



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Tel: 01296 623056 Email: clerk@wendover-pc.gov.uk

AMENITIES COMMITTEE AGENDA

Tuesday 19th March 2024 at 7:30pm

St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

Committee Membership: Councillors Stephen Worth, Mark Standen, Jennifer Ballantine, Julie Williams (ex-officio), Diane Washington, Sam Walker, Julie Lloyd-Evans, Leigh Porter and Clive Gallagher (ex-officio)

To all Committee Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND. MEMBERS WISHING TO ATTEND MUST CONTACT THE CLERK PRIOR TO THE MEETING.

AGENDA

1) APOLOGIES FOR ABSENCE

To consider any apologies for absence received.

2) DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct.

3) [MINUTES](#) – *page 3*

To confirm the minutes of the meeting of 23rd January 2024.

4) PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed.

5) [UPDATE REPORT FROM THE CLERK](#) – *page 5*

To receive an update on correspondence and actions from the Clerk.

6) FINANCE

To consider the list of payments.

7) OPEN SPACES AND HAMPDEN POND

a) [Ivy Management Policy](#) – *page 7*

To consider approving the Ivy Management Policy and implementing a 12-month trial period in a location designated by the office. And consider approving the expenditure for the trial.

b) [Open Spaces Hire Policy & Form](#) – *page 14*

To consider approving the amendments to the Open Spaces Hire Policy & Form.

c) [Playpark Repairs](#) – *page 19*

To consider approving the cost to repair and install the swings in Ashbrook Playpark.

d) [Playpark inspections](#) – *page 21*

To consider the quote for quarterly and annual playpark inspections.

e) [Tree Maintenance](#) - *page 23*

To consider the quotes for tree maintenance and approve the required tree works.

8) OTHER MATTERS

None

9) ITEMS FOR NEXT AGENDA

10) DATE OF NEXT MEETING

The next scheduled meeting of the Amenities Committee is 16th April 2024.

11) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Finance Officer

Date: 14th March 2024

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting

23rd January 2024 at 7:30pm

Chilterns Neuro Centre, Oakwood Close, Wendover, Aylesbury, HP22 5LX

Present: Councillors Stephen Worth, Julie Williams (ex-officio) & Leigh Porter

Absent: Cllr Julie Lloyd-Evans

Apologies: Cllrs Clive Gallagher, Mark Standen, Jennifer Ballantine, Diane Washington & Sam Walker

Chair: Cllr Stephen Worth

Clerk & Minutes: Phoebe Sharps

Members of Public: 3

APOLOGIES FOR ABSENCE

A23/091 Apologies were received and **ACCEPTED** from Cllrs Gallagher, Standen, Ballantine, Washington and Walker.

DECLARATIONS OF INTEREST

A23/092 None.

MINUTES

A23/093 The minutes of the meeting of 19th December 2023 were **RESOLVED** as a true record and were signed by the Chair.

PUBLIC PARTICIPATION

A23/094 A resident of Princess Mary Gate spoke about an increase in dog mess and noted the addition of two dog bins has helped, but has asked for signage, the office will work with the resident to put these signs up. They also spoke about adding a bus shelter to the bus stop opposite the vets on Tring Road the office are aware of this proposal and are looking into this. They have spoken to the Royal Mail and the Post Office about getting a post box by Princess Mary Gate stores. The resident also spoke about overgrown vegetation on a footpath from Haddington Playpark to Tedder Road. The office is going to check this and contact the responsible party.

Two representatives from the Wendover Rifle Club produced plans of a proposed traditional native hedgerow and gate for their leased parking area at Hogtrough Allotments, they have been liaising with the Clerk about this proposal going to Council for consideration.

UPDATE REPORT FROM THE CLERK

A23/095 The report was NOTED. It was also NOTED that the office has accepted a quote for £780.00 ex VAT from a contractor to conduct safety testing on all 65 tree and flag brackets, the Clerk has signed this off under health and safety with the current weather conditions in mind.

FINANCE

A23/096 The payments to consider totalling £1,062.64 were **RESOLVED** and signed.

OPEN SPACES AND HAMPDEN POND

a) **A23/097** Flower Displays 2024

To consider the quotes for flower displays in 2024.

It was **RESOLVED** to:

- Accept the quote for flower displays for Summer and Winter 2024.

- Accept the quote for the Built in Planters with Integrated Seating 2024.

8. OTHER MATTERS

a) A23/098 2024 Events

To consider the recommendations from the Events and Engagement working group for 2024 events and engagement.

