

## Agenda item F23.38

### To Consider Options for an ANPR System in the Park and Agree a Course of Action

REPORT AUTHOR: CLLR COLIN READ

#### SUMMARY

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To consider options for the installation of an ANPR system in the park.

#### BACKGROUND

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At the 23<sup>rd</sup> November 2021 Facilities Committee meeting it was agreed that the principle of charging non-residents for parking at the park be explored (min F21.42). A quote was sought to ascertain the costs and viability of the project and was considered by the Facilities Committee at their 2<sup>nd</sup> November 2022 meeting whereby it was agreed that the project was viable with an estimated cost of £88,000 and it would be recommended to Council that it be supported.

It was noted that a public consultation would need to be conducted and additional budgeting sought.

The Public Contracts Regulations 2015 state that a public contract with an estimated value in excess of £30,000 requires a Council to advertise the contract opportunity on the Contracts Finder website. In order to assist in the drafting of a Contracts Finder tender specification a number of contractors were contacted to visit the site and make recommendations on how an ANPR system could operate.

Four companies visited the site and three have provided their proposals and estimated costs.

##### **Proposal A:**

Installation of a ANPR camera, no barrier required. Payment stations provided.

Proposed charges 1hr 70p; 2hrs £1.40; 3hrs £2; 4hrs £3.50; up to 24hrs £10. Parking Charge Notice rate £51.

A revenue share model of 80/20% in favour of ACPC for paid parking revenue and 20/80% in favour of Contractor for parking charge notice profits.

Full end to end solution with no up-front CAPEX or ongoing service costs. Proposed 3-year term with 2-year extension.

##### **Proposal B:**

Installation of a ANPR camera and 2 barriers one for entry and one for exit.

Driveway will need to be widened.

2 x payment machines to be provided in car park and one payment pillar at exit barrier.

Equipment & Installation cost £72,185.

Processing charge per transaction is £0.09p or £120 per month

Annual software & maintenance costs: £12,036

Alternatively a subscription model is available. Installation is £37,150 and ongoing subscription cost of £2,407 per month for the equipment, software and maintenance.

**Proposal C (figures correct on Sept 2022):**

ANPR and 2 barriers installed one for entry and one for exit near the entrance to the small car park. Driveway will need to be widened.

On entry a ticket will be issued. There will be a pay on exit terminal which will read the ticket and indicate the fee to be paid by card.

Equipment & Installation cost £87,063.

Annual Maintenance costs: to be advised

## FINANCIAL & GOVERNANCE CONSIDERATIONS

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Funding has been earmarked to date £60,000 with an additional £35,000 to be added from the 2023/24 budget. The total earmarked reserves at 1<sup>st</sup> April 2024 will be £95,000.

It is recommended that a public consultation on the proposal be carried out prior to submission to the Contracts Finder website.

## LEGAL & OTHER IMPLICATIONS

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Council will need to make changes to the park's bylaws to include the regulation of parking and parking charges prior to the ANPR system being commissioned.

## RECOMMENDATION

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- a. To consider the various ANPR operational proposals and agree on the specification for the project to be drafted for the public consultation and the Contracts Finder website.

## Facilities Committee Meeting: 8<sup>th</sup> November 2023

**Agenda Item:** To review the current park grounds maintenance contractor's work and to review and agree our future options

**Report Author:** Cllr David McCall

**Summary:** The Grounds Maintenance Working Group have discussed the present park grounds maintenance contractor and believe that they are unable to provide the level of service required and recommend that the Committee consider an alternative contractor.

**Background:** Council went out to tender for all its ground maintenance contracts when its existing contractor, Frank Cooper, went out of business. After some debate it was agreed at an Extraordinary Council meeting held in February 2023 to award the park's ground maintenance contract to Goldleaf Groundcare (minute 22.111a).

However, during a difficult Summer period with unseasonal weather, Goldleaf:

- did not cut the grass well,
- were criticised for not taking sufficient account of walkers in the Park by driving tractors too fast,
- had poor quality equipment; and
- had unacceptable strimming techniques.

The Grounds Maintenance Working Group met with them to discuss these issues and were assured that changes would be made. The working group agreed to review the situation in October 2023.

Currently nothing has changed and although the contractor has tried to put things right, it has become clear that the quality of their work does not meet with Council's standards.

It is the recommendation of the Grounds Maintenance Working Group that the Committee take the opportunity during the Winter, when the work is at its lowest level, to terminate the existing contract with Goldleaf and instruct Buckland Landscapes with whom Council have worked with previously, and who have a good reputation for the quality of their work and whose equipment portfolio is excellent.

**Finance and Governance Considerations:** The 2023/2024 Grounds Maintenance budget is £32,000 which includes ad hoc grounds maintenance costs.

The results of the park grounds maintenance tenders considered at the February 2023 Extraordinary Council meeting were as follows:

Contractor	2023/24	2024/25	2026/27
[REDACTED]	£10,400	£10,920	£11,466
[REDACTED]	£15,910	£16,546	£17,208
[REDACTED]	£16,200	£16,200	£16,200
[REDACTED]	£33,960	£35,658	£37,440

[REDACTED] have confirmed that the costs within their quote is unchanged. One other factor to consider is that had Frank Copper remained viable, we would have stayed with them and on their last 2021/22 figures it would be safe to assume that they would have been more expensive than Goldleaf in the following years.

**Legal and Other implications:** If the Committee decides to change contractor 3 months written notice will need to be given to Goldleaf Groundcare.

GoldLeaf Groundcare is also the current contractor for the Footpaths & Hedges maintenance contract and as the Park is our contacted area of complaint, it is assumed in this report that this contract would remain in place, however this is dependent on the view of the Facilities Committee and reaction of Goldleaf Groundcare when they are in receipt of the written notice to quit.

**Recommendation:** The recommendation of the Grounds Maintenance Working Group is to issue Goldleaf Groundcare with three months written notice and recommend to Council that they instruct Buckland Landscapes to take on the Contract.

## Agenda item F23.39iii

### To consider a Request to Carry out Grounds Work around the David Watson Memorial Bench & to Plant Daffodils Behind the Bench.

REPORT AUTHOR: SAMANTHA PAYNE, CLERK/RFO

#### SUMMARY

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To consider a request from the family of David Watson to carry out grounds work and plant bulbs at the memorial bench.

#### BACKGROUND

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At the 15<sup>th</sup> February 2023 Council meeting it was agreed that a memorial bench be installed by the corner of the main football pitch.



The family would like to enhance the area around the bench to tidy up the weeds, grass and blend the foundations of the bench with the ground as it has raised edges on one side due to the ground not being level.

