

Agenda item F23.29iii

To Agree To Add Footpath ACL/6/2 (from New Road to junction with ACL/5/3) to the Footpath & Hedges Grounds Maintenance Contract

REPORT AUTHOR: CLLR LESLEY RONSON

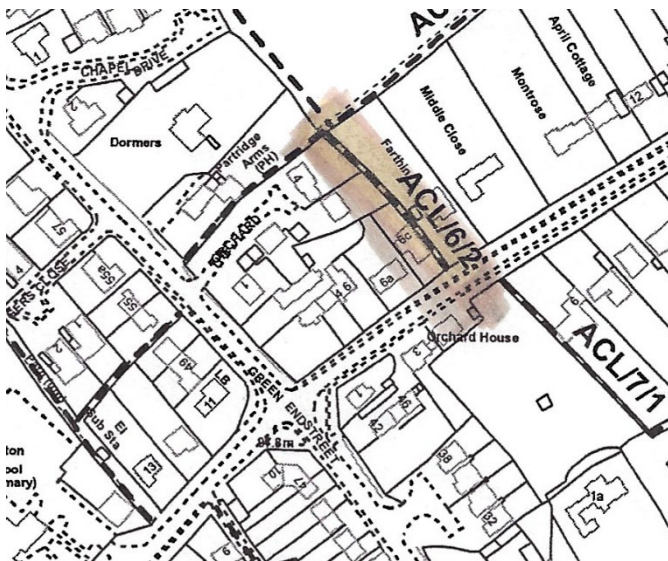
SUMMARY

To consider adding a section of footpath ACL/6/2 to the footpaths and hedges grounds maintenance schedule

BACKGROUND

Council currently have a three-year contract with GoldLeaf Groundcare to maintain a number of footpaths and hedges with Aston Clinton. The contract is for 4 visits to each footpath (2 to be hedge cuts and trim back and 2 to be trim back in preparation for winter)

Footpath ACL/6/2 is a busy pathway and as such the section from New Road to the junction with footpath ACL/5/3 should be added to the contract.



FINANCIAL & GOVERNANCE CONSIDERATIONS

The expenditure will be against budget code 4360 (Grounds Maintenance). As yet the additional cost for adding this pathway is unknown.

LEGAL & OTHER IMPLICATIONS

The current Footpaths & Hedges Grounds Maintenance contract with Goldleaf Groundcare will be updated.

RECOMMENDATION

- a. To agree to add ACL/6/2 to the current and future Footpath & Hedges Grounds Maintenance Contracts.

Agenda item F23.29iv

Consider Installing an additional Metal Barrier at the Park Entrance

REPORT AUTHOR: CLLR COLIN READ

SUMMARY

To consider a quote for the supply & installation of a metal barrier at the park entrance.

BACKGROUND

Product ID: 1688

Product Description

Sturdy, reliable and effective, these Hooped Perimeter Barrier help secure site perimeters and provide a permanent obstacle to vehicle access. To mark boundaries, form trolley parks and protect vulnerable door entrances and exits.

- + Concrete in as standard
- + Available as Bolt Down
- + Galvanised as standard
- + Stainless Steel available
- + Colour Coating available
- + Bolts available

INSTALLATION AS CONCRETE IN

Barriers should be cast into concrete a minimum 300-400mm deep by 300mm diameter. If you choose the Removable with a socket version, the depth of the socket is 267mm below ground

INSTALLATION AS BOLTED

These barriers can also be bolted, where applicable, to an existing good concrete surface or similar with the flanges as:

- + 133mm diam
- + 5MM thick
- + 3 X 12mm bolts for flange

Technical Information

Specifications

- + Height Above Ground - Up to 1000mm
- + Depth Below Ground - 300mm (Concrete in)
- + Length - Up to 2000mm
- + Material Frame - 48mm Diameter, 3mm Galvanised Mild Steel Tube
- + Standards - Galvanised Mild Steel to BS 1387 or BS8232/5 ERW
- + Bolts - 6 x 12mm per Hooped Barrier (Bolt down)

Warranty information

This product comes with a 1 year warranty as standard

<input type="radio"/>	500 x 1000mm Galvanised	£ 80.37	per unit
<input checked="" type="radio"/>	500 x 1500mm Galvanised	£ 88.03	per unit
<input type="radio"/>	750 x 1000mm Galvanised	£ 88.03	per unit
<input type="radio"/>	1000 x 1000mm Galvanised	£ 95.68	per unit
<input type="radio"/>	500 x 2000mm Galvanised	£ 95.68	per unit
<input type="radio"/>	750 x 1500mm Galvanised	£ 95.68	per unit
<input type="radio"/>	1000 x 1500mm Galvanised	£ 104.61	per unit
<input type="radio"/>	750 x 2000mm Galvanised	£ 104.61	per unit
<input type="radio"/>	1000 x 2000mm Galvanised	£ 112.27	per unit

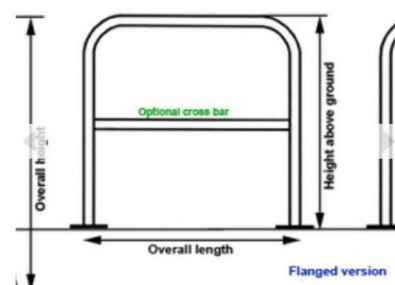
Fixing Option

<input checked="" type="radio"/>	Concrete In	
<input type="radio"/>	Bolt Down	+ £ 14.97
<input type="radio"/>	Removable (inc sockets) excludes padlocks	+ £ 210.81

Colour Coating

<input type="radio"/>	Galvanised only	
<input checked="" type="radio"/>	RAL colour	
<input type="radio"/>	6005 - Light Moss Green	

The large boulders on the left-hand side of the entrance have been moved by the owners of vehicles locked in the park when the gate has been closed at night to enable them to drive through the gap. The number of times this happens has been increasing over the past few months. The proposal is to install a green metal barrier similar to existing barriers around the park. The quote is £146.98. There will be an additional charge for the concreting in. The supplier is charging £282.75 for installation.



FINANCIAL & GOVERNANCE CONSIDERATIONS

The expenditure will be against budget code 4300 (repairs & maintenance).

