



ASTON CLINTON PARISH COUNCIL

Minutes of the **Facilities Committee** meeting
held at 6.30pm on **27th March 2024** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr D McCall (Chair), Cllr J Judge, Cllr M Mason, Cllr C Read, Cllr L Ronson & Cllr P Wyatt

IN ATTENDANCE: Mrs S Payne (Clerk)

F23.64 Public Participation No members of the public were present.

F23.65 To Receive Apologies for Non-Attendance None received.

F23.66 To Receive Declarations of Interest or Requests for Dispensation None received.

F23.67 To Approve the Minutes of the Meeting Held on 14th February 2024

The minutes of the meeting held on 14th February 2024 were approved as a true and accurate record and were signed by the Chair.

F23.68 To Consider Setting Up a Programme which Recycles Coffee Grounds from Local Businesses

The Committee considered starting a coffee grounds recycling programme with local businesses following the Aylesbury Town Council (ATC) model which started in 2022.. Local businesses would be provided with biodegradable pouches to be filled with used coffee grounds, which residents/employees could take free of charge for use as a fertilizer in their gardens. The minimum order would be for 500 bags with each bag, which will include a sticker explaining the programme, costing 0.82p. It is estimated that 500 bags would be enough for 2-3 years. **It was resolved to introduce a coffee grounds recycling scheme to local businesses in Aston Clinton and purchase 500 bags at an estimated cost of £410.** **ACTION: Clerk**

F23.69 Grounds Maintenance

- i. **Football pitches:** Cllr McCall reported that a meeting had been arranged with AC Football Club to discuss a number of points including the current drainage issues on the main pitch, the possibility of re-siting of the main pitch and flooding issues around the AWP.

F23.70 Sports & Recreation

- i. **RoSPA playparks inspection report:** Cllr Judge reported that the report following the inspection conducted on 6th March 2024 had been received. Quotes were being sought for remedial work. **ACTION: Cllr Judge**
- ii. **Dylan memorial zip wire:** Cllr Judge reported that Kompan would provide a quote and details on location and design for the next meeting of Council. **ACTION: Cllr Judge**
- iii. **Trim trail removal:** Cllr Judge reported that the RoSPA inspection had identified urgent safety concerns regarding 4 pieces of the trim trail due to severe rot. The 4 items which include the sit-up station, the hurdles, the pull-up station and the frame climber were fenced off. The report stated that the remaining trim trail items would need to be removed in the coming months. Given the result of the inspection report it was agreed that the removal of all trim trail items should take place immediately. Quotes were considered. **It was resolved to accept quote 1 for £1,200 from AC Waste Clearance to remove all trim trail stations.** **ACTION: Cllr Judge**
- iv. **2024/25 Football pitch hire permits & fees:** The Committee reviewed the terms of the football pitch hire permits for the 2024/25 season. It was noted that the pitches could not

be used during the Aston Hill Centenary event on 17th May 2025. **It was resolved that the closed period would be extended to 8 weeks, the pitches could not be used on 17th May 2025. the charge for the use of pitches outside of the hire period would increase to £50 per session. The permit fee for Aston Clinton Football Club would be £1750 and the permit fee for Aston Clinton Colts would be £2950.** It was agreed that the clubs be contacted for their permit dates. **ACTION: Assistant Clerk**

- v. **Allotment noticeboard.** Quotes for a wall mounted top hung noticeboard for the allotment site were considered. The noticeboard would be mounted on the allotment shed next to the door. **It was resolved to accept the quote from supplier 1, Creative Solutions, for a 8 x A4, top hung, Horizon premium magnetic noticeboard with a green frame at a cost of £502.** **ACTION: Clerk**

F23.71 Events

- i. **Family Festival:** Cllr Mason reported that a grant application had been submitted to the Wendover Community Board. Quotes for marshalling were being sought and walkie talkies would be purchased. Arla had agreed to donate milk to the event, the RKP would be informed. **ACTION: Event WG**
- ii. **Family Festival charity partner.** **It was resolved to appoint Kirby's Herd as the charity partner for the 2024 Family Festival.** It was agreed that other charities would be offered stalls free of charge. **ACTION: Assistant Clerk**
- iii. **Teenager Play in the Park.** Cllr Judge reported that a Teenager Play in the Park event would be organised through Oxford Play Association. The event would run for 3 hours and would include a number of activities aimed at 10-14 year olds at a cost of £990. Funding would be sought from Hearts of Bucks. It was noted that Council do not currently organise events for this age group. **It was resolved to book a Teenager Play in the Park event on Friday 23rd August 2024 at a cost of £990.** **ACTION: Events WG**
- iv. **Scarecrow event 2024:** Cllr Mason reported that the proposed event would coincide with the harvest festival and would be held in conjunction with St Michael's Church and Aston Clinton Baptist Church. Community groups would be asked to create a scarecrow with prizes being awarded. The scarecrows would be displayed in the park where judging would take place. Cllr Mason would provide more detail on logistics once the interested parties had been contacted. **ACTION: Events WG**
- v. **Astonbury 2024.** An application to host Astonbury 2024 in the park on Saturday 10th August was considered. **It was resolved to approve the application for Astonbury 2024 to be held in the park on Saturday 10th August 2024 with set up on Friday 9th August.**
- vi. **Bucks Council's Love Exploring project:** A request from Bucks Council to add Aston Clinton Park to the 'Love Exploring' project which aims to encourage young families to explore local parks using an interactive app was approved.

F23.72 Red Kite Pavilion & Churchill Hall

- i. **RKP flooring:** Remedial work was currently being carried out on the RKP main hall flooring.

F23.73 Burial Ground

- i. **Burial records & mapping:** The Clerk reported that the burial records and memorial photos had been transferred to the cemetery management software. The first draft of the digital map had been received for checking. **ACTION: Clerk**

The meeting closed at 8.35pm

Signed.....Date



ASTON CLINTON PARISH COUNCIL

Minutes of the **Extraordinary Facilities Committee** meeting
held at 1.30pm on **8th April 2024** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr D McCall (Chair), Cllr M Mason, Cllr C Read, Cllr L Ronson & Cllr P Wyatt

IN ATTENDANCE: Mrs S Payne (Clerk)

F23.74 Public Participation No members of the public were present.

F23.75 To Receive Apologies for Non-Attendance Received from Cllr J Judge.