Advice has been sought from a landscaper who suggests that topsoil be laid and be blended in with the existing earth and grass seed rather than turf. The family would also like to plant some daffodils around the back of the bench to make the area more attractive in the spring.

#### FINANCIAL & GOVERNANCE CONSIDERATIONS

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None.

#### LEGAL & OTHER IMPLICATIONS

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None

#### RECOMMENDATION

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- a. To consider the request to carry out grounds work and planting around the memorial bench.



## Agenda item F23.39iv

# To Appoint Contractor(s) to carry out tree work within the Park and Burial Ground

REPORT AUTHOR: SAMANTHA PAYNE, CLERK/RFO

### SUMMARY

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To consider quotes for tree work around the park and burial ground and appoint a contractor(s)..

### BACKGROUND

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A tree safety survey of all the trees within the park and burial ground was carried out in March 2023. The survey identified 10 trees which require remedial work over the next 2 years.

The Grounds Maintenance Working Group selected which work to carry out this financial year from those identified in the tree safety survey together with some additional work and requested quotes from six companies.

Four quotes were received and are below for consideration.

### FINANCIAL & GOVERNANCE CONSIDERATIONS

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There is £10,000 within the tree work budget code 4370.

### LEGAL & OTHER IMPLICATIONS

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As all the trees within the park are covered under a TPO, planning permission has been sought.





As the work to the trees within the burial ground permission for the Diocese of Oxford is required prior to tree work being carried out.

### RECOMMENDATION





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- a. To appoint a contractor or contractors to carry out the tree work.

# Facilities Committee – 8<sup>th</sup> November 2023

ID	Species	Location	Work to be carried out	Photo	Quote A	Quote B	Quote C	Quote D
G01	English Yew x2	Two Yew. Next to main footpath entrance to church	Sever ivy at base and strip ivy to give clear stem to at least 2m					
T01	English Yew	At entrance path to church.	Sever ivy at base and strip to 2m. Reduce height to around 4-5m and later a spread to around 2m from main stem (top)					
T02	English Yew	To south of secondary footpath to church, on east side of building.	Sever ivy at base (chainsaw/handsaw) and strip ivy to give clear stem to at least 2m. Use crowbar to remove larger stems and avoid direct cuts into tree stem. Reduce uppermost growth by around 4m to allow more light into central portion of crown.					
T03	Flowering Cherry	To north of secondary footpath (east of church).	Remove to near ground.					
	Purple Plumb	next to church in burial ground			crown reduction reducing height and spread of tree by up to 4 metres	Tree has low vitality and is in decline - remove to ground level - cost included in below amount	Did not quote	
				<b>TOTAL for Burial Ground</b>	<b>£2910</b>	<b>£1440</b>	<b>£890</b>	<b>See below</b>



ID	Species	Location	Work to be carried out	Photo	Quote A	Quote B	Quote C	Quote D
T08	Elm	Next to footpath entrance in northeast of park.	Remove to near ground					
T04	European Lime	In park, to southwest of allotment and next to picnic benches beneath wellingtonia.	Repollard to old pollard points.					
T05	English Yew	To southwest of allotment and picnic benches and next to trim trail (2) equipment.	Reduce upper portion by around 4-5m to achieve more balanced form.					
T06	Grey Poplar	On south side of brook in small wooded area next to footpath.	Reduce to leave as 6-8m habitat feature. Use wood chip to spread over adjacent path to reduce trip hazards by surface roots.					
	Pines x 2	Along boundary in park near gate into field	Removed to ground level		fell & Grind	included in overall cost	Did not quote	
	Oak x 3 + Beech	Beach picnic area			remove major deadwood >25mm in diameter throughout crown area	remove dead wood over 20mm in diameter. Reduce lateral growth of overextended oak limb by 3-4m to minimise risk of limb failure.	Did not quote	
				<b>TOTAL for Park</b>	<b>£4230</b>	<b>£3340</b>	<b>£2225</b>	<b>See below</b>

Total for whole job

£7140

£4780

£3115

£3550



## Agenda item F23.40ii– To Consider an Updated Plan for the Replacement of the Trim Trail

REPORT AUTHOR: CLLR C. JUDGE AND ASST. CLERK

### SUMMARY

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To consider altering the replacement of the Trim Trail from a like-for-like to Outdoor Exercise Equipment in the form of metal workstations with wet pour or rubber mat flooring.

### BACKGROUND

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At the 27<sup>th</sup> April 2022 committee meeting it was agreed to seek quotes to replace the existing trim trail (min F21.92iii) at the May 2023 meeting the results of the public consultation were considered at it was agreed that costings and visuals for wooden and metal trim trails be sought so that a Section 106 grant request could be made (min F23.06 ii)

In July 2023 Cllr Judge, Cllr McCall, and the Assistant Clerk met with a prospective contractor.

The contractor explained that consulting a fitness expert would improve planning the layout of the replacement, it was also advised that powder coated metal as a superior material for the replacement as it would greatly reduce the associated maintenance cost and reduce the risk of vandalism.

In August 2023 Cllrs Judge and McCall met with a fitness expert who uses the park.

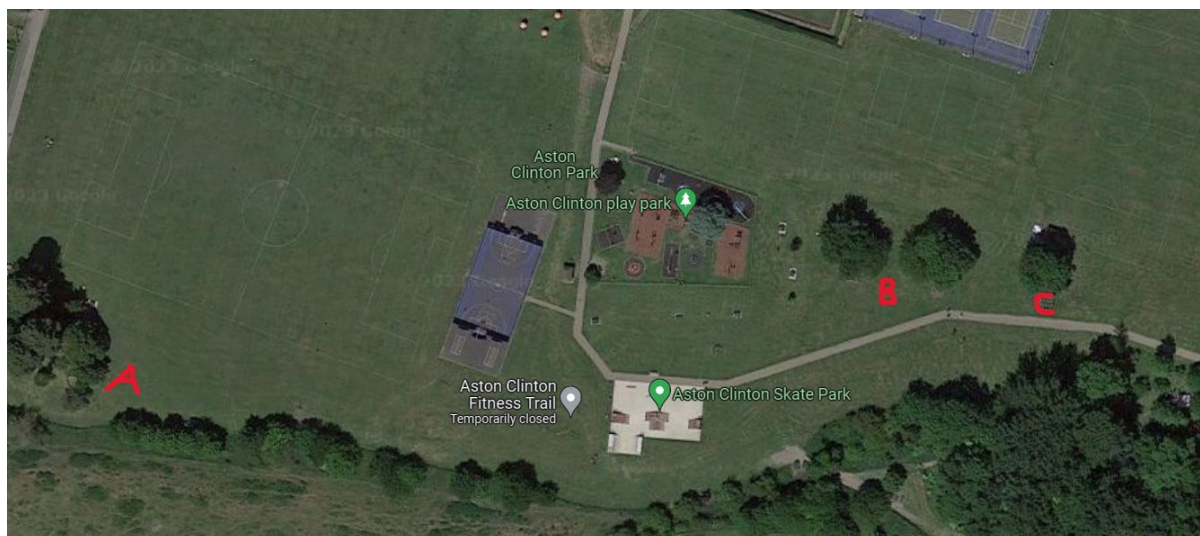
The outcome of the meeting was to endorse the idea of 2-3 workstations which would allow multiple different exercises. Rather than the trim trail format which is to have one workstation for one particular type of exercise. The reasoning for this change of layout would be to reduce the area required by the replacement equipment and provide a greater variety of exercises/muscle groups worked.