LEGAL & OTHER IMPLICATIONS

None.

RECOMMENDATION

- a. To agree to the purchase and installation of a new metal barrier on the left hand side of the park entrance.



Directorate For Planning, Growth And Sustainability

Walton Street Offices
Walton Street
Aylesbury
HP20 1UA

trees.av@buckinghamshire.gov.uk
01296 585586
www.buckinghamshire.gov.uk

Aston Clinton Parish Council
London Road
Aston Clinton
HP22 5HL

10th August 2023
Our Ref: 23/00016/TPO

BY RECORDED DELIVERY

IMPORTANT: THIS COMMUNICATION MAY AFFECT YOUR PROPERTY

Dear Sir/Madam

SECTION 198 TOWN AND COUNTRY PLANNING ACT 1990, TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND) REGULATIONS 2012

23/00016/TPO Green Park Green Park, Stablebridge Road, Aston Clinton, Buckinghamshire, HP22 5NE

THIS IS A FORMAL NOTICE to let you know that on the 10 August 2023 we made the above Tree Preservation Order.

This order is being served on you as we believe that you have a right to carry out works to the tree(s) covered by the order. The Council must ensure that all such persons receive notice of the order.

I also enclose a copy of the order. In simple terms, it prohibits anyone from cutting down, topping or lopping any of the trees described in the Schedule and shown on the map, without the Council's consent.

Some explanatory guidance on tree preservation orders is given in the enclosed leaflet, *Protected Trees: A Guide to Tree Preservation Procedures*, produced by the Department for Communities and Local Government.

The order has been made because the Council considers it is expedient in the interests of amenity to make provision for the preservation of the tree(s) and because the Council has received notification to carry out unacceptable works or to fell the tree/s.

The order took effect, on a provisional basis, on 10 August 2023. It will continue in force on this basis for a further 6 months or until the order is confirmed by the Council, whichever happens first.

The Council will consider whether the order should be confirmed, that is to say, whether it should take effect permanently. Before this decision is made, objections or other representations about any of the trees, groups of trees or woodlands covered by the order may be made.

If you would like to make any objections or other comments, please make sure we receive them in writing at least 28 days from the making of the order. For the avoidance of doubt that date is 10/08/2023. Your comments must comply with regulation 6 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012, (a copy is attached).

Please send your comments to Planning Enforcement, Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF direct line number 01296 585679. All valid objections or representations will be carefully considered before a decision on whether to confirm the order is made.

The Council will write to you again when that decision has been made. In the meantime, if you would like any information or have any questions about this letter, please contact me.

Yours faithfully

Ryan Lloyd
Arboricultural Officer
For and on behalf of the council
TPNEIGH

Enc.

IMPORTANT – THIS COMMUNICATION MAY AFFECT YOUR PROPERTY

**TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND)
REGULATIONS 2012**

**Buckinghamshire Council Tree Preservation Order No 23/00016/TPO
23/00016/TPO Green Park
Green Park, Stablebridge Road, Aston Clinton, Buckinghamshire, HP22 5NE**

THIS IS A FORMAL NOTICE to let you know that on **10 August 2023** the Council made the above tree preservation order.

A copy of the order is enclosed. In simple terms, it prohibits anyone from cutting down, topping or lopping any of the trees described in the First Schedule of the order and shown on the map, without the Council's consent. Some explanatory guidance on tree preservation orders is given in the on the Gov.UK website:

<https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas>.

Reason for the Making of the Order:

Development has been undertaken at the site prior to determination of application 22/00367/APP and resulted in the removal of a number of trees, with an Enforcement Notice subsequently served pertinent to the site. Although there are two existing TPO's which cover the site (Ref: 1955 No. 4 and 1951 No.15 (Amended Order 1971 No. 2)), a new TPO would remove all reasonable doubt as to which trees are protected. The Council consider that the trees make a significant positive contribution to the visual amenity and character of the area and any further loss would increase harm to visual amenity.

Without statutory protection, there are concerns that the positive contribution the trees make to the setting will be significantly eroded. Under section 198 of the Town and Country Planning Act (1990):

(1) If it appears to a local planning authority that it is expedient in the interests of amenity to make provision for the preservation of trees or woodlands in their area, they may for that purpose make an order with respect to such trees, groups of trees or woodlands as may be specified in the order.

Therefore it is expedient in the interests of the visual amenity to make these trees subject to a Tree Preservation Order.

If you would like to make any objections or other comments, please make sure we receive them in writing by 10 September 2023. Your comments must comply with regulation 6 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012, a copy of which is provided overleaf.

Send your comments to **Planning Growth & Sustainability, The Gateway, Aylesbury, Bucks, HP19 8FF**. All valid objections or representations are carefully considered before a decision on whether to confirm the order is made.

The Council will write to you again when that decision has been made. In the meantime, if you

would like any further information or have any questions about this letter, please contact **Ryan Lloyd (Arboricultural Officer)**, telephone: **01494 475941** or email **ryan.lloyd@buckinghamshire.gov.uk**.

Dated: 10/08/2023

A handwritten signature in black ink, appearing to read 'SB', is written over a faint, illegible background.

Signed:

Steve Bambrick
Service Director Planning and Environment

BCTPLN

**TOWN AND COUNTRY PLANNING ACT 1990
THE TOWN AND COUNTRY PLANNING
(TREE PRESERVATION)(ENGLAND) REGULATIONS 2012**

**Buckinghamshire Council Tree Preservation Order No 23/00016/TPO
Green Park, Stablebridge Road, Aston Clinton, Buckinghamshire, HP22 5NE**

Buckinghamshire Council, in exercise of the powers conferred on them by section 198 of the Town and Country Planning Act 1990 (as amended) make the following Order—

Citation

- 1 This Order may be cited as the **Buckinghamshire Council Tree Preservation Order No 23/00016/TPO**

Interpretation

- 2 — (1) In this Order “the authority” means the Buckinghamshire Council making the Order).
- (2) In this Order any reference to a numbered section is a reference to the section so numbered in the Town and Country Planning Act 1990 and any reference to a numbered regulation is a reference to the regulation so numbered in the Town and Country Planning (Tree Preservation) (England) Regulations 2012.