It was NOTED that the date of the Summer Event listed in the paper as the 20th July 2024 will be set to change so it doesn't clash with the July LPM, the Events and Engagement Working Group will discuss this at their next meeting.

It was **RESOLVED** to:

- Delegate the organisation of 2024 events and engagement in line with this paper to the Estates and Events Manager, in partnership with the Events and Engagement Working Group.
- Authorise the expenditure up to the budgets listed in this paper.
- Authorise the office to proceed in implementing these events and make the appropriate bookings.
- Enter Buckinghamshire Best Kept Village Competition.

b) A23/099 Streetlight Shield

To consider the quote for a shield to be fitted on streetlight number 255.

It was **RESOLVED** to accept the quote for the streetlight shield and award the work to the contractor.

c) A23/100 Rainwater Harvesting Project

To note the completion of the water harvesting project and consider approving moving money from the Climate Action EMR to the Ground Works budget line to cover the contributory costs involved with this project.

The completion of the project was NOTED by the Amenities Committee.

It was **RESOLVED** to:

- Transfer £482.02 from the Climate Action EMR (364) to the Grounds Works I&E budget 4410

ITEMS FOR NEXT AGENDA

A23/101 It was noted to email any items for the next agenda to the Estates and Events Manager.

DATE OF NEXT MEETING

A23/102 The meeting on Tue 19th March 2024 at 7.30pm was noted.

CLOSURE OF MEETING

A23/103 As all business was transacted the meeting was closed at 8.06pm

Signed by
Chair of the Amenities Committee

Date: 19th March 2024



ITEM 5 – CLERKS REPORT

Risk Assessment – Hampden Pond

Following the Risk Assessment for Hampden Pond which was sent to the Council via email on the 15th January 2024, the office and Estates and Grounds Team have made a few adjustments following the assessment.

- The missing throwing line has been replaced.
- The assessment also advised adding another throwing line, after discussing this the office and Estates and Grounds Team decided that adding another life ring would be preferable. This is because the throwing lines get tampered with and stolen, but the life ring doesn't due to the case it comes with. The office will look into the location and size of the life ring and case needed.
- The office has added caution signs for fall hazards and for uneven surfaces.
- The assessment highlighted that one gate on the Hampden Meadow fence line didn't have a safety and information sign, after a conversation with the Estates and Grounds Team they informed the office that when the new fence line was put in that the double gate was for plant access for works around the pond. Therefore, the office purchased a lock to stop pedestrians using the gate. From the basis of speed, we took the initial decision to do this so we were covered. As of the 7th March 2024 only one resident has commented on the gate being locked,
- The office is aware that the two wooden gates on the Heron Path at the pond need to be repaired or replaced and will be getting quotes for this.

If the Council would like to look at getting a sign for the double gate and opening it to the public instead of the alternative idea of it being plant access only the office will gather quotes.

Unfortunately, the Estates and Events Manager hasn't met with the pond management contractor about the fence line that has been advised by the culvert. However, the office and Estates and Grounds Team have discussed this subject and have discussed that the work can be done by a local fencing contractor rather than the pond management contractor. The office will gather quotes and designs. The office asked the pond management contractor to draw up the management plan without the fencing because of this.

Wendover PROW

The office received the reports for WENDOVER PROW WEST and EAST, this was shared with the Amenities Committee in an email.

Playparks Update

The equipment in the parks that came under scrutiny have now been inspected by the manufacturer. There are some minor maintenance tasks to be undertaken (discussed in today's papers)

Bird Cherry Tree - Community Orchard

The storm damaged Bird Cherry tree was advised in the tree report to be cut down as it was likely to die and present a public safety risk. This work on a notable and beautiful tree caused upset with residents on social media. There was suggestion that the tree was cut down by the Parish Council maliciously and that there may have been some financial incentive to the company who cut the tree down. Normally the office does not engage in social media speculation but as these comments presented a potential damage to the reputation the social media group received the facts of the case and we published the tree report on our website. We are looking into a suitable and like for like replacement.



Witchell Car Park Signage

As a new Witchell Car Park policy was not approved and the current one kept this stalled getting notices in the car park outlining the policy. New notices have been ordered and will be installed at strategic points in the car park.