Potential suppliers and equipment have been identified. The following is recommended:

- A: One main workstation with: Parallel Bars, Sit-Up Bench, Climb Wall, Pull Up Bars and Monkey Bars;
- B: A standalone Dip Bench;
- C: A separate workstation with: Magnetic Kettle Bells and Overhead Ladder.



The location of the workstations are to be confirmed. However provisional locations are highlighted in the map below



## FINANCIAL & GOVERNANCE CONSIDERATIONS

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From talks with a contractor, removal of the outdated Trim Trail and replacement would have a 'ballpark' cost of £80,000.

External funding through Section 106 from 15/03786/AOP must be applied for, once the specification for the replacement is approved, the application stage can be started.

## LEGAL & OTHER IMPLICATIONS

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As this project would cost more than £30,000, under the Public Contracts Legislation 2015, the Council must advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.

## RECOMMENDATION

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- a. Agree to recommend to Council that the Trim Trail be replaced with Outdoor Fitness Equipment arranged in a workstation layout, constructed of powder coated metal and based on a flooring of wet pour or rubber mats.



**Aston Clinton Parish Council** Parish Office, Aston  
Clinton Park, London Road, Aston Clinton, Aylesbury,  
Buckinghamshire, HP22 5HL  
Tel: 01296 631269 Email: clerk@astonclinton.org

## Allotment Tenancy Agreement

THIS AGREEMENT made on the **1<sup>st</sup> day of January 2025** BETWEEN ASTON CLINTON PARISH COUNCIL ('the Council) of Parish Office, Aston Clinton Park, London Road, Aston Clinton, Aylesbury, Buckinghamshire, HP22 5HL

AND

Name «**Tenant\_Name\_**» ('the Tenant')

Address: «**Address\_of\_Tenant\_**»

### WHEREBY IT IS AGREED as follows:

#### 1. Allotment

- 1.1 The Council agrees to let and the Tenant agrees to take the Allotment Garden ('the Allotment') situated at Aston Clinton Parish Council Allotment Gardens and referenced as Allotment plot «**Plot\_Number\_**» and Footpath Number «**Footpath\_Number**» and shared footpath number «**Any\_Shared\_Footpath\_numbers**» in the Council's Register of Allotments.
- 1.2 THE TENANCY is subject to the Allotments Acts 1908 to 1950 and to the Regulations and Conditions endorsed on this agreement.
- 1.3 The Tenant shall, as regards the Allotment, observe and perform all conditions and covenants contained in the Lease under which the Council holds the land.

#### 2. Tenancy, Rent and Reviews

- 2.1 The allotment shall be held on a yearly tenancy from **1<sup>st</sup> January to 31<sup>st</sup> December 2025**.
- 2.2 The Tenancy of the Allotment shall terminate annually on 31<sup>st</sup> December **2025**.
- 2.3 The rent shall be paid by the 20<sup>th</sup> day of January to the Parish Clerk by cheque made payable to Aston Clinton Parish Council, or by direct payment as follows:  

Bank Account Name:	<b>Aston Clinton Parish Council</b>
Sort Code:	<b>20-39-07</b>
Account Number:	<b>50424773</b>
Reference:	<b>Surname and allotment number.</b>
- 2.4 For the year **2025**, the cost per Allotment is: **£22.00**
- 2.5 The Tenant shall pay a deposit of 1 year's rent in advance. The deposit shall be held by the Council and shall be returned to the Tenant at the end of the tenancy, without interest. The deposit shall be withheld and forfeited by the Tenant in whole or in part if there are rent fees owing, or if the plot is left in an unreasonable condition.

- 2.6** The Tenant's deposit at the start of the tenancy for an Allotment is:  
**£«Deposit\_»**
- 2.7** Water supply shall be included in the rental charge.
- 2.8** Where a Tenancy commences more than 3 months through the year, the annual rent may be reduced proportionately at the discretion of the Council.
- 2.9** Any member or Officer of the Council shall be entitled at any time when directed by the Council, to enter and review the Allotment.
- 2.10** The Council will carry out regular Allotment reviews and will notify the Tenant in writing if the Allotment is not properly maintained. The Tenant must rectify this within one (1) month of the date of the letter unless there are extenuating circumstances about which the Tenant informs the Parish Clerk.
- 2.11** **In the event of a Tenant leaving residency of Aston Clinton or Buckland, the Parish Council will allow the tenant to retain the plot provided that it does not deprive a resident of Aston Clinton or Buckland the opportunity to obtain a plot.**

### **3. Prohibition of Under Letting**

- 3.1** The Tenant shall not underlet, assign or part with the possession of the Allotment or any part thereof without the written consent of the Council. This shall not prohibit another person, authorized by the Tenant, from cultivation of the Allotment for short periods of time when the Tenant is incapacitated by illness or is on holiday if the Council are informed of the named person.

### **4. Cultivation**

- 4.1** The Tenant shall use the Allotment only for the production of vegetables, fruit and flower crops for consumption or enjoyment by the Tenant and his/her family.
- 4.2** The Tenant shall not plant any trees on the Allotment other than dwarf fruiting trees and/or fruiting bushes without the prior consent of the Council.
- 4.3** The Tenant shall keep their Allotment free from weeds and noxious plants and in a good state of cultivation and fertility and in good condition.
- 4.4** The Tenant may not carry out any trade of business from the Allotment (a small amount of surplus produce may be made available as an ancillary to the provision of crops for family).
- 4.5** The Tenant shall have at least  $\frac{1}{4}$  of the Allotment under cultivation of crops after 3 months and at least  $\frac{3}{4}$  of the Allotment under cultivation after 12 months and thereafter.
- 4.6** The Tenant must keep their allocated Allotment footpaths mowed and fully maintained.
- 4.7** No poison or chemicals are permitted for rodent control by the Tenant.