Effect

- 3 — (1) Subject to article 4, this Order takes effect provisionally on the date on which it is made.
- (2) Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to the exceptions in regulation 14, no person shall —
- (a) cut down, top, lop, wilfully damage, wilfully destroy or uproot; or
- (b) cause or permit the cutting down, topping, lopping, wilful damage, wilful destruction or uprooting of,
- any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those conditions.

Application to trees to be planted pursuant to a condition

- 4 In relation to any tree identified in the first column of the Schedule by the letter “C”, being a tree to be planted pursuant to a condition imposed under paragraph (a) of section 197 (planning permission to include appropriate provision for preservation and planting of trees), this Order takes effect as from the time when the tree is planted.

Dated: 10 August 2023

Signed on behalf of Buckinghamshire Council



Steve Bambrick Service Director Planning and Environment

[CONFIRMATION OF ORDER]

[This Order was confirmed by Buckinghamshire Council without modification on the _____ of _____]

OR

[This Order was confirmed by the Buckinghamshire Council, subject to the modifications indicated, as set out in the Notice of Confirmation of a Tree Preservation Order No _____ on the _____ of _____]

.....
Service Director Planning and Environment

[DECISION NOT TO CONFIRM ORDER]

[A decision not to confirm this Order was taken by Buckinghamshire Council on the _____ of _____]

.....
Service Director Planning and Environment

[VARIATION OF ORDER]

[This Order was varied by the Buckinghamshire Council on the _____ of _____ by a variation order under reference number *[insert reference number to the variation number]* a copy of which is attached]

.....
Service Director Planning and Environment

[REVOCATION OF ORDER]

[This Order was revoked by the Buckinghamshire Council on the _____ of _____]

.....
Service Director Planning and Environment

Trees specified by reference to an area
(within a dotted black line on the map)

None

Groups of trees
(within a broken black line on the map)

Reference on map	Description	Situation
G1	Mixed Broadleaves	
G2	Horse Chestnut	
G3	Poplar	
G4	Mixed Broadleaves	
G5	Mixed Broadleaves	
G6	Mixed Broadleaves	
G7	Mixed Broadleaves	
G8	Mixed Broadleaves & Evergreens	
G9	Mixed Broadleaves & Evergreens	
G10	Poplar	
G11	Walnut	
G12	Mixed Broadleaves	

Woodlands
(within a continuous black line on the map)

Reference on map	Description	Situation
W1	Mixed Broadleaves & Evergreens	

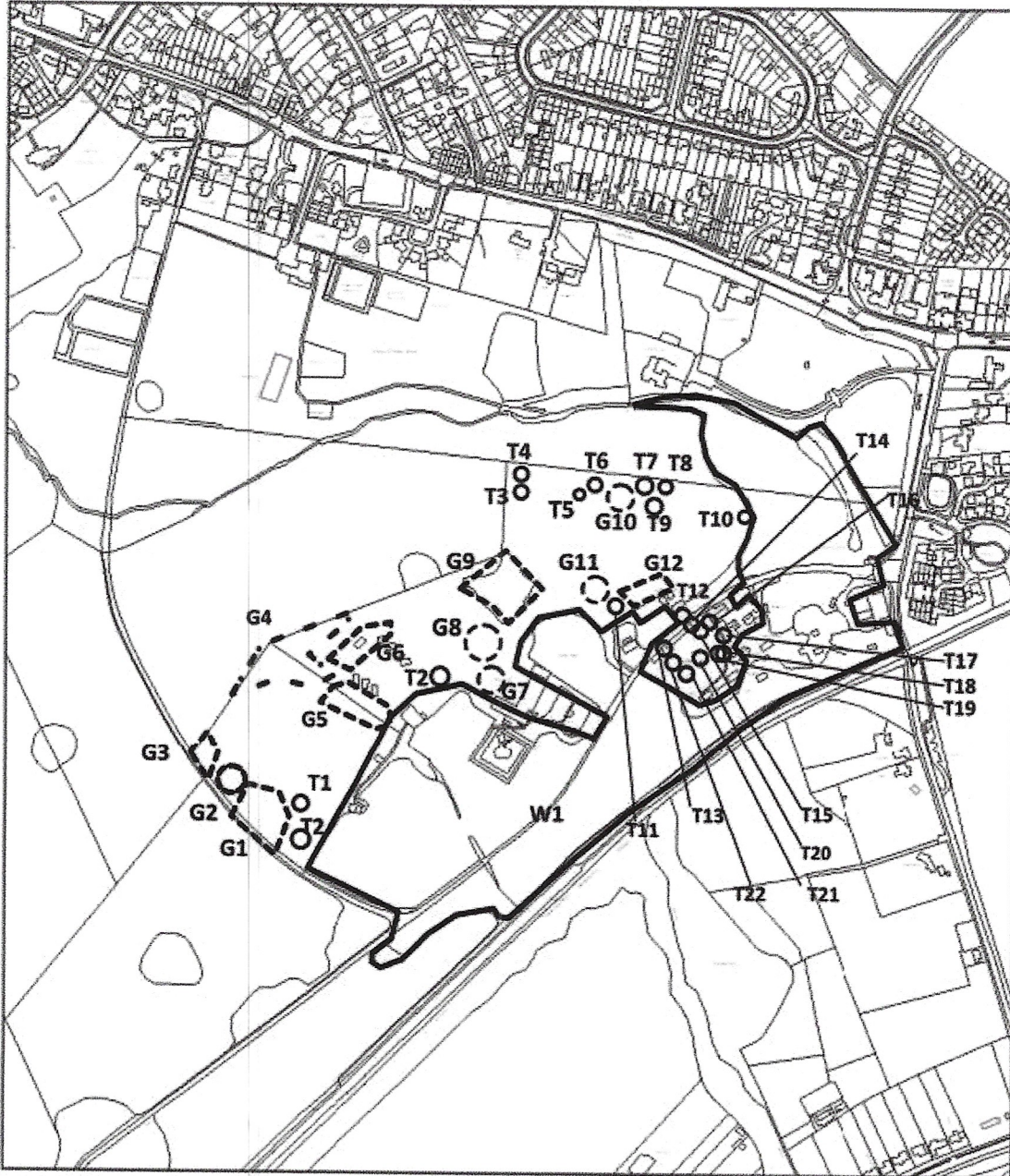
SCHEDULE

SPECIFICATION OF TREES Trees specified individually (encircled in black on the map)