Vandalism and Anti-Social Behaviour

This has been a major issue for our open spaces and the war memorial. It peaked over the half term holiday but it still continues. So far the issues have been:

- new rainwater harvesters have been vandalised in the CLAW wildbelt
- fires in the Hampden Shelter
- Lock to Hampden Shelter storage broken and damaged
- Bricks removed from Hampden Shelter
- Ashbrook Parish Council noticeboards front glass smashed
- Gate to old scout hut broken
- Fences around the Witchell kicked and damage
- Damage to lights on war memorial
- Damages to wooden benches with parts being unscrewed and screwed on in different locations

Some of the vandalism is being undertaken with the use of tools – including a power drill/screwdriver and hammers. This is very concerning. The police have been informed and are supporting the Council but of course their resources are stretched and the vandalism is sporadic. We are undertaking vandalism updates on social media and asking for information and support from the community. We don't want to criminalise young people and realise we have little to offer young people that is positive and engaging. However, the damage is too frequent and costly to ignore. We will be discussing with Council prosecuting vandals if there is sufficient evidence. We will also be exploring the issue with the local school.

Open Space Hires Confirmed

Wendover Youth Centre - Youth Festival
Charter Fair

More details on these events and dates will be sent by the Estates and Events Manager.

Summer Event Date

At the January Amenities Meeting in the 2024 Events item, it was noted that the proposed date for the Summer Event on the paper would likely be changed due to it clashing with the Local Produce Market. Since then after discussions with Wendover Cricket Club and the Events and Engagement Working Group the date has been confirmed as Saturday 31st August on the Witchell Meadow, advertised as an "End of Summer Party."



ITEM 7a – Ivy Management Policy

BROUGHT BY

Office/Chair

SUMMARY

To consider approving the Ivy Management Policy and implementing a 12-month trial period in a location designated by the office. And consider approving an expenditure of up to £500 for the trial.

PARISH COUNCIL BACKGROUND

The Council has a tree safety inspection done every 3 years by an Independent Consultant arboriculturist in the Council owned open spaces. The report from this inspection in 2023 has highlighted trees in Council managed open spaces that would benefit from ivy being cut at the base and the arboriculturist also supports early intervention where ivy is starting to grow into trees. The trial would focus on ground cover as well as trees in a limited area and.

DETAILS

Introduction

This paper and policy both address three distinct areas related to ivy in our public spaces:

1. To continue to control ivy on trees as directed by independent reports and take a more proactive approach to it's control on trees.
2. To assess the benefits of controlling ground ivy by identifying a test area to control then monitor impacts on biodiversity.
3. To engage with volunteers to help deliver the ivy control on trees and ground cover.

Background

Cllr Williams attended a meeting with a resident who expressed their concerns about the effects of ivy on trees and on the ground in Wendover. This led to a discussion about implementing the Ivy Management recommendations of the arboriculturist and a 12-month trial of clearing the ivy on the ground as well as cutting ivy at the base of trees in a designated area together with a before and after survey demonstrating the impact ivy removal had on biodiversity.

The arboriculturist was consulted on Ivy Management and he agrees with our approach striking a balance between safety, conservation, and costs. (see Appendix D)

The office has produced an Ivy Management Policy and a risk assessment for the project. As highlighted in the risk assessment the Council will buy, inspect, and maintain the tools and PPE for this project. The equipment for this project will be kept in The Clock Tower and will have a sign out sheet so we know when groups are out doing the work.

The volunteer policy also applies to the Ivy Management and is publicly available online.

The details of the tools and equipment are listed below:

- Hi Vis Vests –The Council owns 14 hi vis vests, however, there needs to be a purchase of more sizes. As well as this for the risk assessment the volunteers need to be easily identified as volunteers for Wendover Parish Council, that would include getting the hi vis vests branded.
- 3 XL Hi Vis Vests and 3 XXL Hi Vis Vests – approximately **£25.00**



- 18 Hi Vis Vests branded with the Parish Council logo – approximately **£140.00**
- 10 pairs of safety glasses - **£60.00**
- Work Gloves 1 pack of 12 medium gloves and 1 pack of 12 XL gloves - **£20.00**
- 40 Disposable FFP2/KN95 Dust Face Masks - **£15.00**
- 5 Pruning Saws - **£70.00**
- 1 Mini Battery Powered Chainsaw - **£100**
- Miscellaneous – Any extra equipment that may be needed once the trial starts **£50.00**

Est. Total Expenditure for the 12-month trial project - **£480.00**

FINANCIAL CONSIDERATIONS

- This will come out of 4410 Maintenance Groundwork from the 23/24 budget which has £1,234.45 left.

LEGAL AND OTHER IMPLICATIONS

- The Council and the volunteers involved in this policy will be covered under the Councils Public Liability insurance.
- Potential Health and Safety implications and liability for the Council if ivy impacts branches or whole trees.
- Environmental/wildlife considerations, bats are a protected species, and it is an offence under the Wildlife & Countryside Act 1981 to damage or destroy the nest of any wild bird while it is in use or being built.