### **5. Conduct**

- 5.1** The Tenant must comply with the conditions of use as detailed in Schedule A.
- 5.2** The Tenant must not cause, permit or suffer any nuisance or annoyance to other Allotment holders or neighbouring residents of the allotment site and must conduct themselves appropriately at all times.

- 5.3 The Allotment may not be used for any illegal or immoral purposes and the Tenant must observe all relevant legislation or codes of practice relating to activities they carry out on the Allotment.
- 5.4 The Tenant shall not enter onto any other Allotment at any time without the express permission of the relevant Allotment holder.
- 5.5 Any person who accompanies the Tenant to cultivate or harvest may not at any time enter onto another Allotment without the express permissions of the relevant Allotment holder.
- 5.6 The Tenant is responsible for the actions of children and others entering the allotment site with their permission. Children are welcome but must be supervised at all times.
- 5.7 Dogs being brought onto the allotment site must be kept on a lead and be kept under control at all times.
- 5.8 The Tenant must not remove produce from any other Allotment without the express permission of the relevant Allotment holder.
- 5.9 The Tenant shall not obstruct or be verbally abusive to the Council members or Officers during reviews or at any time.
- 5.10 The Tenant shall not obstruct any path set out by the Council for the use of the occupiers of the allotment site.

## **6. Termination of Tenancy**

- 6.1 In the event of termination of the Tenancy the Tenant shall return to the Council any property made available to them during the Tenancy such as keys and shall leave the Allotment in a clean and tidy condition and remove all belongings. If in the opinion of the Council the Allotment has been left in an unsatisfactory condition, any work carried out by the Council to return the plot to a satisfactory condition shall be charged to the Tenant (Allotments Act 1950 s.4). **Please note a Tenant cannot re-apply for a 5-year period upon termination of Tenancy due to breach of agreement. If a serious breach has occurred, then a permanent ban will apply.**
- 6.2 The Tenancy shall terminate in any of the following manners:
  - 6.2.1 On the 31<sup>st</sup> of December every year; or
  - 6.2.2 By the Tenant giving twenty-eight days' written notice. Any such notice given by the Tenant must be served on the Parish Clerk; or
  - 6.2.3 By the Council giving the Tenant at least twelve months' notice in writing. For any purpose permitted by state or the lease under which the Council holds the land; or
  - 6.2.4 If the Tenant is in arrears and the rent has not been paid within 40 days of issue of an invoice; or
  - 6.2.5 If the Tenant is not duly observing the conditions of this tenancy; or
  - 6.2.6 On the death of the Tenant, although a new tenancy may be granted to the Tenant's next of kin at the discretion of the Council; or

**6.2.7** If a Tenant has visibly not worked on their Allotment during the growing season (May to September), the Council reserves the right to re-possess the plot.

**6.2.8** If a Tenant has caused a serious breach as outlined in the Allotment Enforcement and Appeals Procedure.

**6.2.9** If a Tenant has moved address and is no longer a resident of Aston Clinton or Buckland by the time of Tenancy renewal and retaining the plot would deprive a resident of Aston Clinton or Buckland on the waiting list a plot.

## **7. Change of Address and Contact Details**

**7.1** The Tenant must immediately inform the Council of any change of address and any changes to contact details.

## **8. Signing of Contract**

### **Aston Clinton Parish Council Signed part of agreement**

SIGNATURE:

DATE:

*Samantha Payne*, Parish Clerk to Aston Clinton Parish Council

### **The Tenant Signed part of agreement**

The Tenant Name:

SIGNATURE:

DATE:

Email Address:

Telephone Number:

Current Address:

## **Schedule A**

### **1. Security**

- 1.1** All Tenants must be responsible for locking the barrier when entering and exiting the allotment site. Only the Tenant or persons acting for them shall be permitted to bring cars onto the allotment site.
- 1.2** The Council has the right, in exceptional circumstances, to lock the allotment gates without prior notice when there are functions taking place that are organised by a third party.
- 1.3** When the ground is wet and/or soft Tenants must not drive any vehicle onto the allotment site.
- 1.4** The barrier key must be returned at the end of the Tenancy.
- 1.5** There will be a charge for lost keys.

### **2. Buildings and Structures**

- 2.1** Composting bins are permitted but must be based on fine mesh or a slab base to prevent rodent infestation. Maximum two per Allotment.
- 2.2** A shed is provided for the communal storage of tools at the Tenant's own risk. Tenants with key access are responsible for keeping the shed locked.
- 2.3** Tenants requiring access to the shed will need to pay a deposit of £5.00 for a shed key.
- 2.4** There will be a charge for lost keys.
- 2.5** No individual sheds or structures are to be erected.
- 2.6** Oil, fuel and lubricants or other inflammable liquids shall not be stored in any structure on site.
- 2.7** The Tenant may keep tools in a wooden or plastic storage box on the Allotment. The storage box must not exceed 6ft in width and 3ft in height. The box shall be kept shut when not in use and must be a colour which blends with the surroundings. The box and contents are the sole responsibility of the Tenant.
- 2.8** Polytunnels are not permitted, however small fruit cages are permitted but must not exceed 4ft in height and 3ft in width.
- 2.9** Hard landscaping including patio and concrete etc to build internal paths are not permitted unless used as a base for composting bins. Internal paths must not exceed 10% of the Allotment.
- 2.10** Water butts are permitted. Maximum one per Allotment.
- 2.11** Raised beds are permitted but must be made from wood only and must not exceed 40cm in height.



### **3. Chemicals**

- 3.1** Oil, fuel and lubricants or other inflammable liquids shall not be stored in any structure on the allotment site.
- 3.2** Only commercially available products from garden or horticultural suppliers (no agricultural or professional horticultural products) shall be used for control of pests, diseases, or vegetation.
- 3.3** When using sprays and/or fertilisers, the Tenant shall:
  - 3.3.1** Take all reasonable care to ensure that adjoining hedges, trees and crops are not adversely affected. Avoid it being windblown onto crops or other Allotment plots. If any damage is caused, then the Tenant will make good at their own cost.
  - 3.3.2** So far as possible, select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public and wildlife other than vermin and pests.
  - 3.3.3** Comply at all times with current regulations of use of such sprays and fertilizers.