Reference on map	Description	Situation
T1	Horse Chestnut	
T2	Horse Chestnut	
T3	Beech (cut leaf)	
T4	Sloe	
T5	Walnut	
T6	Ash	
T7	Poplar	
T8	Poplar	
T9	Poplar	
T10	Walnut	
T11	Hawthorn	
T12	Cherry	
T13	Hawthorn	
T14	Hawthorn	
T15	Cedar	
T16	Cherry	
T17	Cherry	
T18	Leylandii	
T19	Leylandii	
T20	Cedar	
T21	Beech (weeping)	
T22	Oak	

TPO site plan

Tree Preservation Order 23/00016/TPO Green Park, Aston Clinton



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Scale: 1:5,000



**COPY OF REGULATION 6 OF THE TOWN AND COUNTRY PLANNING (TREE
PRESERVATION)(ENGLAND) REGULATIONS 2012**

Objections and representations

6.—(1) Subject to paragraph (2), objections and representations—

- (a) shall be made in writing and—
 - (i) delivered to the authority not later than the date specified by them under regulation 5(2)(c); or
 - (ii) sent to the authority in a properly addressed and pre-paid letter posted at such time that, in the ordinary course of post, it would be delivered to them not later than that date;
- (b) shall specify the particular trees, groups of trees or woodlands (as the case may be) in respect of which such objections and representations are made; and
- (c) in the case of an objection, shall state the reasons for the objection.

(2) The authority may treat as duly made objections and representations which do not comply with the requirements of paragraph (1) if, in the particular case, they are satisfied that compliance with those requirements could not reasonably have been expected.

ASTON CLINTON PARISH COUNCIL

Notes of meeting with **Aston Clinton Colts**
held at 70pm on **Wednesday 30th August 2023** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr D McCall (Chair), Cllr C Judge, Cllr M Mason, Cllr L Ronson, Cllr P Wyatt, Liam Hickey (Colts Chair), Antonia Loyd (Colts Treasurer) Mrs S Payne (Parish Clerk/RFO)

- 1 Relationship:** Cllr McCall reported that recent communication between the Parish Council and Colts regarding the tournament had soured the current relationship between the two bodies.

It was agreed that greater communication between the two groups be developed.

- 2 Tournament:** This year's tournament was the largest yet held by the Colts with 172 teams taking part and approx. 4000 attending over the weekend. The result was a fantastic couple of days for the children but there were a few issues and Council had received a number of complaints.

Parking around the village was a major issue with those attending parking along London Road when the park's car park was full and blocking junctions. The parking for the event would need to be better managed both within the park and externally. To help alleviate this the meadow area (south of the allotments) could be used for parking at a future event (weather permitting) with the school car park being used as well.

Other park permit holders were not shown enough respect and Council received a number of complaints. It was noted that there had been some disruptive teams taking part in the tournament and they would not be invited to future tournaments.

BBQ: The BBQ at the tournament had been placed on the adult football pitch. It was agreed that the BBQ at all future events would be placed between pitches to minimize damage.

2024 Tournament: Given the issues caused by the 2023 event Council asked the Colts to review the arrangements for future tournaments. The event would either need to be smaller, or held over 2 weekends, or over one weekend but at two locations.

The Colts noted that given the potential use of the meadow area for car parking the number of pitches available for the event would be reduced as would the number attending.

Given this the Colts would like to hold the 2024 tournament during 29th-30th June 2024. It was agreed that this request would be considered at the next Facilities Committee meeting. The Colts would complete an Events Application Form.

Given that popularity of the event there was also now a requirement for the Colts to apply for an event license from Bucks Council

(<https://www.buckinghamshire.gov.uk/business/organising-an-event/>)

Pitches Remedial Work: the delay in remedial work being carried out this year meant that areas of the park were marked off during the tournament.

Where possible Council would try to carry out remedial work at a time when its impact on the tournament would be minimal.

- 3 Use of Football Pitches:** Council are delighted that the Colts are developing a strong squad of young players and now include a girls team. There was concern on how use of the pitches currently hired from the Council on Saturday and Sunday morning was going to be managed given the increased number of squads.

Liam explained that they were not creating new squads but the recent advertising for players had been to fill gaps in existing squads. It was agreed that if a pitch needed to be used mid-week because a weekend game had to be cancelled that the additional pitch hire fee of £30 would not be applied if permission had been sought.



ASTON CLINTON PARISH COUNCIL

Parish Office, Aston Clinton Park, London Road, Aston Clinton,
Buckinghamshire, HP22 5HL

Tel: 01296 631269 Email: clerk@astonclinton.org

DRAFT Aston Clinton Parish Council Waiting List Policy

1. Introduction

This policy outlines the statutory duty to provide sufficient number of allotments and to provide a fair and efficient management system with transparent procedures to support the right to cultivate an allotment garden that is not open to abuse.

2. Statutory Duty

- 2.1** Local Authorities have a statutory duty to provide allotments under the provisions of the Small Holdings and Allotment Act 1908. Section 23 provides that if the Parish Council are in the opinion that there is a demand for allotments then the Council shall provide enough plots to meet demand. Moreover, on a representation in writing to the Parish Council by six registered parliamentary electors or persons who are liable to pay an amount in respect of Council tax as rate payers in the parish, that the Parish Council will take such representation into consideration.