PROPOSAL

To resolve to:

- Approve the Ivy Management Policy and implement a 12-month trial period for ground ivy control in a location designated by the office.
- Approve the expenditure of up to £500.00 for the trial.
- Authorise the office to order and purchase the tools and equipment listed in the paper.



APPENDIX A – Ivy Management Policy

Policy statement

This policy sets out Wendover Parish Council's approach to the management of ivy on the trees and on land owned by Wendover Parish Council only. The Council will monitor the impact of this policy in terms of biodiversity on the ground in a limited area by a survey before and after an initial 12-month trial period.

- **Wendover Parish Council believes that a level of ivy in the environment has advantages for wildlife, but that ivy should be controlled in our open spaces on our trees to prevent tree damage and on the ground in selected areas to encourage biodiversity.**
- **Where volunteers are involved in cutting ivy on trees or removing ivy on the ground this will be done safely and in a controlled manner**

Guidance

This document has been created to provide guidance for the public, volunteers, Councillors and Council employees to ensure a clear and consistent approach is adhered to regarding management of ivy on trees and on the ground by Wendover Parish Council.

The Benefits of Ivy Management on Trees

Ivy on trees can provide habitat and food for insects and birds. Ivy is abundant around Wendover so its control in managed open spaces is consistent with overall biodiversity. Ivy can add a great deal of weight and prevent photosynthesis thereby weakening branches and whole trees. It can hinder safety inspections and make trees vulnerable to being blown over (the 'sail effect'). Controlling ivy on trees in our open spaces is beneficial for these reasons:

- Enhancing safety
- Increasing and restoring the process of photosynthesis and safeguarding tree strength health
- Extending tree life and prolonging the sequestration of carbon dioxide emissions.

The removal of ground ivy will be trialled to monitor the impact on biodiversity, which is expected to be increased as other flora are permitted to grow.

Tree Inspections

Wendover Parish Council uses two levels of inspection to identify the level of risk associated with trees dependant on the circumstances. Non-Specialist Survey & Specialist Survey, more information on this can be found in the Tree Policy.

Maintenance

Ivy control on trees will see Councillors and volunteers cut ivy at the base of affected trees 1m from the ground and the 12-month trial will cut back ground ivy. The office and grounds team will designate an area where the trial will take place.

The trial and survey will include:

- Pictures of the before and after ivy removal
- A list of insects and flora present before and after ivy removal



The Councillors and volunteers will be sent a copy of the Council's volunteer policy and the risk assessment for the trial.

Volunteer removal of ivy

Whilst Wendover Parish Council encourages the use of volunteers to engage and improve our open spaces it recognises the need to mitigate the risks to the volunteers, the public and the staff team. In doing so we require the following:

- Works parties will have a nominated key contact that will liaise with the office team, the key contact will be a competent gardener and have experience in using the tools required.
- Works parties will notify the office team in advance of when and where they will be working, in return the Estates and Grounds Team will identify any issues with the work, including avoiding disturbance of habitats and additional hazards they may face in completing the work so preventative measures can be taken.
- Any volunteers will wear a hi vis vest during the works that clearly identifies them as an authorised person to undertake the work in our public spaces.
- Volunteers will be issued PPE as appropriate to the works they are undertaking.
- Any equipment used will be bought and maintained by the Council being "checked in" and "checked out" of the Clock Tower
- There will be a clear scope of works for each works party.
- There will be a clear waste management plan for any debris created from the works.

Document History

Drafted by Estates and Events Manager	21/02/2024	(version 1)
Approved by Amenities Committee	19/03/2024	(version 1.1)