### **4. Waste and Rodent Control**

- 4.1** Manure or compost must be deposited on the Allotment. It must not be deposited on any footpaths, roads or vacant allotments.
- 4.2** No household waste products are to be stored on the Allotments; i.e. peelings/organic waste, as this encourages rodents.
- 4.3** No traps are to be laid or poison put down for rodent control. Only qualified authorised agents instructed by the Council may carry out this work.
- 4.4** All issues with disease, rodents and pests must be alerted immediately to the Parish Clerk.
- 4.5** Tenants must Harvest ripe fruit and vegetables promptly. Do not leave discarded fruit and vegetables on the ground; clear them away to your compost bin, as these are a source of food for rats and other pests.

### **5. Livestock**

- 5.1** Except with the prior written permission of the Council, the Tenant shall not keep any animals or livestock on the Allotment including rabbits and hens, which are permitted by the Allotments Act 1950.
- 5.2** Livestock may only be kept in numbers and conditions specified by the Council.
- 5.3** Livestock must be kept in such a way as they are not prejudicial to health or a nuisance.

### **6. Water, Hose Pipes and Bonfires**

- 6.1** No hosepipes are to be used on the Allotment.
- 6.2** A large water tank is provided on the Allotment.
- 6.3** Contained within the shed the Council have provided water containers and a wheelbarrow for carriage to the Allotments.

- 6.4** The Tenant shall practice sensible water conservation and consider mulching as a water conservation practice.
- 6.5** No rubbish, household refuse or anything other than reasonable waste may be burnt on the Allotments.
- 6.6** Fires can only be lit in light wind conditions and must be continuously supervised.
- 6.7** Fires must be extinguished before you leave the site.
- 6.8** Tenants must check for wildlife prior to burning.
- 6.9** No accelerants to be used to start fires.
- 6.10** A seasonal ban on bonfires may be introduced by The Council during extreme dry conditions.

## **7. General**

- 7.1** No Tenant shall grow and/or permit to be grown on their Allotment any plant that is illegal.
- 7.2** All plants deemed invasive by the council are not permitted and must be removed. Willow and Bamboo are examples of plants that would be considered invasive and would not be permitted. Please check plants with the Council first if you are unsure if they would be considered invasive.
- 7.3** The Tenant shall not install any pond or water feature on the Allotment.
- 7.4** No Rubbish or dumping of hard materials shall be kept on or around the Allotment.
- 7.5** The Allotment must be kept free from Hazards. All tools must be safely stored.
- 7.6** No rolls of any type of wire are to be stored on site
- 7.7** No alcohol is permitted on the allotment site.
- 7.8** The Tenant shall remove all non-compostable waste from the site.
- 7.9** The Tenant shall not use carpet or underlay on the Allotment.
- 7.10** During the COVID 19 pandemic, Tenants must comply with all current Covid-19 regulations and guidance.
- 7.11** The allotment site is visible to all users of the Aston Clinton Park. Therefore, if the Council deem any materials or structures are posing a hazard the Council reserves the right to request their removal.
- 7.12** To avoid confusion the Tenant should ensure that they allow The Council to clearly display the number of the Allotment plot in a prominent position at the front of the Allotment plot.
- 7.13** The use of tyres for cultivation and/or decorative purposes is prohibited.

## **8. Disputes and Complaints**

- 8.1.** Disputes between Tenants will be referred to the Council for due process and the decision of the Council will be binding on all Tenants involved in the dispute.
- 8.2.** Any complaints relating to the implementation of the agreement will be dealt with through the Council's Complaint Procedure.

## The Councils Register of Allotments and Allotment Footpaths

Allotment Map 2022 including footpath allocation

2nd Gate	43A	43B	Central Footpath C11 (Plots 42,43A, 43B ,44,45)	45	Shed and Water Tank	Maintained be ACPC			
	Central Footpath C11 (Plots 42,43A, 43B ,44,45)		Central Footpath C11 (Plots 42,43A, 43B ,44,45)	Central Footpath C11 (Plots 42,43A, 43B ,44,45)	Middle walk way				
	44	Central Footpath C11 (Plots 42,43A, 43B ,44,45)	42						
	Maintained by ACPC				21	Maintained By ACPC			
	10	Central Footpath C10 (Plots 10 + 20)	20	Footpath - F19 (Plot 21)					
	Footpath - F9 (Plot 10)		Footpath - F18 (Plot 20)	22	Central Footpath C12 (Plot 21+22+41)				41
	9	Central Footpath C9 (Plots 9 + 19)	19	Footpath - F20 (Plot 22)					Footpath - F37 (Plot 41)
	Footpath - F8 (Plot 9)		Footpath - F17 (Pot 19)	23	Central Footpath C13 (Plot 23 + 40)				40
	8	Central Footpath C8 (Plots 8 18)	18	Footpath - F21 (Plot 23)					Footpath - F36 (Plot 40)
	Footpath - F7 (Plot 8)		Footpath - F16 (Plot 18)	24	Central Footpath C14 (Plot 24 + 39)				39
7	Central Footpath C7 (Plots 7 +17)	17	Footpath - F22 (Plot 24)		Footpath - F35 (Plot 39)				
Footpath - F6 (Plot 7)		Footpath - F15 (Plot 17)	25	Central Footpath C15 (Plot 25 + 38)	38				
6	Central Footpath C6 (Plots 6 +16)	16	Footpath - F23 (Plot 25)		Footpath - F34 (Plot 38)				
Footpath - F5 (Plot 6)		Footpath - F14 (Plot 16)	26	Central Footpath C16 (Plot 26 + 37)	37				
5	Central Footpath C5 (Plots 5 + 15)	15	Footpath - F24 (Plot 26)		Footpath - F33 (Plot 37)				
Footpath - F4 (Plot 5)		Footpath - F13 (Plot 15)	27	Central Footpath C17 (Plot 27 + 36)	36				
4	Central Footpath C4 (Plots 4 + 14)	14	Footpath - F25 (Plot 27)		Footpath - F32 (Pot 36)				
Footpath - F3 (Plot 4)		Footpath - F12 (Plot 14)	28	Central Footpath C18 (Plot 28 + 35)	35				
3	Central Footpath C3 (Plots 3 +13)	13	Footpath - F26 (Plot 28)		Footpath - F31 (Plot 35)				
Footpath - F2 (Plot 3)		Footpath - F11 (Plot 13)	29	Central Footpath C19 (Plot 29 + 34)	34				
2	Central Footpath C2 (Plots 2 + 12)	12	Footpath - F27 (Plot 29)		Footpath - F30 (Plot 34)				
Footpath - F1 (Plot 2)		Footpath - F10 (Plot 12)	30	Central Footpath C20 (Pot 30 + 33)	33				
1	Central Footpath C1 (Plots 1 + 11)	11	Footpath - F28 (Plot 30)		Footpath - F29 (Plot 33)				
				31	Central Footpath C21 (Plot 31 + 32)	32			
2nd Gate				Centre Gate		1st Gate			
Barrier									

Key	Allotment Plot	Rented to tenant
Foot path (Plot number)		Responsibility of tenant to maintain
Footpath (Plot number)		Responsibility shared between tenants
Mower Men		Responsibility of ACPC to maintain

## Agenda item F23.41iii: St. Michael's Christmas Tree Festival

REPORT AUTHOR: CLLR. MARION MASON

### SUMMARY

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To consider supporting the St. Michael's Christmas tree festival event on 9<sup>th</sup> & 10<sup>th</sup> December 2023, by sponsoring and decorating a tree in the church.