3. How the Waiting List Works

- 3.1** There will only be one list.
- 3.2** An applicant is only added to the Waiting List upon successful completion of The Council's 'Application for an allotment form' and proof of ID being received by the Council.
- 3.3** All applicants must be 18+ of age and reside in the Parish of Aston Clinton or Buckland.
- 3.4** The named applicant must be the person responsible for tenancy.
- 3.5** Applicants will be added to the Waiting List on a first come first served basis.
- 3.6** Previously evicted Tenants cannot re-apply for a 5-year period.
- 3.7** Once on the list, applicants should keep their record up to date and are required to inform the Council of any change of address.
- 3.8** The Council will periodically contact applicants on the Waiting List and remove those who are no longer interested or eligible, or who do not reply.
- 3.9** If a prospective tenant has reached the top of the list at a time when personal circumstances meant that they are not in a position to work the plot, they may request to keep their position on the Waiting List and will need to contact the allotment administrator when they will be able to take a plot. They will then be offered the next available plot.

4. Number of Plots Permitted

- 4.1** When there is a large waiting list, only one Tenancy per household is permitted.
- 4.2** However, Council will permit a maximum of two plots per Tenant, when the waiting list has reduced dramatically. Existing Tenants requesting a secondary plot will be added to the Waiting List.
- 4.3** If an existing Tenant requests to swap their plot, the Council will make note of these requests and they will be considered on an individual basis outside of the Waiting List and when the Waiting List has reduced to 0 or dramatically.
- 4.4** If, however, an existing tenant is asking to swap plot's due to accessibility, the Council will try to accommodate the request as soon as an appropriate plot becomes available. The request will take priority over the Waiting List.

5. Accessible Allotments and Priority of the Waiting List

- 5.1** Accessible plots are plots designed accessibly and include raised beds or a plot located close to key facilities such as the water tank and shed.
- 5.2** The Council reserves the right to prioritise the Waiting List in exceptional circumstances including applicants or existing tenants requesting an accessible plot. Proof will be required.
- 5.3** Accessible plots are designed for applications that have a disability including the following:
 - wheelchair users
 - elderly gardeners
 - those with serious mobility issues
 - visual impairment
 - physical disability or when physical rehabilitation is needed
 - learning or mental health disability
- 5.4** Aston Clinton Parish Council reserves the right to allocate one plot to a charity or similar organisation.

6. Notifying a Prospective Tenant

- 6.1** The Clerk will notify the next person on the Waiting List as soon as a plot is available.
- 6.2** The offer of an allotment plot will be made in writing and will request the applicant to visit and read over the agreement within 14 days to accept the plot.
- 6.3** If there is no response following the 14 days, the applicant will receive a further 1-week reminder. The Council will then offer out to the next person on the Waiting List if no reply.
- 6.4** The applicant will remain at the top of the list for a maximum period of a further 4 weeks before being removed. If a response is provided giving mitigating circumstances the applicant will be offered the next available plot.
- 6.5** If there is no reply, Council will write to the applicant after the 4 weeks to confirm that their details will be removed from the Waiting List as the offer of a plot has not been responded to, until such a time as they re-apply.
- 6.6** Applicants will be allowed 2 opportunities to turn down vacant plots, on the third occasion they will be asked to take the plot or will be moved to the bottom of the Waiting List. Exceptions to this rule will be if a person requires an accessible plot.



ASTON CLINTON PARISH COUNCIL

Parish Office, Aston Clinton Park, London Road, Aston Clinton,
Buckinghamshire HP22 5HL

Tel: 01296 631269 Email: clerk@astonclinton.org

DRAFT ALLOTMENT TENANT'S ENFORCEMENT & APPEAL PROCEDURE

1. Introduction

1.1 This procedure clearly states the enforcement and appeals process for Tenants.

2. Improvement Letter

2.1 An Improvement Letter will be sent once a plot has been identified as not complying with a Tenancy.

2.2 This letter will detail the unacceptable criteria and indicate what is required to bring the plot up to the required standard.

2.3 The Tenant is given 1 month from the date of the Improvement Letter to rectify the situation and/or explain satisfactory reasons for the plot's unacceptable condition.

2.4 The Clerk should be made aware of any special circumstances relating to a Tenant whose plot is unacceptable. Any information gathered will be dealt with confidentially and each instance will be dealt with on an individual basis.

2.5 The Clerk will try and agree on an action plan with the Tenant including timescales and may agree an extension of 1 month under mitigating circumstances.

3. Formal Warning Letter

3.1 In the absence of an improvement or explanatory letter, a Formal Warning Letter will be issued, reaffirming the statements in the Improvement Letter. The Tenant must show an immediate improvement to their plot within 2 weeks (14 days) of the date of the letter or an explanation as to why the Improvement Letter was ignored, failing which the agreement will be terminated by serving a Notice to Quit.

3.2 The Clerk will be authorised to make the decision on whether a Notice to Quit is issued.

3.3 The Clerk will decide a fee that will be charged for any remedial work required. Alternatively, the Clerk may forfeit any deposit previously paid by the Tenant if a plot has been left in an unacceptable condition.

4. Notice to Quit

4.1 If there is no immediate improvement or accepted explanation within the timescale, a Notice to Quit will be issued to the Tenant.

4.2 The Tenant will then be given 28 days until the end of repossession to remove any crops, tools and structures left on the site before the Council can restore the plot.

4.3 All Notices to Quit will be sent recorded delivery.

4.4 In the event of a serious breach of the Tenancy Agreement, and if found guilty of any criminal offence the Council reserves the right to serve immediate Notice to Quit, without progression through all stages as detailed in this procedure and therefore without the right of appeal.

4.5 Serious breaches include the following:

- Abuse, harassment or violence towards other tenants, employees of the council, councillors, volunteers or members of the public.
- Committing any illegal, criminal or immoral act, e.g. growing plants which produce an illegal substance; growing invasive species; use of drugs or alcohol on site, verbal and physical abuse.
- Sub-letting or selling any part of the allotment plot.
- Trading from the site or selling produce.

- Using the allotment plot for any other purpose than allotment-gardening e.g., storage of scrap metal, rubbish or any other hazardous material
- Activities which may cause significant harm to human or animal health or the environment.
- Tampering or altering or damaging any communal resource or Council property.
- Trespass on other plots without the written consent or authority of the Council or of the Tenant.
- And any other act that the Council deems as a serious breach is not exclusive to this list.