APPENDIX B – Risk Assessment

Risk Assessment Title	Hazard	Description	Severity	L'hood	SCORE	Controls	Review period	Residua l'hood	Residua l SCORE
ESTATES: Volunteer Ivy Management	Misuse of tools	If the volunteers are not used to the tools or working with ivy they could be at risk from injury as they are not familiar with their use	6	4	24	Wendover Parish Council will provide the tools required and that are appropriate for the work complete with any safety guards and PPE. The tools will be of a level used by a gardener so easy to use and operate. WPC will ensure there are competent gardeners in each volunteer work party and each work party will have a key contact that will supervise the work	after each working party	1	6
ESTATES: Volunteer Ivy Management	Damaged tools	If the volunteers are using damaged tools then this could increase the risk of accident and injury from the use of those tools.	6	3	18	Wendover Parish Council will provide the tools required and that are appropriate for the work complete with any safety guards and PPE. Each party returns them and before they are issued by the key contact for that particular work party	after each working party	1	6
ESTATES: Volunteer Ivy Management	Working in close proximity	Because the work is focused on relatively small patches and there are multiple volunteers using tools there is a risk of accidents from bumping into each other and more serious incidents if tools are involved	7	4	28	The works parties are in open spaces and volunteers will be asked to spread out as appropriate, managed by the key contact of that work party	after each working party	2	14
ESTATES: Volunteer Ivy Management	Working in public spaces	As this is volunteer work the work party will be in the public without recognition as being Council workers and could face abuse and aggression by members of the public	5	4	20	The works parties will have branded hi vis jackets and a key contact. The Estates and Grounds team will call in on the works party where practical to offer support and guidance.	after each working party	2	10
ESTATES: Volunteer Ivy Management	Dust and particulates	Stripping ivy releases dust and particulates, particularly if some of the ivy is dead or dying off. This could be inhaled triggering a reaction or an existing medical condition such as asthma	6	5	30	The works parties are in the open air and will have dust masks available to them. Anyone with a pre-existing condition will be asked to bring appropriate medications	after each working party	1	6
ESTATES: Volunteer Ivy Management	Poisonous plants	The work party could encounter noxious weeds as a part of the clearance work. This could trigger reactions, particularly in workers that are susceptible to reactions	7	2	14	The Estates and Grounds team are aware of the locations of noxious weeds and will be consulted before any works. The key contact will be issued a sheet with potential noxious weeds with the tools. Workers will be provided with gloves to protect against accidental contact	after each working party	1	7
ESTATES: Volunteer Ivy Management	Dead ivy on trees	Where works on trees create dead ivy on the upper part of trees this falls off in big clumps and could cause physical injury to works parties and the general public in the parks	6	6	36	Dead ivy on trees by and large falls off in clumps that are normally not large enough to cause physical injury but signs will be left on trees that have been worked upon to warn the public to keep a safe distance from the tree. Significant ivy growth will be monitored by the Estates and Grounds team and if clearance is required then a professional will be employed to undertake the work.	after each working party	3	18
ESTATES: Volunteer Ivy Management	Disposal of waste	Where waste is improperly disposed of in the public spaces this could create trip hazards and potential sources of fire in dry months. This could indirectly lead to significant injury and destruction of open spaces	6	3	18	The key contact will have a pre agreed waste management plan as advised by the estates and grounds team.	after each working party	1	6



APPENDIX C – Tree inspection report

The report has been previously circulated and is available on the website. This is the extract from section 2

Ivy

- 2.10 Ivy has its own roots, so is not directly parasitic on the host tree, and can have ecological value. Heavy shade normally stops it from overrunning healthy trees, but it can mask defects such as cavities and narrow weak forks. Light to moderate growths can generally be left, but where it is dense enough to prevent clear inspection, it should be removed. This is best done by cutting the stems near ground level, leaving a gap of about 1m, following which the upper growth will die and gradually disintegrate.
- 2.11 Many of the trees have had ivy cut since the first survey, and been improved by that, both in terms of reduced weight and wind resistance and making inspections easier and more reliable. In some cases, it is growing back from the cut stumps, that is best dealt with by removing and cutting while it is still small, rather than using herbicides.
- 2.12 A few trees still have quite heavy growth, generally ones in less critical locations. Three of the trees at Ashbrook Park have heavy ivy, although two of those were not recorded in 2015.

The report advises Wendover Parish Council to cut ivy on 34 trees of those 5 are in high traffic areas. None of which are categorised as high risk or for immediate attention requiring professional attention.



Appendix D

Re: Ivy Management Plan



Simon Pryce [Redacted]

To: Julie Williams



Sun 03/03/2024 09:57

Start reply with:

Dear Julie,

I've had a more detailed read through and that all looks good to me. It emphasises the need to balance the potentially competing interests of safety, conservation and costs.

Best,

Simon

--

Simon Pryce Arboriculture,
[Redacted]
[Redacted],
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Simon Pryce | Arboriculture

Simon Pryce is an independent arboriculturalist, specialising in safety, subsidence and construction issues.

www.simonpryce.co.uk

Down



ITEM 7b - Open Spaces Hire Policy & Form

BROUGHT BY

Office

SUMMARY

To consider approving the amendments to the Open Spaces Hire Policy & Form.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

The open space hires provide important events and entertainment opportunities to the Parish and we look to encourage more of them in our open spaces.

However, these events come with risks, health and safety issues and disturbance to neighbours.