### BACKGROUND

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Every two years, the church holds a community Christmas tree festival which is open to all associations/organisations within Aston Clinton, and in previous years the PC has supported this event by sponsoring a tree, decorating and lighting it in a theme agreed by the Council.

This inclusive event is an opportunity to support the Church, and be part of a fun and festive event for the community. The tree festival takes place on Saturday 9<sup>th</sup> & Sunday 10<sup>th</sup> December 2023, with decoration taking place a couple of days beforehand. The church will be open to all on both days with refreshments provided, all proceeds going towards the church funds.

### FINANCIAL & GOVERNANCE CONSIDERATIONS

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The cost of sponsoring the tree is £15 paid to the Church, plus a minimal expense of lights and decorations for the tree. Total cost estimated at £30, to be funded from 2023-24 Events budget.

No staff hours are required, any risk assessment required will be completed by Councillors Mason & Judge before the event.

### OTHER CONSIDERATIONS

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Councillors will be asked for suggestions regarding suitable decorations, and volunteers will decorate/light the tree.

### RECOMMENDATION

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- a. To support the St. Michael's Church Christmas tree festival 2023 event, by sponsoring and decorating a tree at a cost of £15 plus decorations/lights.

# ASTON CLINTON PARK EVENT

## APPLICATION FORM

Aston Clinton Parish Council welcomes events in Aston Clinton Park.

- To give the Council the best possible understanding of your event, please fill out this form with as much accurate information as possible.
- Please tick this box to confirm that you consent to Aston Clinton Parish Council processing the data supplied on this form. **Please tick to give consent** ☒

To find out more about how Aston Clinton Parish Council processes your data, please find our Privacy Notice [here](#)

### Event Details:

- **Event Name:** School Games BMX & Skateboarding Event
- **Event Description:** BMX event taking place in the MUGA and the Skateboarding on the skatepark. This event ran last July as part of the School Games Calendar
- **Event Date:** 15.05.2024
- **Event Time:** 8.30am to 3.30pm
- **Expected Number of Attendees: (Please Tick)**
  - ☐ Up to 50 people
  - ☒ 51-499 people Approx. 80 in total, 40 in the morning and 40 in the afternoon
  - ☐ 500-1000 people (Please note separate Licensing and Safety Advisory Group forms are required)
  - ☐ Over 1000 people (Please note separate Licensing and Safety Advisory Group forms are required)
- **Will there be an attendance fee for this event?** Yes ☐ No ☒

### Event Organizer Details:

- **Name of Organization or Individual:** Leap, Bucks & MK Active Partnership
- **Contact Person:** Wendy Couzin
- **Contact Email:** [REDACTED]
- **Contact Phone Number:** [REDACTED]
- **Address:** Coach House, Green Park, Stablebridge Road, Aston Clinton, HP22 5NE

## Event Location

- Please illustrate the map below to indicate where in the park that the event will be. Include as much detail as possible.
- If a larger copy of the map is required, please reach out to [assistantclerk@astonclinton.org](mailto:assistantclerk@astonclinton.org)
- Unfortunately, the area in red is unable to be booked for events due to prior terms with ACFC.





### Event Requirements:

- **Food and Beverage Services:** n/a
- **Waste Management Plan:** Leap staff will ensure all rubbish is disposed of after the event has finished
- **Security and Safety Measures:** All Leap staff are first aid trained and the Instructors leading the event. All Leap staff and instructors are safeguard trained.
- **Insurance Coverage:** Leap has public liability insurance.

### Additional Information:

- **Parking:** schools will arrive in mini-buses, 4 in the morning and 4 in the afternoon
- **Noise Levels:** We don't anticipate a lot of noise from the children, most are too busy concentrating on their skills.
- **Public Access:** We would require the MUGA and skatepark to be solely for our use, this is to ensure no public will be hurt and also the safeguarding of the children.
- **Gazebos/Temporary Structures:** We don't anticipate using a gazebo but if the weather is wet we will bring one [Risk Assessment](#) signed and attached
- **For events involving the sale of Alcohol or providing Regulated Entertainment,** separate [Licensing](#) is required. N/A
- **For events with over 500 people, [Safety Advisory Group](#) forms are required.** N/A

**Declaration:** I declare that all the information provided in this application is accurate and complete to the best of my knowledge. I understand that approval for this event is subject to review and compliance with Aston Clinton Parish Council's policies and regulations.

**Please tick to confirm** ☒

**Signature:**

**Date:** 25.9.23

### Submission Instructions:

Please submit this completed form to [assistantclerk@astonclinton.org](mailto:assistantclerk@astonclinton.org) or to Aston Clinton Parish Council Office, Aston Clinton Park, HP22 5HL no later than 6 weeks prior to the planned event date.

You will be contacted regarding the status of your event application following the next Council or Facilities Committee Meeting.



# ASTON CLINTON PARK EVENT

## APPLICATION FORM

Aston Clinton Parish Council welcomes events in Aston Clinton Park.