5. Appeals Process

Inform the Council if you wish to appeal your allotment termination

5.1 A Tenant may appeal within 14 days of receipt of the Notice to Quit.

Reasons

5.2 The appeal should detail the reasons for the lack of improvement and reasons why the Notice to Quit should be withdrawn.

5.3 The plots ownership will belong to the Tenant whilst the appeal is being considered.

Hearing

5.4 The Clerk must circulate the appeal to the Facilities Committee and reply to the Tenant within 14 days of receipt of the appeal letter with an acknowledgement letter. In absence of the Clerk an Officer of the Council will action.

5.5 Three members of the Facilities Committee will act as the Appeals Panel who must arrange a Hearing meeting to discuss the appeal with the Tenant.

5.6 The date and time of the Hearing should be made as convenient as possible for all involved to attend. Dates should be offered with the Tenant within 5 working days of the selection of the Appeals Panel.

5.7 The Tenant has the right to be accompanied to the Hearing by a fellow Tenant, colleague or friend or family member.

5.8 There are three options for the Appeals Panel to consider:

- Uphold the termination.
- Re-instate the Tenant with a probationary period of 6 months, where any further breach of the Allotment Terms and Conditions will result in immediate termination with no right of appeal.
- Re-instate the Tenant with no probation.

5.9 The Appeal Hearing should be minuted by the Clerk and circulated to both the Tenant and Appeals Panel to ensure there is a record of the process.

5.10 Both the Clerk and the Tenant will be given 5 minutes to address the Panel and to state their case. They will be given the opportunity to question each other after they have spoken.

5.11 Once both parties have spoken, the Tenant will be asked to leave so that the Appeals Panel can discuss the matter and decide the outcome. The discussion will be minuted by the Clerk.

5.12 Once a decision has been made, the Tenant will be informed of the outcome in writing within 7 days of the Hearing.

5.13 The minutes will also be recorded and received at the next available Facilities Committee meeting.

5.14 If a probationary period is agreed on, a review date will be set. A decision will be made by the panel as to whether the conditions of the probationary period have been met.

5.15 If there are no issues, the Tenant will remain on the plot. If there are breaches of the conditions of probationary or tenancy agreement, the panel have a right to immediately terminate the tenancy with no further right of appeal.

5.16 The decision of the Appeals Panel is final.

Timescales

Wish to Appeal – within 14 days of receipt of the termination letter

Acknowledgement – within 14 days

Selecting Appeals Panel - to go to first available Council or Facilities Committee meeting

Booking the Hearing – dates offered to the Tenant within 5 working days following the selection of the Appeals Panel with consideration of availability.

Decision – in writing, within 7 days of the Hearing to be sent to the Tenant

Appeal Panel: 3 Councillor representatives and 1 Clerk to minute

Agenda item – F23.31 ii

To consider supplying free refreshments at the Childrens' Half Term Event

REPORT AUTHOR: CLLR. MARION MASON

SUMMARY

To consider supplying free drinks for the children attending the Punch & Judy / Magic show event on Tuesday 24th October 2023 at the Red Kite Pavilion, during the hours of 1-3pm.

BACKGROUND

The half term event being held on 24th October 2023 in the upstairs meeting room at the Red Kite Pavilion, is free for young children to come and watch a magic and Punch & Judy Show, along with other artistic activities. As the two hour event is a significant length of time for a young audience, the Events Working Group (EWG) are proposing that complimentary soft drinks are provided for the children attending. Parents will be accompanying their children and will be able to purchase their own drinks via the Café in the Park downstairs. Numbers of children attending will be limited to 60.

FINANCIAL & GOVERNANCE CONSIDERATIONS

The drinks could be sourced either from the Café, or, provided by ACPC and it is envisaged that we would need approximately 75 units (allowing one drink per child and extras for some spares), which could be a mix of water bottles and/or cartons of juice. The total cost of the drinks is estimated to be in the region of £50.

A minimum of two councillors will be on site for the duration of the event, and will have attended both a recent relevant safeguarding course and first aid training.

It is not anticipated that any staff hours will be required for attending this event, although a comprehensive risk assessment will be required as for previous events.

LEGAL & OTHER IMPLICATIONS

No legal implications, but care to be given to the choice of drinks with regards sugars and additives content.

RECOMMENDATION

- a. That the cost of funding complimentary drinks for the half-term Punch & Judy/Magic event at the RKP is funded from the Events annual budget.

Agenda item – F23.31v. To consider and agree the Charities to benefit from the Santa's Float 2023 collections.

REPORT AUTHOR: CLLR. MARION MASON

SUMMARY

To consider and agree the charities who are to benefit from the monies collected on the Santa's Float event over two days, Saturday 16th & Sunday 17th December 2023.

BACKGROUND

Each year the Parish Council's Santa's Float event collects monies for local charities, and the proceeds are equally split between the charities. In 2022 the charities who benefitted from the collections were Rennie Grove Hospice, The Chilterns MS Centre (now known as Chilterns Neuro Centre) and The Aston Clinton Scouts, all very worthy local causes needing funds. The Scouts have supported Santa's Float for many years, being enthusiastic collectors, leaving no door unknocked. The Events Working Group are proposing to Council that these three charities are the beneficiaries of an equal split of the total monies collected from the 2023 Santa's Float event.

FINANCIAL & GOVERNANCE CONSIDERATIONS

The Santa's Float event is run totally by volunteers in the form of councillors, representatives of the charities and youngsters from the local Scouts groups over the two days. The float truck is kindly provided free of charge each year by Dayla Drinks of Aston Clinton, who also provide a driver who has in previous years been given a voucher as a thank you for giving up his time. The lighting on the float is loaned free of charge by an external volunteer. Costs to the Council are limited to a minor amount of decorations and materials for the float, a voucher for the driver, along with several tubs of sweets which are given out to children along the two-day route. The estimated total cost is around £120.00 and this would be covered by the Events annual budget. Monies are collected as cash deposited in special buckets, card payments taken on two devices linked to the ACPC bank account, and a Just Giving page online. Staff hours are limited to creating a risk assessment based on previous years, and applying for all relevant licenses.