F23.76 To Receive Declarations of Interest or Requests for Dispensation None received.

F23.77 To Approve the Design & Location of the Dylan Memorial Zip Wire in the Park

Following a site visit the Committee considered the design and location of the 25m double cable zip wire.

The proposal to locate the zip wire behind the playpark with the start off ramps positioned at the end furthest from the path with grass matting running the full length of the track was agreed.

The memorial plaque would be affixed to the green panels on the two ramps. The plaque jigsaw border would be in black and white and the inscription would be "This zip wire is dedicated to the memory of Dylan Gwyn Mitchell. The building of this zip wire was made possible by the kind donations of the local community and the Turpin Charity and the support of Aston Clinton Parish Council".

To have the zip wire installed prior to the summer holidays the order would need to be placed with the contractor within the next few days.

It was resolved to approve the design of the zip wire and memorial plaque as described above and the location behind the playpark.

Cllr Judge would inform the family who would arrange for the transfer of funds to cover the costs of the installation and RoSPA inspection.

ACTION: Cllr Judge

The meeting closed at 2.00pm

Signed.....Date

Agenda item F23.68

To Consider Installing A Picnic Bench Near the Meadow Pitch

REPORT AUTHOR: CLLR READ

SUMMARY

To consider installing a picnic bench near the meadow pitch where the trim trail workstation was located.

BACKGROUND

It is proposed to install a picnic bench on a concrete base where the trim trail workstation was sited. This is a popular site near the stream.



The proposed bench is made from non-porous 100% recycled plastic and is guaranteed maintenance free for 25 years. It is delivered part assembled.

The cost for a brown or black table (L1500xD1460mm) is £430 or green with black legs is £485.

The cost of the concrete base is to be confirmed.



FINANCIAL & GOVERNANCE CONSIDERATIONS

This expenditure will come from the facilities equipment budget

LEGAL & OTHER IMPLICATIONS

None.

ACTION

To consider purchasing a picnic bench for the meadow field.



Agenda item – F23.84vi

To consider quotes for the Aylesbury Road siding out

REPORT AUTHOR: ASSISTANT CLERK

SUMMARY

The Footway (Pavement) on the northern side of Aylesbury Road has become overgrown, causing difficulties and risk to pedestrians. Quotes have been searched for to side out the pavement as per the Devolved Services Contract Schedule provided to Aston Clinton Parish Council by Buckinghamshire Council.

BACKGROUND

Due to an increased amount of rainfall and a milder winter, the footway along Aylesbury Road has experienced far more plant overgrowth and soil encroachment than usually expected. In 2023, this footway became very overgrown/encroached, causing many complaints from pedestrians. The encroachment has narrowed the walkable area of the footway significantly, reducing the

Whilst a 5-year siding out plan is in deliberation; it appears necessary that the Aylesbury Road footway be prioritised for a one-off siding out work to avoid the footway getting to a similar state as the previous year.

Landscape maintenance contractors were reached out to for quotes to side out the footway up to the Parish Boundary.

Quote A: £550.00 plus VAT. And should take about a day overall to complete.

Quote B: £290.00 plus VAT.

Quote C: £225.00.

FINANCIAL & GOVERNANCE CONSIDERATIONS

Additional provision has been put aside in this budget for the Devolved Services Cost Code.

LEGAL & OTHER IMPLICATIONS

As part of the Local Council Highways Devolution Scheme, Aston Clinton Parish Council has signed a Devolved Services Contract with Buckinghamshire Council. Under the Devolved Services Schedule, landscape maintenance such as the siding out of footways shall be completed by the Parish Council.

RECOMMENDATION

- a. Consider a quote siding out the footway along Aylesbury Road

Agenda item 85iii –

To Consider the Recent RoSPA Inspection Reports and Agree Quotes for Remedial Work

REPORT AUTHOR: CLLR. CORRINE JUDGE

SUMMARY

The maintenance work required include issues that have been flagged up on the yearly ROSPA report.

BACKGROUND

A RoSPA inspection is carried out each year on the play park, skate park and MUGA. This year's inspection took place on 6th March 2024. There are several areas that require remedial work. Attached are copies of the relevant RoSPA sheets together with a document of additional photos. Also attached is the full RoSPA Inspection Report for your information.

It would make sense to carry out the work identified in the RoSPA report at the same time as some general maintenance work to reduce disruption as the playpark will need to be closed whilst work is being carried out and the skate park will have barriers around the bits of equipment being worked on.

It is envisaged that the work may take up to a month to complete but it will not affect all areas at the same time.

Schedule 1 on the next page outlines the work needed to be carried out and was used to gain quotes.

Three quotes have been obtained are below for your consideration.

FINANCIAL & GOVERNANCE CONSIDERATIONS

The cost of the works will be covered by the equipment maintenance budget.

LEGAL & OTHER IMPLICATIONS

Once Council have been made aware of a H&S risk they must be assessed and addressed as soon as possible

RECOMMENDATION

1. Council to agree to this work being done
2. Council to agree to a quote or any amendments to a quote

SCHEDULE 1: WORKS TO BE COMPLETED

1.PLAYGROUND

1. There is a gap on edging on entrance to playpark (opposite Red Kite Pavilion) reset.
2. Remove moss/algae and weeds on all safety surfacing around play equipment.
3. Area under gate opposite green bus shelter has eroded and needs to be reinstated.
4. Reinststate grass that has eroded in areas under tree next to blue bench (maybe put down bark tbc)
- 5.1 Railing fence next to gate needs securing.
6. Reinststate eroded grass area around wooden bench near gate opposite bus shelter.
7. Treat and paint blue bench near the tall playhouse.
8. Repair safety surface around roundabout that is missing .
9. Repair damaged safety surface underneath big swing.
10. Replace rotted timber and treat all wooden parts (steps) on tall play playhouse.
11. Steam clean tall playhouse only.
12. Reinststate surrounding surfaces on blue spinning pole to cover foundations and remove trip hazards.
13. Reinststate any trip hazards around the equipment in the playpark.
14. Remove trip hazards around the green bus shelter – treat and repaint metal work on 4 benches around shelter only.

MUGA

1. Remove trip hazards from around the Muga – remove and reinststate.
2. Repair and replace edging that is damaged around Muga.