We believe these risks can be managed at the point of booking by a more comprehensive booking form that sets out clear expectations of the hirer.

Additional Charges

At the moment we do not make additional charges to cover any PRS/PPL (approximately £35 an event) license costs or water and electricity (which varies) or require a deposit if any keys are issued. This should be discussed when the fees are reviewed. However, currently, the form will be designed so they can be either left out or incorporated.

Design of the form

We are looking to get the form designed so that it can be filled in and signed electronically. The final design will be in the style of the many posters and social media posts so it is "on brand". Amenities are asked to approve the information being captured and authorise the office to design the form as appropriate.

Information to be captured (the text draft of the form)

OPEN SPACES BOOKING FORM

Please post or email this form using the above details.

Application

Anyone wishing to hold an event on an open space belonging to Wendover Parish Council is required

to submit a form to the Estate and Events Manager. The form must be returned with any additional information required as set out in the conditions of hire.

Name of Applicant:

**Name of Responsible Person Attending the Event:
Contact Details:**



Organisation/Club:
Type of Event:
Address:
Telephone Number:
Email:
Name of Site:
Date of Hire:
Load in time: Event open time: Event close time: venue clear time:
Expected attendance:
Fee Charged (for office use only): £
More information about the event (if applicable):

Location	Event Type	Charge
Manor Waste	Daily Hire	£55.00
Ashbrook & Hampden Meadow	Daily Event	£100
	Multi Day	£55 non-operational day, £100 operational day.
	Charitable / Fitness Classes	No charge

AGREEMENT

As the duly authorised representative of the event, I agree that:

1. Wendover Parish Council will not be liable for the death or injury of any person attending the site/facility for the subject of hiring, or for the losses, expenses or other costs incurred by the hirer except where such death, injury or loss is due solely to the negligence of the Council or anyone authorised on its behalf.
2. Wendover Parish Council will not in any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought to or left at the site / facility either by the hirer or by any other person, unless this is due to the negligence of Wendover Parish Council.
3. The hirer is not to cause any damage to the site / facility and – except to the extent that the Council may be indemnified by insurance – the hirer is to make good and pay for such damage caused by any act or neglect of the hirer; or anyone the hirer is responsible for; or of anyone permitted by the hirer to enter the site / facility. The hirer is responsible for ensuring the site is returned in the condition it was in at the start of the hire, including the clearance of any litter and ensuring that there is space in the existing public bins after the event. If the hirer or anyone involved in the event has used the power bollards (Manor Waste only) they must ensure that the bollards are closed and locked after the event. The hirer is responsible for ensuring that any electrical equipment used, is safe and regularly checked.



4. The hirer shall be responsible for any losses, expenses or other costs mentioned in the above clauses and shall maintain a policy of Public Liability Insurance in the minimum sum of £10m in respect of any one incident to cover such liability.
5. The hirer will comply with the conditions of hire agreed on this form and provide all required information to support those conditions of hire at least 48 hours before the start of the event.

Agreed & Signed by Hirer:

Name:	
Address:	
Contact Number:	
Signed:	Date:

CONDITIONS OF HIRE (to be agreed with the Parish Council)

The following conditions of hire apply

	Applies (Y or N)	OFFICE USE – Received Date
Legal		
A Public Liability Insurance certificate for £5m/£10m* received		
Licensable activities – a TEN (Temporary Event Notice) required		
Risk assessment completed and received		
Additional charge for PRS/PPL licence required		
Road closure required to be paid and applied for by the hirer		
All equipment used to be suitable and tested (such as up to date PAT test)		
Crowd Management		
An event plan/layout required for approval and comment		
Police SAG required to be notified		
Formal crowd control required (SIA registered security guards)		
Barriers required to protect event area/roads/pathways/other*		
Car parking control/mitigation of nuisance parking strategy required		
Access and utilities		
Access to water source required (additional fee applied)*		
Access to electric supply (additional fee applied)*		
Hirer requires key to gate(s) (deposit required)*		
Hirer to provide additional bins/specific waste management terms*		
Consideration of neighbours		
Noise management plan required		
Advertising to include section on considerate parking		
Hirer required to send letter to neighbouring properties		
Other requirements		

* Delete as applicable



Conditions of hire

Along with the indemnity clauses the new form sets out some draft conditions of hire. It will be decided by the office at the time of hire, based on the event if these conditions apply. The considerations for applying a condition are set out as below:

Legal	
A Public Liability Insurance certificate for £5m/£10m* received	This will be guided by requirements from our insurance company
Licensable activities – a TEN (Temporary Event Notice) required	Determined by the event and if the event is undertaking licensable activity
Risk assessment completed and received	It is envisaged that this will always be required
Additional charge for PRS/PPL licence required	As discussed above. Currently the Council pays about £33 if we have live or recorded music at an event or market – including the Christmas Event, Carols round the tree, Brass band at the LPM, the No2 events on the manor waste etc etc
Road closure required to be paid and applied for by the hirer	We would probably advise that this should only be considered in limited circumstances due to the impact of traffic flow. In any case we would require the hirer to be responsible for this.
All equipment used to be suitable and tested (such as up to date PAT test)	It is envisaged that this will always be required
Crowd Management	
An event plan/layout required for approval and comment	For larger events the office will need to scrutinise to ensure public access is not being restricted (such as access to Budgens on the Manor Waste) and highlight if there could be any crush points for the crowd so these can be minimised in the planning
Police SAG required to be notified	This will be based on guidance from the police if they want notification of events
Formal crowd control required (SIA registered security guards)	This will be based on if alcohol is being served as a significant feature of the event, if it is an adult oriented event rather than a family event, if it is late night and if the nature of the event would reasonably expect that there may be crowd issues
Barriers required to protect event area/roads/pathways/other*	Is only part of the space being used, does public access to “backstage” areas need to be restricted for safety reasons, do paths and roads cross the event and need control
Car parking control/mitigation of nuisance parking strategy required	Events at Hampden and Ashbrook in particular need to consider laying matting on the ground for parking and advising attendees to walk whilst highlighting the need to park considerately and not block local roads.
Access and utilities	
Access to water source required (additional fee applied)*	These are metered supplies and can be provided depending on the needs of the hirer. It does pose risk of supplies not being properly connected and disconnected.
Access to electric supply (additional fee applied)*	These are metered supplies and can be provided depending on the needs of the hirer. It does pose risk of supplies not being properly connected and disconnected
Hirer requires key to gate(s) (deposit required)*	With regular hires this is not an issue but we do currently have a signing in book



Hirer to provide additional bins/specific waste management terms*	The Council are charged on the weight of the rubbish collected therefore event rubbish could not only be hanging around over a weekend attracting pests but could also have a significant cost to the Council
Consideration of neighbours	
Noise management plan required	This will be required for all events with live or prerecorded music, all events continuing after 7pm and any event with a significant crowd expected
Advertising to include section on considerate parking	It is envisaged that this would normally required for any events on Ashbrook and Hampden
Hirer required to send letter to neighbouring properties	If an event runs much later than 7pm and has amplified music and is expecting a significant number of attendees this will be expected to be undertaken by the hirer unless, like the circus, it has been taking place over a good number of years

FINANCIAL CONSIDERATIONS

- N/A

LEGAL AND OTHER IMPLICATIONS

- This form will manage the risks posed with hiring out our spaces

PROPOSAL OR UPDATE

To resolve to:

- Agree to the proposed information to be captured on a new form and the guidance that sets out the open spaces hire conditions.
- Authorise the office to get the form designed and turned into a fillable PDF that can be signed electronically.



ITEM 7c – Playpark Repairs

BROUGHT BY

Office


SUMMARY

To consider approving the cost to repair and install the swings in Ashbrook Playpark.

PARISH COUNCIL BACKGROUND

The operational inspection that took place in November 2023 noted the below findings regarding the swings in Ashbrook Playpark:

8 - Low Risk	
Item:	2 Bay 2 Flat 2 Cradle
Manufacturer:	Wicksteed Playgrounds
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	2
Finding 1	Finding 2
The bushes are worn or missing - Replace worn or missing bushes	The chain links are worn in excess of 40% and require renewing - Replace worn chains



The since receiving the inspection document in November 2023 the office has been contacting companies to get three quotes for the Amenities Committee to consider, this has delayed the processes of repairing items in the playpark.

The swings were taken down by the Estates and Grounds Team for safety reasons until we could get the bushes and chains replaced. The office did multiple Facebook posts to inform and update residents about this.

DETAILS

The office was contacted during the Half Term in February by residents asking when the swings would be reinstated, therefore the office thought that the swings should be installed as soon as possible so residents could use the playpark equipment again.

The office contacted a local playpark company and gave them the findings from the inspection and asked to quote for that. Once they had been on site they confirmed to the office that there were no problems with the bushes, although this had been reported on the inspection. And that therefore it was just getting new chains and installing them.