LEGAL & OTHER IMPLICATIONS

Licenses for each collector to be applied for from Buckinghamshire Council and any music performance license obtained. The monies collected as cash are returned to the Parish Office at the end of each day and locked in the safe with the card devices, to be counted on the first working day after the weekend by the Clerk and a councillor and the total amounts announced on the ACPC website, and social media. Collectors from the Scouts groups are supervised along the complete routes by Scout leaders and parents/guardians.

RECOMMENDATION

- a. That the charities benefitting from the 2023 Santa's float collections are Rennie Grove Hospice, Chilterns Neuro Centre and the Aston Clinton Scout groups.

Agenda item F23.32ii

To Consider a Request from the Youth Club to install a Sound Loop System within Churchill Hall

REPORT AUTHOR: CLERK/RFO

SUMMARY

Churchill Hall tenant, Aston Clinton Youth Club, are seeking permission to install a sound loop system within the hall.

BACKGROUND

Aston Clinton Youth Club are the current tenants of Churchill Hall. Section 3.1.15d of the current lease does state that with regard to alterations the Tenant cannot '*make any internal additions or alterations of a non-structural nature to the Premises without the Landlord's prior written consent*'

A current member of the Youth Club is profoundly deaf and other community groups, who currently hire the hall, are in agreement that the installation of a sound loop would be beneficial.

The Youth Club would be seeking a Gib Lane grant for the supply and installation.

FINANCIAL & GOVERNANCE CONSIDERATIONS

No financial considerations.

LEGAL & OTHER IMPLICATIONS

If the request is approved, an acceptance letter would be produced and added to the lease documents.

RECOMMENDATION

- a. To consider giving Aston Clinton Youth Club permission to install a sound loop system to Churchill Hall



ASTON CLINTON PARISH COUNCIL

Council Office, Aston Clinton Park, London Road, Aston Clinton,
Buckinghamshire, HP22 5HL

Tel: 01296 631269 Email: clerk@astonclinton.org

Aston Clinton Burial Ground Regulations

1. Introduction

- 1.1 These regulations apply to the Aston Clinton Burial Ground, Church Lane, Aston Clinton Buckinghamshire HP22 5HW. The burial ground is on land to the south-east of St Michael & All Angels Church.
- 1.2 These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other regulations currently in force.
- 1.3 Aston Clinton Parish Council are the burial authority for the burial ground.
- 1.4 The Council maintain the burial ground and the closed churchyard of St Michael & All Angels Church.

2. Admission to the Burial Ground

- 2.1 The burial ground is open daily.
- 2.2 Visitors are welcome but are asked to respect the peace, dignity and reference of the area.
- 2.3 Dogs are permitted but must be kept on leads and under control. Any dog mess must be cleared up.
- 2.4 The riding of bicycles, skateboards, roller blades, roller skates, scooters and similar is prohibited. No games or sports are permitted.
- 2.5 No consumption of alcohol or drugs may take place within the burial ground, and anybody under the effects of such substances will not be admitted.
- 2.6 The playing of radios or other means of playing recorded sound is not permitted.
- 2.7 No person shall canvass or solicit business in the burial ground.
- 2.8 No person shall drive any motor vehicle onto the grass areas, except for the sole purpose of grass cutting and excavating or backfilling graves.
- 2.9 Any person driving a motor vehicle onto a grassed area shall be liable to pay to the Council the costs incurred in making good any damage caused.

3. Burial Ground Areas

- 3.1 The burial ground is divided into two separate areas that have different regulations covering size of plot and permitted memorials.
 - a. Full burial: each plot can have up to two full burial interments plus a maximum of 6 cremated remains interments.
 - b. Cremated remains: each plot can have up to four sets of cremated remains interments.
- 3.2 The location of grave spaces is allocated by the Clerk, based on the next available plot. A specific location may be requested in exceptional circumstances and will be considered by the Council.

- 3.3 The Council reserves the absolute right not to permit the use of any particular plot in the burial ground for a grave.
- 3.4 A plan of the burial ground showing the position and number of each plot shall be maintained by the Clerk and may be inspected, without charge, by appointment.

4. Interments

- 4.1 No interment shall take place in the burial ground without the prior consent of the Council.
- 4.2 All notices of interment may be made in the first instance by telephone to the Council office and subsequently confirmed in writing to the Clerk.
Reservations shall be treated as provisional until the Council's Notice of Interment form has been completed and received.
- 4.3 The minimum period required for notice of interments is four working days from receipt of the completed paperwork. The Council accepts no responsibility for any documents lost or delayed in the course of the post.
- 4.4 As much information relating to the funeral as possible must be given to the Council in advance, especially if it is unusual, for example a large number of mourners expected, motorbike cavalcade, jazz band, piper etc.
- 4.5 The Council will liaise with St Michael & All Angels Church before confirming any bookings. This is to ensure that there are no clashes with other activities at the church.
- 4.6 The Certificate for Burial or Cremation must be submitted to the Council Office prior to the funeral. By prior arrangement it may accompany the burial cortege and will be inspected at the burial ground upon arrival. Interments will not take place without such certificates.
- 4.7 All graves will be excavated and prepared for Interment by a council approved grave digger. No other person or company will be allowed to undertake any excavation within the burial ground except with the express permission of the Clerk.
- 4.8 If a pre purchased grave is to be reopened for a further interment, the written permission of the registered owner must be given, except where the burial is that of the registered owner.
- 4.9 It is not possible for memorials to be stored in the burial ground all such memorials must be removed from the site prior to the grave being excavated.
- 4.10 Coffins and urns must be made from suitable biodegradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc. and must bear a nameplate establishing the identity of the body contained therein.
- 4.11 It is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed prior to the funeral.
- 4.12 The Council reserves the right to remove any unsightly plants or ornaments, be they artificial or not. All dead flowers and wreaths, garden refuse and litter must be conveyed to the nearest waste bin.
- 4.13 Loose scattering of ashes are not permitted anywhere in the burial ground.
- 4.14 No human remains shall be exhumed without an Exhumation Licence from the Ministry of Justice or appropriate Statutory Authority.
- 4.15 All fees and charges for interments must be paid to Aston Clinton Parish Council prior to the funeral.