SKATE PARK

1. Remove trip hazards around bench (bench is opposite skate park and just off the path)
2. Quarter pipe (big ramp near the bridge) treat and repaint metal work black
3. Flat Bank (near the blue muga) treat and repaint metal work black
4. Combination ramps (small ramps in the middle) repaint metal work black.

QUOTE 1

Quote 1

To remove concrete edging remove grass & Relay concrete. (Not sure if reuse edging)

Materials : Edging: £40
Concrete:£45

Labour: £80
Total:£165

Quote 2

To clean play equipment & replace rotten timber

Materials: Timber £30
Cleaner: £70

Labour £150
Total: £250

Quote 3

To prepare & paint blue bench

Materials Hammerite paint primer £15
Hammerite blue metal paint £15

Labour: £160
Total:£190

Quote 4

To apply play bark around bottom of tree

Materials Play bark -£400 x3 bulk bags

Labour: £120
Total:£520

Quote 5

To build up area & put soil & seed

Materials Compost- £70
Seed £50

Labour: £120
Total:£240

Quote 6

To prepare & paint bus shelter - Paint to be supplied by Aston Clinton council

Materials : £70

Labour: £700
Total: £770

Quote 7

To prepare & paint skate park ramps sides only

Materials: £120

Labour : £400
Total: £520

Quote 8

To repair tarmac/ wet pure

Materials: £80

Labour: £120

Total:£200

QUOTE 2

After visiting site there are many trip hazards. Area's shown will be made safe by re concreting and haunching.

Repair and replace new rubber flooring where discussed.

Paint tree house area.

Supply and install 12x24 wooden post retainer and install play bark.

Clean all play area with Pro Clean Disinfectant.

Replace damaged wood on tree house.

Supply and install new path edgings where discussed.

Supply and install 6 x slabs at gated area.

Supply and install slab at basketball area where it dips.

Supply all paint and install at the skate board park where shown.

Supply and install new paint (four benches)

Make good blue bench and repaint.

Supply Child friendly/safe weed killer.

All hire equipment needed to carry out the works

Remove any waste

Total

£8,475.00

A booking in deposit will be required upon acceptance of the quotation and a deposit of 50% deposit will be required two weeks prior to commencement of any work. Interim payments may also be required as work proceeds.

Invoice to be paid in full when work is completed.

Any unforeseen extra work will be discussed with the customer and charged at extra cost.

Whilst we endeavour to adhere to a deadline for completion of all works, in bad weather conditions we may get held up on other customer jobs.

We are no longer VAT registered so the price quoted is the price charged.

QUOTE 3

So going through the list of jobs that need doing in the park its extremely difficult to price each individual job separately because of the size of them and trying to source some of the materials.

My way of thinking is to give you an hourly rate of £35 per person and for you to source some of the materials from where you have accounts.

We can also do the same for some of the materials.

I hope this helps but not sure if this is a suitable agreement for the parks Committee etc . Obviously we are fully open to discussion and would be delighted to help the kids and everyone to keep using the facilities as often as possible.

I look forward to hear your thinking .

QUOTE 5

FAO : CORRINE JUDGE

Date: 24/04/24

ASTON CLINTON PARISH COUNCIL
COUNCIL OFFICE
ASTON CLINTON PARK
LONDON ROAD ASTON CLINTON
BUCKINGHAMSHIRE
HP22 5HL

Gu
Ema

Proposed Work

Play Park renovation

Work timeframe - 4 days

- Steam clean 'Puss in Boots' tower
- Repair 'Puss in Boots' play structure tower slats
- Patch repair wet pour surfaces
- Raise and repair Play Park fence panel

Trip Hazards Health and Safety Repairs

Work timeframe - 5 days

- Raise sunken ground trip hazards with sand, soil and grass seed mix

Skate Park renovation

Work timeframe - 3 days

- Paint bench blue
- Paint 2 x Quarter pipe ramps Smooth Black
- Paint Combo ramps Smooth Black

Total cost of work : £10,500.00

Discount : 10% Local Council discount

Final quote for work : £9,450.00

From: [corrine.judge](#)
To: [Aston Clinton PC Clerk](#)
Subject: ROSPA reports and photos
Date: 07 May 2024 17:41:25

Shelter



Comments:

- 1 There is minor damage to the concrete base
- 2 The perspex panels have been removed
- 3 There is a trip hazard over the concrete base
- 4 The paint is flaking off the metal work

- 1 Monitor and repair if required

Risk Assessment:

2 x 3

- 2 Monitor and consider replacing the panels

Risk Assessment:

2 x 3

- 3 Remove the trip points

Risk Assessment:

2 x 3

- 4 Treat and repaint the metal work

Risk Assessment:

2 x 3

Shelter continued



Comments:

- 5 There is offensive graffiti present

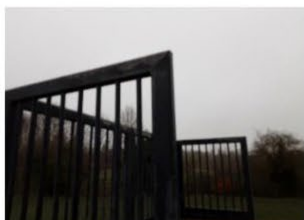
Recommendations:

- 5 Remove the graffiti as soon as is practicable

Risk Assessment:

2 x 2

Quarter Pipe



Surfacing:

Concrete

EN14974 Compliance:

No

EN1177 Compliance:

Yes

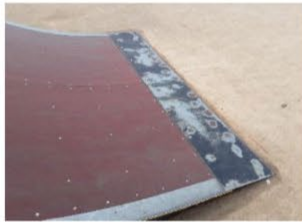
Manufacturer:

Woodward

Comments:

- 1 The ends of the barriers should have a minimum radius of 50mm to comply with BS EN 14974
- 2 The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974
- 3 There is corrosion / rust on the metal work
- 4 There are fixings missing from the item

Recommendations:



1 Monitor use

Risk Assessment:

2 x 3

2 Monitor use

Risk Assessment:

2 x 3

3 Treat and repaint the metal work

Risk Assessment:

2 x 4

4 Replace missing fixings

Risk Assessment:

2 x 4

Flat Bank



Surfacing:

Concrete

EN14974 Compliance:

No

EN1177 Compliance:

Yes

Manufacturer:

Woodward

Comments:

- 1 The ends of the barriers should have a minimum radius of 50mm to comply with BS EN 14974

Risk Assessment:

2 x 4



EN14974 Compliance:

No

EN1177 Compliance:

Yes

Manufacturer:

Woodward

Comments:

- 1 The ends of the barriers should have a minimum radius of 50mm to comply with BS EN 14974
- 2 The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974
- 3 There is corrosion / rust on the metal work

Recommendations:

- 1 Monitor use

Risk Assessment:

2 x 3

- 2 Monitor use

Risk Assessment:

2 x 3

- 3 Treat and repaint the metal work

Risk Assessment:

2 x 3

Combination Ramp



Surfacing:

Concrete

EN14974 Compliance:

No

EN1177 Compliance:

Yes

Manufacturer:

Woodward

Comments:

- 1 There should be no gaps between adjoining equipment

Hi Sam

Please see attached

NOTE: Typically two non compliances will be highlighted when the recommendation is to monitor which may mean some non compliances present will not be indicated. All non compliances requiring action will be commented on.