- To give the Council the best possible understanding of your event, please fill out this form with as much accurate information as possible.
- Please tick this box to confirm that you consent to Aston Clinton Parish Council processing the data supplied on this form. **Please tick to give consent** ☒

To find out more about how Aston Clinton Parish Council processes your data, please find our Privacy Notice [here](#)

### Event Details:

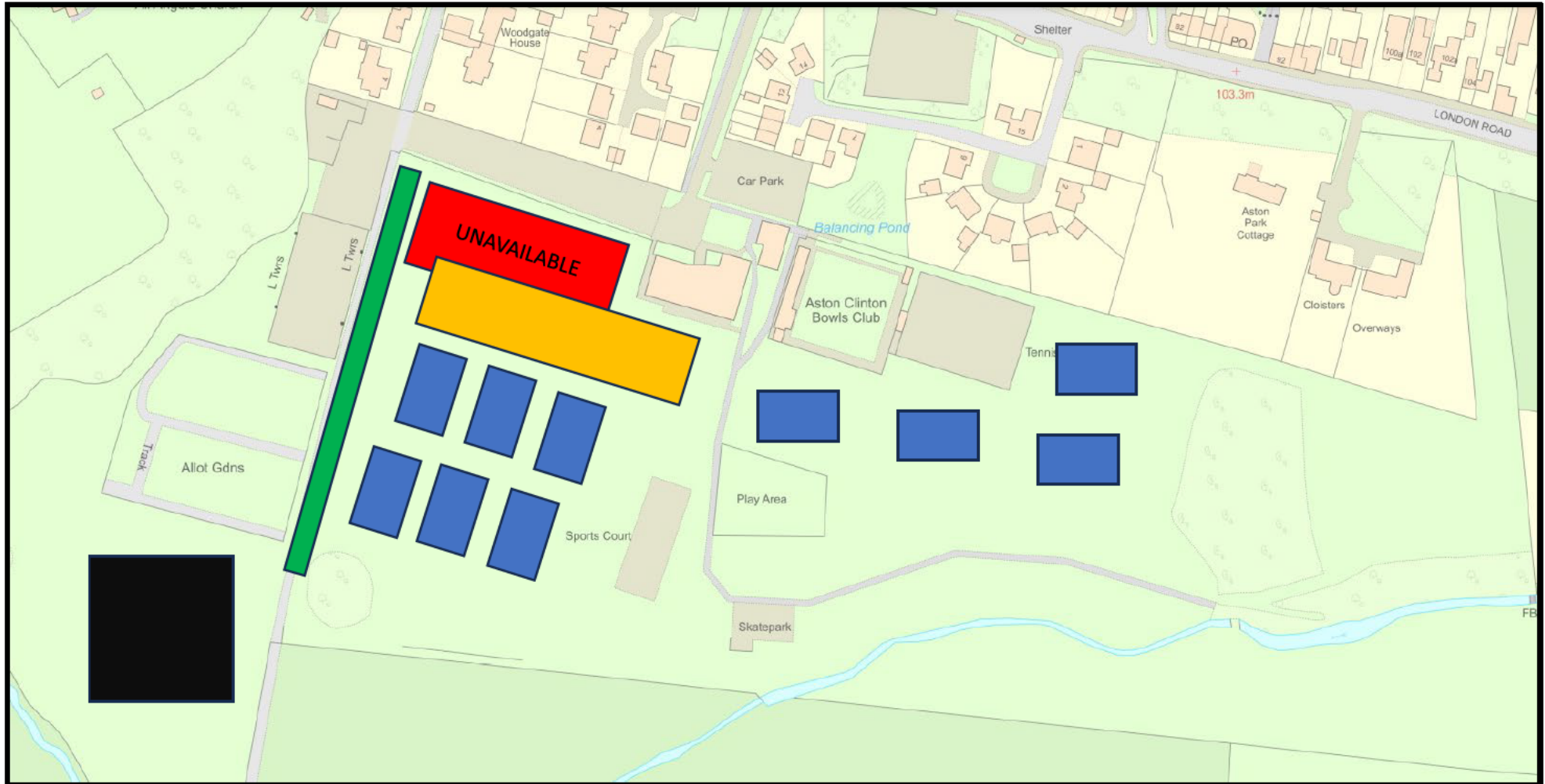
- **Event Name:** Aston Clinton Colts Football Festival
- **Event Description:** Our annual football festival for ages 6-17. There will be food, charity stalls and bouncy castles etc over the two days.
- **Event Date:** 29/06/2024-30/06/2024
- **Event Time:** 06:00 set up. 08:30 participants start to arrive. 09:30 kick off. 12:30-13:30 change over from morning to afternoon. 16:30 finish. 18:00 all packed up and park clear. May be toilets and skip arriving 28<sup>th</sup> June and picked up 1<sup>st</sup> July.
- **Expected Number of Attendees: (Please Tick)**
  - ☐ Up to 50 people
  - ☐ 51-499 people
  - ☐ 500-1000 people (Please note separate Licensing and Safety Advisory Group forms are required)
  - ☒ Over 1000 people (Please note separate Licensing and Safety Advisory Group forms are required)
- **Will there be an attendance fee for this event?** Yes ☒ No ☐

### Event Organizer Details:

- **Name of Organization or Individual:** Aston Clinton Colts
- **Contact Person:** Liam Hickey
- **Contact Email:** [REDACTED]
- **Contact Phone Number:** [REDACTED]
- **Address:** [REDACTED]

## Event Location

- Blue – Pitches.
- Orange – inflatables, first aid (separate private area in café), stalls, bbq.
- Black – parking in meadow or 3 pitches depending on what is approved. Green – chicaned entry exit for vehicles.





### Event Requirements:

- **Food and Beverage Services:** Usual café in the park plus our own bbq.
- **Waste Management Plan:** Bin bag provide to each group of participants with a skip by exit and litter weeps by hosts each day.
- **Security and Safety Measures:** Staff to run parking and provide support. Committee deal with any problems or police called if necessary, Community police asked to attend at times to show presence.
- **Insurance Coverage:** Yes please contact [REDACTED] as I think you already have it for this year.

### Additional Information:

- **Parking:** Hopefully able to use the meadow for parking as will be marshalled correctly and roped off for pedestrians. If not then will make use of schools and nursery in area as per previous years.
- **Noise Levels:** Same as most Saturdays or Sundays when football is on over the park. There may be some music or announcements but will be minimal and should affect any houses.
- **Public Access:** This comes down to if we get permission to use meadow. If we do then we will only allow referees to use the parking by café. The rest of normal parking will be left for the public and all participant directed to the meadow. Locals will be informed several weeks in advance and letters posted through all those who live adjacent to park.
- **Gazebos/Temporary Structures:** [If present, read, sign and return [Risk Assessment](#)]
- **For events involving the sale of Alcohol or providing Regulated Entertainment, separate [Licensing](#) is required.**
- **For events with over 500 people, [Safety Advisory Group](#) forms are required.**

**Declaration:** I declare that all the information provided in this application is accurate and complete to the best of my knowledge. I understand that approval for this event is subject to review and compliance with Aston Clinton Parish Council's policies and regulations.