5. Exclusive Right of Burial

- 5.1 The Exclusive Right of Burial is for a period of 75 years from the date of purchase and is purchased at the time of interment.
- 5.2 The Exclusive Right of Burial may be purchased by or on behalf of residents of Aston Clinton only.
- 5.3 If the deceased was a resident of Aston Clinton for five or more years but became non-resident involuntarily (e.g to receive residential care in another area) during the period immediately prior to the date of death or had lived in Aston Clinton for at least twenty years, resident status may be granted at the discretion of the Clerk. The executors or other representatives of the deceased must provide relevant information for claiming resident status.
- 5.4 The purchase of an Exclusive Right of Burial entitles the owner the sole right to determine who is buried in the grave and whether a memorial can be erected on the grave.
- 5.5 On the purchase of an Exclusive Right of Burial a deed of grant shall be issued by the Clerk to the purchaser, whose name and address shall be registered in the Register of Grants kept by the Clerk.
- 5.6 The owner of the Exclusive Right of Burial is responsible for informing the Council of any change of address.
- 5.7 After the 75 years, the Exclusive Right of Burial may be renewed by the owner of the right, for which a renewal fee will be payable. The new grant will be subject to the burial regulations in place at that time.

6. Fees & Charges

- 6.1 Fees and charges for all burial ground services will be determined by Council in accordance with the powers derived under Article 15 (1) of the Local Authorities Cemeteries Order 1977 and will be reviewed regularly.
- 6.2 Full settlement of all fees and charges in respect of interments must be made before the funeral. No account facility is offered.

7. Memorials

- 7.1 No temporary memorial shall be permitted in any part of the burial ground other than a small wooden cross placed upon a grave by a funeral director or other person arranging a funeral.
- 7.2 No memorial shall be erected until at least six calendar months after the date of interment. Thereafter a memorial may be erected subject to the provisions of these regulations and the prior payment of the fee due to the Council.
- 7.3 Before any memorial may be erected, or works undertaken to an existing memorial, the Council's memorial permit application form must be fully completed fully and submitted to the Clerk. The grave owner must sign the application to give their permission for the proposed memorial works. The Clerk may grant approval or refer the request to the Council for its decision.
- 7.4 The period for which the permission applies shall coincide with the period of the Exclusive Right of Burial and the two periods shall expire simultaneously. The Council shall require the removal of a memorial when the period of the Exclusive Rights of Burial expires, unless the grant is renewed.
- 7.5 Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave

- 7.6 All memorials must be fitted by a BRAMM approved fitter and fitted to British Standard 8415:2018 and meet the minimum standards as outlined by NAMM and BRAMM. Memorials other than those fixed by a BRAMM accredited memorial mason are not allowed.
- 7.7 Memorial masons must provide the Council with a copy of their public liability insurance with a minimum value of £1,000,000.
- 7.8 Memorials must be made of natural stone with a non-reflecting surface. Black, blue, red, green or other brightly coloured stone, marble, synthetic stone and plastic are not permitted.
- 7.9 A headstone may stand on a stone base, provided that it is an integral part of the design and does not project more than 50mm away from the place of the burial and 205mm towards the place of the burial. The base may have up to two vases fitted into it.
- 7.10 No kerb stones are permitted around the edge of graves as these interfere with maintenance of the site.
- 7.11 Memorials must not take the form of a heart or a statue or any object or animal except a book.
- 7.12 Memorials must not exceed the following dimensions:
- | | |
|------------------------|------------------------------|
| Full Burial Plot: | maximum height 1220mm (48") |
| | maximum width 915mm (36") |
| | maximum thickness 155mm (6") |
| Cremated Remains Plot: | maximum height 460mm (18") |
| | maximum width 460mm (18") |
| | maximum thickness 155mm (6") |
- 7.13 Foundation slabs must not be visible.
- 7.14 Inscriptions must be simple and reverent. Inscriptions must be incised or in relief and must be uncoloured, grey or black. Handcrafted letter cutting is permitted. Plastic lead or other inserted lettering is not permitted. Nicknames or pet names may be used in addition to baptismal names.
- 7.15 A black, white or uncoloured etching or carving may be permitted if it is reverent. The etching must not depict an individual nor cover no more than 1/5 of the surface of the headstone.
- 7.16 Memorials must not include a portrait photograph or other image of an individual, any moulding, any video or sound recording or any QR codes, kerbs fencing railings or chippings.
- 7.17 No form of lighting is allowed.
- 7.18 The memorial mason's mark as well as the plot number may be inscribed on the memorial as long as it is not in a prominent position.
- 7.19 Memorial masons must remove all arisings from the burial ground at the conclusion of their work and must leave the area in a tidy condition.
- 7.20 All works shall be subject to the directions of the Clerk and any person carrying out works must adequately protect grass, borders, and adjoining memorials.
- 7.21 Any person contravening any of the provisions within regulation 7.1 to 7.20 shall not be allowed to carry out any further work within the Burial Ground.

8. Care of Graves & Memorials

- 8.1 Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site. Garden waste and rubbish must be placed in appropriate waste bins.
- 8.2 No trees or shrubs may be planted on graves. The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance works.
- 8.3 All flower holders or other items left on graves must be made of non-breakable material. All items left on graves are at the owner's risk and the Council cannot be held responsible for any damage.
- 8.4 Glass vases and decorative stone aggregates are not permitted on or around memorials.
- 8.5 Council reserves the right, after suitable notice to the family, to remove such items which do not comply with these Burial Ground regulations and are deemed to present a risk to other visitors or to the council's machinery or staff.
- 8.6 All memorials are the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial.
- 8.7 All memorials shall be kept in good repair by their owners. Notice to have repairs executed shall be sent to the owner where contact details are known. In cases where the name and or address of the owner is not known, a notice shall be deemed to be properly served if placed upon the grave plot or memorial. If necessary repairs are not carried out within six months of the date of the notice then the memorial may be made safe or removed and disposed of by the Council.

9. Damage or Complaints

- 9.1 Any complaints or damage should be notified to the Clerk to Aston Clinton Parish Council. Council Office, Aston Clinton Park, London Road, Aston Clinton Bucks HP22 5HL

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