Items present on site but not contained within this report have not been inspected.

Site Overview

The site is overlooked by the park café

Disabled access:

The site is accessible to most people including those with severe disabilities if help is at hand

Site General



Comments:

- 1 There are tree roots exposed creating trip hazards
- 2 The grass has eroded in areas creating slippery footing
- 3 There are trip hazards over the edgings
- 4 There are displaced edgings within the play area

Recommendations:

- 1 Reinstate to remove the trip hazards

Risk Assessment: 2 x 4

- 2 Reinstate the eroded areas

Risk Assessment: 2 x 4

- 3 Remove the trip hazards

Risk Assessment: 2 x 4

- 4 Reset the edgings as required

Risk Assessment: 2 x 3

Site General continued

Comments:



- 5 There is moss / algae on the safety surface
- 6 There is weed growth on or around the safety surface
- 7 There are gaps opening between the safety surface and edgings



Site General continued

Comments:



- 5 There is moss / algae on the safety surface
- 6 There is weed growth on or around the safety surface
- 7 There are gaps opening between the safety surface and edgings

Recommendations:

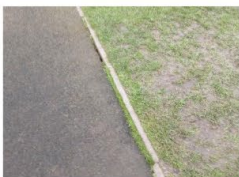


- 5 Remove the moss / algae
- 6 Remove the weeds
- 7 Monitor and remove the gaps if required

Risk Assessment: 2 x 4

Risk Assessment: 2 x 3

Risk Assessment: 2 x 3



Site signage



Comments:

- 1 Cable ties with exposed sharp ends have been used to secure the information signs

Recommendations:

Site signage



Comments:

- 1 Cable ties with exposed sharp ends have been used to secure the information signs

Recommendations:

- 1 Replace the cable ties with a more appropriate method of fixing or remove the exposed sharp projections

Risk Assessment:

2 x 3

Self Closing Gate



Comments:

- 1 The area under the gate has eroded creating trip hazards

Recommendations:

- 1 Reinstate the eroded area

Risk Assessment:

2 x 4

Maintenance gate



- Comments:**
- 1 There is surface corrosion present on the item
 - 2 There are openings that are less than 12mm that could trap or crush users' fingers

Recommendations:

- 1 Consider treating and repainting the item

Risk Assessment:

2 x 3

Litter bin



- Comments:**
- 1 The item is satisfactory

Recommendations:

- 1 No action required

Risk Assessment:

2 x 2

Bench



- Comments:**
- 1 There is erosion present creating trip hazards and may also become slippery when wet
 - 2 Parts of the timber are rough or splintered

Recommendations:

- 1 Reinstate to remove the trip hazards

Risk Assessment:

2 x 4

- 2 Remove all rough or sharp edges

Risk Assessment:

2 x 3



Bench



- Comments:**
- The item is satisfactory

Recommendations:

- No action required

Risk Assessment:

2 x 2

Bench



Comments:

- 1 There is surface corrosion / rust present on the item
- 2 There is minor damage to the bench



Bench



Comments:

The item is satisfactory

Recommendations:

No action required

Risk Assessment:

2 x 2

Bench



Comments:

- 1 There is surface corrosion / rust present on the item
- 2 There is minor damage to the bench

Recommendations:

- 1 Treat and repaint the bench

Risk Assessment:

2 x 3



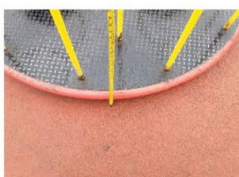
- 2 Monitor and repair if required

Risk Assessment:

2 x 3



Roundabout



Surfacing: Wet Pour

EN1176 Compliance: No

EN1177 Compliance: No

Manufacturer: Wicksteed

Comments:

- 1 The surfacing dimensions are short and do not meet with the requirements of the current applicable standard
- 2 The roundabout is high (in excess of 110mm as per BS EN 1176)
- 3 The safety surface is worn / damaged
- 4 There is surface corrosion / rust on the metal work

Recommendations:

- 1 Monitor use

Risk Assessment: 2 x 3

- 2 Monitor use

Risk Assessment: 2 x 3

- 3 Repair the damaged safety surface

Risk Assessment: 2 x 5

- 4 Treat and repaint the metal work

Risk Assessment: 2 x 3

Two bay flat seat swing



Surfacing:	Wet Pour
EN1176 Compliance:	No
EN1177 Compliance:	No
Manufacturer:	Wicksteed

Comments:

Toddler multiplay slide



Surfacing:	Wet pour
EN1176 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Europlay

Comments:

- 1 There are missing bolt caps
- 2 The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176
- 3 There are finger traps adjacent to the slide entry
- 4 There are a number of missing fixings exposing projecting bolt threads

Recommendations:

- 1 Replace the bolt caps

Risk Assessment: 1 x 4

- 2 Monitor use and replace with compliant connectors at the next maintenance cycle

Risk Assessment: 2 x 3

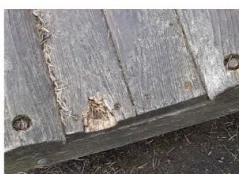
- 3 We consider this to be a low risk failure and no remedial action is recommended - monitor use

Risk Assessment: 1 x 5

- 4 Replace the missing fixings

Risk Assessment: 2 x 4

Toddler multiplay slide continued



- Comments:**
- 5 There is evidence of rot in the timber ramp
 - 6 There is corrosion present on the metal work
 - 7 The tree canopy overhangs the equipment and is less than the recommended 2.0m away

Recommendations:



- 5 Replace the rotten components

Risk Assessment:

2 x 4

- 6 Treat and repaint the metal work

Risk Assessment:

2 x 3



- 7 Lift the tree canopy to ensure a minimum clearance of 2.0m from the equipment

17:28



Aston Clinton Park.pdf



Rotator



Surfacing:

Wet pour

EN1176 Compliance:

Yes

EN1177 Compliance:

Yes

Manufacturer:

Hags/SMP

Comments:

- 1 There are trip hazards over the edgings
- 2 The surface has eroded and the foundations are exposed

Recommendations:

- 1 Remove the trip hazards

Risk Assessment:

2 x 3

- 2 Reinstall surrounding surfaces to cover the foundations

Risk Assessment:

2 x 4



4 Replace missing inserts

Risk Assessment:

2 x 2

MUGA continued



5 Gaps whose dimensions change during use of the equipment shall have a minimum dimension in any position of 18mm

6 There are a number of fixings missing

7 There are stress fractures in the tarmac surface

Recommendations:

5 Adjust the item to remove the crush points

Risk Assessment:

2 x 3

6 Replace the missing fixings

Risk Assessment:

2 x 4

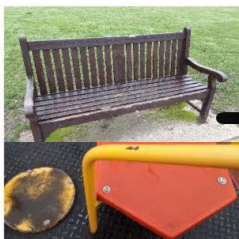
7 Monitor and repair if required

Risk Assessment:

2 x 3

Skate Park

Bench



Comments:

- 1 There are trip hazards present over the concrete base
- 2 The timber is rough
- 3 There is algae / moss present on the concrete base

Two bay flat seat swing



Surfacing:

Wet Pour

EN1176 Compliance:

No

EN1177 Compliance:

No

Manufacturer:

Wicksteed

Comments:

- 1 The surfacing width under each seat is less than 1.75 metres and fails the requirements of BS EN 1176 Part 2
- 2 The safety surfacing area fails the requirements of BS EN 1176 Part 2 to the front and rear of the seat
- 3 The seats are too close to the swing frame as defined in BS EN 1176
- 4 The safety surface is worn / damaged

Recommendations:

- 1 Monitor use

Risk Assessment:

1 x 5

- 2 Monitor use

Risk Assessment:

1 x 5

- 3 Monitor use

Risk Assessment:

1 x 5

- 4 Repair the damaged safety surface

Risk Assessment:

2 x 4

See saw



Surfacing:

Bonded rubber

EN1176 Compliance:

Yes

EN1177 Compliance:

Yes

Manufacturer:

Record/RSS

Comments:

- 1 There is minor wear to the safety surface
- 2 There is minor wear to the dampening mechanism

Recommendations:

Corrine Judge

ASTON CLINTON PARISH COUNCILLOR

m: 07739413900

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- http://astonclinton.org.uk/uploads/3/5/1/3/35130809/acpc_privacy_statement_2018.pdf





Aston Clinton Parish Council

Terms & Conditions for the Hire of Fitness Facilities at Aston Clinton Park

1. Definitions

The following words and expressions shall have the below meanings given to them:

Phrase	Meaning
The Council	Aston Clinton Parish Council
The Park	Aston Clinton Park, London Road, Aston Clinton HP22 5HL
The Hirer	GS Fitness Limited
The Football Facilities	The grass area as specified in Schedule 1
The Hire	Use of the fitness facilities by agreement with Aston Clinton Parish Council
The Hire Period	The period the fitness facilities can be used.
The Clerk	The current Clerk to Aston Clinton Parish Council or any other officer nominated to act in their place.

2 Fitness Facilities

a. Fitness Area

The Council shall permit the following grass area within The Park to be used as shown in schedule 1:

Area near Meadow Football Pitch

b. Equipment

The Hirer is responsible for the provision of all equipment required.

Heavy equipment must not be used when the Park ground is wet.

Equipment must not be dragged across the football pitches.

c. Special Events

The Hirer may wish to undertake Special Events each year. The Hirer is to submit a proposal for such a Special Event to The Council for approval not later than 3 months before the scheduled date for the Special Event. The proposal must include a risk assessment, and supplementary details for parking, marshalling, entertainment and hospitality arrangements. A specific Permit will be required for each Special Event and may be subject to an additional charge.

3 Hire Period & Fees

a. Hire Period

The Hirer can use the grass area detailed in section 2.a above for up to 5 (five) sessions in any one week between 1st August 2024 & 31st July 2025

No variation to this agreed plan shall be made by The Hirer without the written approval of The Council.

The Hirer is prohibited from sub-letting or deriving any extended commercial benefit from usage of the Fitness Facilities.

b. Hire Fee

The hire fee is £217 plus VAT per calendar month.

The Hirer must pay The Council the hire fees by BACS monthly in advance on the 2nd of every month.

The Council will issue VAT invoices quarterly.

Hire fees must be paid to Aston Clinton Parish Council, Parish Council Office, Aston Clinton Park, Aston Clinton HP22 5HL by BACS. The Council's bank account details are:

Account Name:	Aston Clinton Parish Council
Bank Name:	Unity Trust Bank
Sort Code:	60-83-01
Account Number:	20459738

The hire fees will be reviewed annually by The Council and may be subject to change.

If The Hirer is in arrears, the use of the pitches will be suspended until the account is cleared.

c. Cancellation of Sessions

The Council reserves the rights to cancel any hiring due to unforeseen circumstances or if the Fitness Facilities are unusable. In such an event The Council will notify The Hirer as soon as possible.

In the event that the Council cancels more than 4 (4) sessions in one month then a refund of £10 per cancelled session will be provided unless that cancellation is due to negligence of the Hirer.

If the Hirer is in arrears, the use of the Fitness Facilities will be suspended until the account is cleared.

4 Termination of The Permit

The Clerk, on behalf of The Council, reserves the right to terminate the Permit if any conditions within this Permit has been or is being violated, or if it otherwise appears in the public interest to do so.

Such determination of the Permit shall not:

- Release The Hirer from any obligation under the conditions in this Permit, or
- Affect any right or remedy that The Council has under these conditions, or otherwise.

The Council shall be entitled to retain any monies paid to it in respect of the hire.

The Hirer may terminate the Permit at any time on presentation of written notice to The Clerk.

5. General Conditions of Use

a. Insurance

It is the responsibility of The Hirer to have Public Liability Insurance cover for no less than £2m for an individual incident.