**Please tick to confirm** ☒

**Signature:** LHickey

**Date:** 04/10/2023

**Submission Instructions:**



Please submit this completed form to [assistantclerk@astonclinton.org](mailto:assistantclerk@astonclinton.org) or to Aston Clinton Parish Council Office, Aston Clinton Park, HP22 5HL no later than 6 weeks prior to the planned event date.

You will be contacted regarding the status of your event application following the next Council or Facilities Committee Meeting.

**RED KITE PAVILION SERVICE/MAINTENANCE**

Part of Building	Service Agreement in Place?	Frequency of Service Required	Last Service Date	Next Service Due	Name of Current Provider
<b>GENERAL</b>					
Platform Lift	YES	6 Months	17-May-23	17/11/2023 (Waiting Confirmation from Tenant)	Gartec
Acoustice Moveable Walls	YES	Annually	30-Sep-22	30-Sep-23	CE Solutions
Twin Foul Pump Station	YES	6 Months	05-Jul-23	05-Jan-24	Direct Pumps and Tanks Ltd.
Fire Shutter (2)	YES	Bi-annually	09-Mar-23	09-Mar-25	Arrow Security Shutters
Automotive Doors	YES	6 Months	09-Aug-23	09-Feb-24	Reactive Doors
Internal Staircase	NO	3 Months Visual Check	N/A	N/A	Edgar Taylor
Balustrade	NO	Annual Steel Cleaning	N/A	N/A	Edgar Taylor
Internal Staircase Wallrail	NO	3 Months (Visual and Clean)	N/A	N/A	Edgar Taylor
Aluminium Doors	NO				Bicester UVPC
Flooring	25 Year Warranty	Annual Inspection	27-Apr-23	27-Apr-24	VA Hutchinson Flooring
Magnetic Door Releases	10 year guarantee (mechanical), 2 year guarantee (electrical)	6 Months	01-Aug-23	01-Feb-24	Aylesbury Fire Systems Ltd.
Gutters	NO	Annually	17-Apr-23		Edson Maintenance
<b>ELECTRICAL</b>					
Security Alarm	YES	Annually	23-Aug-23	23-Aug-24	Oakpark Alarms
Electrical Installation	NO	5 Years			
Fire Alarm System	YES	6 Months	01-Aug-23	01-Feb-24	Aylesbury Fire Systems Ltd.
Emergency Lighting	YES	6 Months	01-Aug-23	01-Feb-24	Aylesbury Fire Systems Ltd.
Lightning Protection	NO	Annually			
Disabled WC Electrics	YES	6 Months	01-Aug-23	01-Feb-24	Aylesbury Fire Systems Ltd.
Induction Loop	NO	Annually			
<b>MECHANICAL</b>					
MBMS Control Panel (Plant Room)	NO	Annually			
Boiler (Plant Room)	NO	Annually			
Cold Water Booster (Plant Room)	NO	Annually			
Hot Water Cylinder (Plant Room)	NO	Annually			
Air Handling Units (Plant Deck)	NO	6 Months Change Filters			
Chlorination (Taps/showers/Tanks)	NO	Annually	02-Sep-22	02/09/2023 (Confirmed arriving)	TWC Services
Pressure Vessels (Plant Room)	NO	Weekly Operational Checks			
Mikrofill (Plant Room)	NO	Weekly Operational Checks			
Extract Fans (Plant Room)	NO	Weekly Operational Checks			
Circulation Pumps (Plant Room)	NO	Weekly Operational Checks			
Currently there are some components of the building of which do not have any documented history or description of parts on file. These are being investigated and contractors being reached out to identify the unknown components.					

## Agenda item F23.43ii

### To Consider Quotes to Repair the Main Gates to the Churchyard

REPORT AUTHOR: CLLR COLIN READ

#### SUMMARY

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To consider quotes for the repair to the main gates to the burial ground, once permission has been granted by the Diocese of Oxford.

#### BACKGROUND

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At the 1<sup>st</sup> February 2023 Facilities Committee meeting it was noted that since the pillars either side of the churchyard gate had moved, the gates could only be opened one way which caused issues when there was a funeral. In addition the capping stones were damaged and the electrical light no longer worked. It was agreed at this meeting that quotes to rebuild the gate pillars be sought.

Since the issue of an Order in Council in the early 1970s, St Michael & All Angels became a closed churchyard. This means that the legal responsibilities for the maintenance and repair of the churchyard have been passed to the Council under Section 215 of the Local Government Act 1972 and include the maintenance and care of paths, trees, walls and fences, monuments, gates and grass cutting.

Works to closed churchyards still fall under the jurisdiction of the Faculty and are subject to the same permissions as an open churchyard and therefore permission needs to be sought prior to works being undertaken from the Diocese of Oxford.

CLlr Read met with contractors and their proposals and estimates are below

**Proposal A:**

Strip down brick piers and rebuild including replacement stones on damaged pier caps: £3900

Leaning brick wall by gates to be stripped down & rebuilt and repairs to brickwork on pier: £1550

**Proposal B:**

Rebuild with steel posts being fitted within new piers to take the weight of the gates. £4550

**Repair to Lights:** approximate costs £2000

#### FINANCIAL & GOVERNANCE CONSIDERATIONS

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There is £30,000 in the Burial Ground ear marked reserves.

#### LEGAL & OTHER IMPLICATIONS

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The Diocese of Oxford permission must be sought prior to any works being carried out. In order to do this they need to be informed of what is to be done, how (specification) and by whom, the reason the works are required and photos.

#### RECOMMENDATION

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- a. To agree which proposal for the repair to the gates to approve and apply to the Diocese of Oxford for permission for the works to be carried out.



## Agenda item F23.43i

### To consider a Request to Reserve plot N263 for Future Use

REPORT AUTHOR: SAMANTHA PAYNE, CLERK/RFO

#### SUMMARY

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To consider a request to reserve burial plot N263 for future use.

#### BACKGROUND

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The Council's Burial Ground Regulations state that the Exclusive Right of Burial (EROB) for a plot is purchased at the time of interment (5.1). An EROB is for 75 years and entitles the owner the sole right to determine who is buried in the grave and whether a memorial can be erected.

A request to reserve plot N263 for their daughter who is suffering from severe learning difficulties has been received from a resident whose wife was recently interred in burial plot N262.

This request is being made to ease the future burden and stress.

#### FINANCIAL & GOVERNANCE CONSIDERATIONS

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None.

#### LEGAL & OTHER IMPLICATIONS

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None.

#### RECOMMENDATION

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- a. To consider the request to reserve burial plot N263 for future use.