road had been very well received and was well used. The second phase quote had been received and further work to make this more competitive was underway.

CLlr Forbes advised that he was hopeful that by the next Finance & General Purposes Committee meeting he would be able to have a better view of how the funding for the next phases would be achieved.

## **9. Green Dragon Sports Ground**

Members were asked to note that a leak has been reported at the site. It appeared to be a slow leak somewhere between the meter and the pavilion.

Our contractor had confirmed the initial findings of the football club's plumber and had advised that a full pipe repair from the meter to the pavilion would be in the region of £1,800 or an investigation at the pavilion where the joint could be leaking would be £200.00.

***It was RESOLVED that;  
As the leak was slow it should be left to see if any surface water accumulated at which point a repair would be instigated.***

## **10. Signage**

Members were asked to receive an update from the Clerk on the recent signage proposals for the Leisure Facilities sites from the Signage Working Party.

It would appear that due to the amount in the earmarked reserve not all the signs could be purchased. Cllr Wood had advised that she could give the requirements for Tylers Green Common at which point quotes could be sought, this would give indicative costs.

**11. Committee Site Visit**

Members were asked to consider the following areas for addition to the Site Visit in July and to bring any other suggestions to the meeting.

*It was RESOLVED that;*

*the following sites be included with the addition of the allotment site at Tylers Green.*

- *Derehams Lane Sports Ground*
- *Boundary Road Recreation Ground*
- *Ashley Drive Recreation Ground*
- *Straight Bit Recreation Ground*

**12. Questions from council members and the public**

There were none.

**13. Accounts for payment**

The accounts were approved for payment and cheque numbers 8252 to 8261 were duly signed, direct debits for Unicom, Orange, Shell, Npower and Southern Electric were agreed and also the salary and pension payments via Payflow were agreed.

The chairman of the meeting thanks members for their attendance and closed the meeting at 9.20pm

**Date of the Site Visit: Thursday 10 July 2014 at 7pm**

**Date of the next meeting: Thursday, 25 September 2014 at 7.30pm**

Pending expenditure transactions

29-May-14

Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
8252	6087748	AltoDigital networking	Copy charges April 2014	46.64	9.33	55.97
8253	10012	Hawes Hire	2 x Concrete post holder/20 coupling FH	11.00	2.20	13.20
8254	SJ1073813	Iris Payroll Solutions	Annual maintenance renewal - payroll	238.00	47.60	285.60
8255		J Bailey	Expenses	171.55	0.00	171.55
8256	148934	TBS Hygiene	Dog Bin collection April 2014	290.40	58.08	348.48
8257	590653	Viking	Stationery/CP supplies	184.79	36.96	221.75
8258		HMRC	Tax & NI May 2014	2,152.45	0.00	2,152.45
8259		SpadeOak	25% Deposit/Ashley Drive Rec paths	7,841.25	1,568.25	9,409.50
8260	4586	L&K Electrical	Security lighting- GDL pavilion F.H.	545.00	0.00	545.00
8261	INV01878	Husson UK Ltd	Security Parkour Area FH	1,020.00	204.00	1,224.00
DD		Southern Electric	Footway lighting April 2014	1,290.01	258.00	1,548.01
DD	477657	Shell Direct	Vehicle fuel April 2014	364.48	72.91	437.39
DD	1088654256	Orange	Wardens Mobile -April	31.57	6.31	37.88
DD	7726824	Unicom	Land line call charges April 2014	73.52	14.70	88.22
DD		Npower	Office/depot electricity Feb - May 14	531.26	26.56	557.82
TRX		Payflow	Pension BCC May 2014	1,456.30	0.00	1,456.30
TRX		Payflow	Salaries May 2014	7,239.02	0.00	7,239.02
				23,487.24	2,304.90	25,792.14

Income received since last committee meeting:

CR		Arqiva	Mast Rental	6,210.87	0.00	6,210.87
				6,210.87	0.00	6,210.87

Signed Katrina SA Wood Signed Sam Perbs

Date 29/5/14

The RFO confirms that all goods and services have been received and that the invoices are accurate. We have compared the invoice details against the cheques, direct debit and payflow payments as above, which agree, and have therefore signed the cheques.