The Hirer is to provide The Council with a copy of the insurance policy documents annually and before the 1st August in any year.

The Hirer is to prepare a Risk Assessment and submit it to the Parish Clerk by the 1st August.

b. Loss, Damage or Injury

The Hirer shall ensure that all clients and spectators are aware of these Terms and Conditions. The Hirer will be responsible for the preservation of order during the period of hiring.

The Hirer shall be liable for and shall indemnify the Council in respect of :

- i. Any loss or damage done to any land, pitches, buildings or facilities belong to The Council including furniture, fittings, apparatus, equipment and appliances
- ii. Loss or damage to any third-party property arising out of or by reason of hiring or left at any of the facilities
- iii. Personal injury to, or the death of, any person arising out of or by reason of the hiring

- iv. Loss or damage to any person or property arising in consequence of any breach of these conditions whether or not during the hire period unless due to any negligence or breach of statutory duty of The Council.

The Hirer is responsible for providing any medical attention or facilities to team members.

c. Litter

The Hirer shall ensure that all litter is removed from The Park and deposited in the bins provided.

The Hirer will be charged the full cost of reinstating affected areas to a condition acceptable to The Council for each fixture where litter is left, and subsequent fixtures will be suspended until this fee is paid.

d. Nuisance or Annoyance

The Hirer is responsible for the preservation of order during the period of hiring.

The Hirer shall ensure that no person using the Fitness Facilities within the scope of this Permit shall:

- Use indecent or offending language
- Behave in an indecent or offensive manner, or
- Behave in a manner endangering the safety and enjoyment of other park users or residents in neighbouring properties
- Spit, pollute, contaminate or foul any facility in The Park or Council buildings
- Damage, deface, or misuse any part of The Park facilities or Council buildings
- Damage, deface or misuse any part of the Football Facilities or equipment
- Operate a radio or other sound system to cause nuisance or annoyance.
- Smoke in any building
- Take crockery or glass bottles onto The Park

Failure of the Permit Holder to take reasonable measures to ensure that these conditions are adhered to will result in a fine being levied against the Permit Holder. **The level of fine is set at £100 per incident.**

e. Access and Parking

The Hirer is only allowed to use the Fitness Facilities and access it along the track by the allotments.

Only a vehicle operated by The Hirer can access the Fitness Facilities. All clients of The Hirer must park in the car park or elsewhere.

The keys provided to The Hirer for accessing the Fitness Facilities remain the property of The Council and must be returned to The Council immediately upon request. Only the fitness instructor employed by The Hirer is permitted to have a set of keys and no other copies are permitted to be made by The Hirer.

All gates in the Park must be locked after each hiring session is completed.

The Hirer must ensure that Park View is not used for access or exit to The Park without the prior approval from The Council.

The Hirer must ensure that Park View is never used for parking.

f. Compliance with Bylaws and Regulations

The Hirer shall comply with and observe the Bylaws and Regulations provided for the general regulation of the use of The Park and the Fitness Facilities, copies of which are displayed in The Park and in The Council's office as well as on The Council's website. It shall be the duty of The Hirer to inspect such Bylaws and Regulations and to acquaint him/herself with the contents thereof.

g. Pandemic

The Hirer shall ensure that all players, officials and supporters adhere to any rules and regulation which are in place during the hire period by the Government.

h. Right of Access

An authorised Officer or representative of The Council shall at all times during the period of hire have free access to the Fitness Facilities and the instruction shall be given by The Hirer for their admission.

i. General

The conditions of this permit cannot be changed verbally by a Councillor or Council Officer. Any changes must be confirmed in writing by The Clerk following agreement by The Council or delegated committee.

Advertisement banners cannot be displayed without the written approval of The Council. unauthorised banners will be removed and destroyed.

Any complaint connected with the hiring or use of the Fitness Facilities must be made in writing to The Clerk within five working days of the problem being encountered.

Any correspondence sent to The Hirer via email or post will be deemed to be received. The Hirer is responsible for notifying The Clerk in writing of any change of address. The Council accepts no liability or responsibility of any loss or damage arising from failure to comply with this condition.

6. Fitness Facilities Permit Agreement

The Council: **Aston Clinton Parish Council**, London Road, Aston Clinton, Aylesbury, Bucks, HP22 5HL

The Hirer: **GS Fitness Limited**, [REDACTED]

This Agreement is between The Council and The Hirer for a Permit to use the Fitness Facilities within Aston Clinton Park for the period **1st August 2024 & 31st July 2025**.

The Hire Fee for the Hire Period is **£217 plus VAT per calendar month**

The Agreement is based upon the Terms & Conditions and Schedules accompanying the Agreement.

SIGNED by:

..... (for the Council)(Date)

..... (for the Hirer)(Date)

As duly authorised signatories

A satellite map of the Aston Clinton Park area. The map shows a large green field (Aston Clinton Park) with several buildings and facilities. A red location pin is placed on the northern edge of the park, near the road. Other labeled locations include Aston Clinton Football Club, Your Cafe in the Park, Aston Clinton Parish Council, Aston Clinton Skate Park, Aston Park Tennis Club, Aston Clinton Park car park, Pavilion Gardens, and The Dog Mumma. A blue rectangular area is highlighted on the left side of the map, near the road. The Google logo is visible at the bottom center.

Aston Clinton Parish Council

Terms & Conditions for the Hire of Fitness Facilities at Aston Clinton Park

1. Definitions

The following words and expressions shall have the below meanings given to them:

Phrase	Meaning
The Council	Aston Clinton Parish Council
The Park	Aston Clinton Park, London Road, Aston Clinton HP22 5HL
The Hirer	Lynn Andrews
The Football Facilities	The grass area as specified in Schedule 1
The Hire	Use of the fitness facilities by agreement with Aston Clinton Parish Council
The Hire Period	The period the fitness facilities can be used.
The Clerk	The current Clerk to Aston Clinton Parish Council or any other officer nominated to act in their place.

2 Fitness Facilities

a. Fitness Area

The Council shall permit the following grass area within The Park to be used as shown in schedule 1:

Area near main path beyond the playpark

b. Equipment

The Hirer is responsible for the provision of all equipment required.

Heavy equipment must not be used when the Park ground is wet.

Equipment must not be dragged across the football pitches.

c. Special Events

The Hirer may wish to undertake Special Events each year. The Hirer is to submit a proposal for such a Special Event to The Council for approval not later than 3 months before the scheduled date for the Special Event. The proposal must include a risk assessment, and supplementary details for parking, marshalling, entertainment and hospitality arrangements. A specific Permit will be required for each Special Event and may be subject to an additional charge.

3 Hire Period & Fees

a. Hire Period

The Hirer can use the grass area detailed in section 2.a above **for ONE sessions on Tuesday lunchtimes between 1st July and 31st December 2024.**

No variation to this agreed plan shall be made by The Hirer without the written approval of The Council.

The Hirer is prohibited from sub-letting or deriving any extended commercial benefit from usage of the Fitness Facilities.

b. Hire Fee

The hire fee is **£5 plus VAT per session.**

The Hirer must pay The Council the hire fees by BACS in advance. The Council will issue VAT invoices for every two month period.

Hire fees must be paid to Aston Clinton Parish Council, Parish Council Office, Aston Clinton Park, Aston Clinton HP22 5HL by BACS. The Council's bank account details are:

Account Name:	Aston Clinton Parish Council
Bank Name:	Unity Trust Bank
Sort Code:	60-83-01
Account Number:	20459738

The hire fees will be reviewed annually by The Council and may be subject to change.

If The Hirer is in arrears, the use of the pitches will be suspended until the account is cleared.

c. Cancellation of Sessions

The Council reserves the rights to cancel any hiring due to unforeseen circumstances or if the Fitness Facilities are unusable. In such an event The Council will notify The Hirer as soon as possible.

In the event that the Council cancels more than 4 (4) sessions in one month then a refund will be provided unless that cancellation is due to negligence of the Hirer.

If the Hirer is in arrears, the use of the Fitness Facilities will be suspended until the account is cleared.

4 Termination of The Permit

The Clerk, on behalf of The Council, reserves the right to terminate the Permit if any conditions within this Permit has been or is being violated, or if it otherwise appears in the public interest to do so.

Such determination of the Permit shall not:

- Release The Hirer from any obligation under the conditions in this Permit, or
- Affect any right or remedy that The Council has under these conditions, or otherwise.

The Council shall be entitled to retain any monies paid to it in respect of the hire.

The Hirer may terminate the Permit at any time on presentation of written notice to The Clerk.

5. General Conditions of Use

a. Insurance

It is the responsibility of The Hirer to have Public Liability Insurance cover for no less than £2m for an individual incident.

The Hirer is to provide The Council with a copy of the insurance policy documents annually.

The Hirer is to prepare a Risk Assessment and submit it to the Clerk prior to the start of the permit.

b. Loss, Damage or Injury

The Hirer shall ensure that all clients and spectators are aware of these Terms and Conditions. The Hirer will be responsible for the preservation of order during the period of hiring.

The Hirer shall be liable for and shall indemnify the Council in respect of :

- i. Any loss or damage done to any land, pitches, buildings or facilities belong to The Council including furniture, fittings, apparatus, equipment and appliances
- ii. Loss or damage to any third-party property arising out of or by reason of hiring or left at any of the facilities
- iii. Personal injury to, or the death of, any person arising out of or by reason of the hiring
- iv. Loss or damage to any person or property arising in consequence of any breach of these conditions whether or not during the hire period unless due to any negligence or breach of statutory duty of The Council.

The Hirer is responsible for providing any medical attention or facilities to team members.

c. Litter

The Hirer shall ensure that all litter is removed from The Park and deposited in the bins provided.

The Hirer will be charged the full cost of reinstating affected areas to a condition acceptable to The Council for each fixture where litter is left, and subsequent fixtures will be suspended until this fee is paid.

d. Noise, Nuisance or Annoyance

The Hirer is responsible for the preservation of order during the period of hiring.

The Hirer shall ensure that no person using the Fitness Facilities within the scope of this Permit shall:

- Use indecent or offending language
- Behave in an indecent or offensive manner, or
- Behave in a manner endangering the safety and enjoyment of other park users or residents in neighbouring properties
- Spit, pollute, contaminate or foul any facility in The Park or Council buildings
- Damage, deface, or misuse any part of The Park facilities or Council buildings
- Damage, deface or misuse any part of the Football Facilities or equipment
- Operate a radio or other sound system to cause nuisance or annoyance.
- Smoke in any building
- Take crockery or glass bottles onto The Park

Failure of the Permit Holder to take reasonable measures to ensure that these conditions are adhered to will result in a fine being levied against the Permit Holder. **The level of fine is set at £100 per incident.**

e. Access and Parking

The Hirer must ensure that vehicles of any sort (including motorcycles) must not be parked or left on any area other than in the official designated car park, or where The Council permits.

The Hirer must ensure that Park View is not used for access or exit to The Park without the prior approval from The Council.

The Hirer must ensure that Park View is never used for parking.

f. Compliance with Bylaws and Regulations

The Hirer shall comply with and observe the Bylaws and Regulations provided for the general regulation of the use of The Park and the Fitness Facilities, copies of which are displayed in The Park and in The Council's office as well as on The Council's website. It shall be the duty of The Hirer to inspect such Bylaws and Regulations and to acquaint him/herself with the contents thereof.

g. Pandemic

The Hirer shall ensure that all players, officials and supporters adhere to any rules and regulation which are in place during the hire period by the Government.

h. Right of Access

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i. General

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unauthorised banners will be removed and destroyed.

Any complaint connected with the hiring or use of the Fitness Facilities must be made in writing to
The Clerk within five working days of the problem being encountered.

Any correspondence sent to The Hirer via email or post will be deemed to be received. The Hirer is
responsible for notifying The Clerk in writing of any change of address. The Council accepts no
liability or responsibility of any loss or damage arising from failure to comply with this condition.

6. Fitness Facilities Permit Agreement

The Council: **Aston Clinton Parish Council**, London Road, Aston Clinton, Aylesbury, Bucks, HP22 5HL

The Hirer: **Lynn Andrews**

This Agreement is between The Council and The Hirer for a Permit to use the Fitness Facilities within Aston
Clinton Park for the period **1st January and 30th June 2024**.

The Hire Fee for the Hire Period is **£5 plus VAT per session**

The Agreement is based upon the Terms & Conditions and Schedules accompanying the Agreement.

SIGNED by:

..... (for the Council)(Date)

..... (for the Hirer)(Date)

As duly authorised signatories

Schedule 1 Plan of Fitness Area (Not to Scale)





Agenda item – F23.87ii

To consider quotes for maintenance cover for the RKP flooring

REPORT AUTHOR: ASSISTANT CLERK

SUMMARY

The flooring in the main hall of the Red Kite Pavilion recently required resealing works due to damages incurred, which were attributed to the use of off-brand cleaners by the tenant's staff.

Additionally, during a recent assessment by an approved contractor, it was observed that the newly resealed flooring was already deeply scratched, likely caused by the chairs in the main hall as well as improper cleaning.

BACKGROUND

Due to the damage to the flooring in the main hall of the Red Kite Pavilion (RKP); the recent resurfacing/resealing of the flooring in the main hall of the Red Kite Pavilion in the Easter Holidays; the manufacturer responsible for the repairs suggested that damages were likely the result of off-brand cleaners used by the tenant's staff. This meant that the warranty was not valid for the repairs and so it was paid at the Parish Council's expense.

A contractor approved by the manufacturer was invited to quote for a service contract. Upon visiting the building, the contractor was concerned at how quickly the flooring in the main hall had become visibly scratched in such a short time since the remedial work done less than a month prior.

The contractor showed that many of the chairs in the main hall had perished rubber soles, which was likely contributing to the scratching of the flooring. Additionally, it was noted that proper cleaning fluids from the manufacturer, in the correct dilution, used in a scrubber dryer going with the flooring grain was the only way to clean the flooring without risking degrading over time.

Aside from the main hall, it was also noted that the vinyl flooring in the rest of the building was also scratched and would require remedial works, but this could likely wait until the next year. The same was said to be true for the slip-proof surfacing in the changing room hallway and toilets. Quotes would be generated for the vinyl/slip-proof flooring separately, but only Quote A contractor were able to quote for this.

Quote A:

Deep Clean & Seal Timber Floor to Main Hall: 2 Coats: <250sqm

- Remove black marks, tape or gum using Granwax Ezee Clean.
- Machine clean existing floor using Bona / Numatic scrubber-dryer with Junckers Sylvaclean detergent mix.
- Secondary pass with scrubber-dryer using Neutraliser and clean water.
- Machine screen and lightly abrade the floor with buffing machine to key the existing surface.
- Vacuum and tack-mop.
- Supply & apply 2 coats Junckers HT700 in a Matt or Silk-Matt finish.

Total Cost: £1,875.00 + VAT

Deep Clean & Seal Vinyl Floor Areas: 2 Coats:

- Machine clean existing floor using Bona / Numatic scrubber-dryer with Turboclean detergent mix.
- Secondary pass with scrubber-dryer
- Machine screen and lightly abrade the floor with buffing machine to key the existing surface.
- Vacuum and tack-mop.
- Supply & apply 2 coats Dr Schutz clear PU Sealer in a Matt finish.

Ground Floor Karndean Total Cost: £1,870.00 + VAT.

OR

First Floor Karndean Total Cost: £2,600.00 + VAT

Commercial Waste Disposal: Ironwood Flooring:

Waste material will be left neatly bagged up onsite for Home or Site disposal (e.g. sawdust, packaging, cans, abrasives, rollers). OR

Ironwood commercial waste removal & disposal @ £8.50 plus VAT / XXL Commercial bin-bag.

Quote B:

To deep clean 252m2 of existing Junckers Sylvasport premium flooring using Junckers neutraliser with Sylvasport cleaner as required.

Buff 252m2 using a 150-grit screening mesh and apply 1 coat of Junckers HP Sport lacquer.

Price: £5.50 per m2 Total: £1,386.00 + VAT

FINANCIAL & GOVERNANCE CONSIDERATIONS

As the tenant's lease is currently under negotiation, it may be prudent to include provisions in the contract schedule specifying the responsibilities of maintenance and proper cleaning of the flooring.

LEGAL & OTHER IMPLICATIONS

Section 21.2 of the Aston Clinton Parish Council Health and Safety Policy states that "remedial works shall be provided by the Council to reduce the risk of harm to users of Council premises and facilities."

The manufacturer recommends that the Junckers 22mm flooring be inspected and resealed by an approved contractor annually, additionally that the correct cleaning solutions be used in the correct dilutions to avoid wear.

RECOMMENDATION

- a. Consider a quote for an Annual Maintenance Service Contract for the Red Kite Pavilion flooring.
- b. Consider the addition of Manufacturer recommended cleaning practices to the Red Kite Pavilion Tenancy Agreement.



Agenda item – F23.87iii

To consider quotes for installation of a gutter to the garage

REPORT AUTHOR: ASSISTANT CLERK

SUMMARY

The Steel Garage located in the compound at Aston Clinton Park has suffered water leakage from rain falling onto the concrete pad, which the garage stands upon, and flowing under the walls into the garage. To resolve this, quotes for gutters have been searched for.

BACKGROUND

The Steel Garage located in the compound adjacent to the large car park at Aston Clinton Park was constructed in 2022.

Following the construction of the garage, it was noticed that rainwater would gradually seep under the sides of the building, into the garage causing damp. Whilst silicon was applied to stop this leakage, this has not fully stopped the water from leaking into the garage.

The solution found, was for gutters to be installed, with downpipe and shoe being at the rear of the garage, to send rainwater away from the concrete pad, into the unused ground behind the garage. Out of the all the contractors enquired to quote, two have provided quotes, there is one other contractor who has also expressed interest in the job but was not able to get the quote to the Assistant Clerk in time for the Facilities Committee meeting.

Quote A: £1020.00 plus VAT -

£780.00 labour and £240.00 materials, to supply and install 112mm black half round PVC gutters and black round 68mm downpipes.

Quote B: £490.00 -

Total labour and material cost, to supply and install gutters with downpipes.

FINANCIAL & GOVERNANCE CONSIDERATIONS

To avoid further damage to the garage which would cause a greater financial burden to the Parish Council to make safe the garage. The gutters should be installed as soon as possible.

LEGAL & OTHER IMPLICATIONS

Section 21.1 of the Aston Clinton Parish Council Health and Safety Policy states that: “remedial works shall be provided by the Council to reduce the risk of harm to users of Council premises and facilities.”

RECOMMENDATION

- a. Consider a quote for installation of gutters.