See the quote below:

Site name/Project reference: Ashbrook Play Area Swing Chains

Swing Chains						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
2.00	CWS043	EA	2.4m cradle seat swing chains 2.4m cradle seat swing chains	£90.00	£9.00	£171.00
2.00	CWS044	EA	2.4m flat seat swing chains 2.4m flat seat swing chains	£96.25	£9.63	£182.88

Labour						
Qty	Code	Unit	Description	Price	Total Discount	Total Price
1.00	T1	EA	Installation of swing chains Installation of 4 pairs of new swing chains on existing wickstead frame utilising the existing seats, shackles and bushes which are all in useable condition.	£245.00		£245.00

Subject to Caloo Conditions of Sale

Current Manufacturing Lead Time 1-2 weeks

Sub Total	£598.88
Project Discount	£0.00
Total Net Amount	£598.88
Total Tax Amount	£119.78
Quotation Total	£718.66

These swings were removed due to a concern over Health and Safety, therefore accepting the quote and awarding the work was out of the Clerks delegated authority. The swings have now been installed with the new chains.

FINANCIAL CONSIDERATIONS

- This cost came out of 4440 Play Equipment Repairs & Maintenance.

LEGAL AND OTHER IMPLICATIONS

N/A

PROPOSAL

To resolve to:

- To approve the cost to repair and install the swings in Ashbrook Playpark.



ITEM 7d – Playpark Inspections

BROUGHT BY

Office

SUMMARY

To consider the quote for quarterly and annual playpark inspections.

PARISH COUNCIL BACKGROUND

The Estates and Grounds Team complete routine playpark inspections every Monday and report any faults to the office on an open space's inspection sheet.

The Council also has annual inspections at the Council owned playparks, the Council had a contract with a company for 2 play areas for a 3-year period, this has now ended.

These inspections are a legal requirement.

The office staff and the Estates and Grounds team attended RPII Routine Playground inspections training on the 16th of January 2024. All staff passed this training.

DETAILS

The office would like the Amenities Committee to consider the quote for quarterly and annual inspections from a new inspector following some concerns over the quality of the most recent inspections that took place, which were highlighted during the training. This was specifically during the practical training and examination section which took place in Hampden Meadow on the 16th January 2024.

1. A concern that the fencing around the Hampden playpark was not listed on the November 2023 inspection.
2. A concern that a problem with one of the swing frames was not listed on the November 2023 inspection.
 - The examiner leading the training suggested contacting the manufacturer and getting a further inspection, this has now been completed and it has been confirmed that the frame is safe.

There were further concerns after follow up work was completed by the office.

1. The November 2023 report findings on the swings at Ashbrook Park discussed in Item 7D were found to be incorrect, as there were no problems with the bushes despite that being reported.
2. The examiner leading the training said it is best practice to use an inspection company that isn't linked to a playpark company that sell and repair playpark equipment, as this could be a conflict of interest.

We currently don't undertake quarterly inspections, relying on the weekly inspections. After positive feedback from all the staff members about the quality of the training we asked the examiner/trainer to quote for quarterly and annual inspections.



See the quote below:

V.A.T. IS NOT CHARGED as the company is below the Government threshold for this tax.
This quotation is subject to the attached Terms and Conditions and the Inspection Assessment and Report Methodology.

Description	Unit Price	Net Amount
Operational inspections every 3 months	£497.00	£1,491.00
Combined Operationa & Annual	£497.00	£497.00
at: Hampden Playground and Fitness trail equipment, Ashbrook and Haddington Playground equipment.		
TOTAL		£1,988.00

The Council also received the below documents from the company/inspector which were sent by email to the Council on Thursday 14th of March 2024, these documents are confidential:

- Inspection methodology
- Inspectors resume
- Proof of Enhanced DBS
- RPII (Register of Play Inspectors International) Certificate
- Example of an inspection report

Additional quotes

We have requested but not received any additional quotes for quarterly inspections (including the annual report). However, as there is a need for us to start these inspections we request that Amenities waives the need to spend longer looking for quotes and enter into a one year contract with this supplier. Based on recent inspection costs this quote presents value for money.

FINANCIAL CONSIDERATIONS

- Higher quality and more frequent inspections could reduce the costs of repairs and maintenance in the playparks.
- 4415 (Maintenance Inspections etc.) has £1,800 in the budget line. The remaining £188.00 will come from 4440 Play Equipment Repairs & Maintenance which has £3,000 budgeted for 24/25.

LEGAL AND OTHER IMPLICATIONS

- Quartley and annual inspections are a legal requirement.
- There could be liabilities if there are any Health and Safety concerns at the playparks.

PROPOSAL

To resolve to:

- Waive the need for 2 additional quotes before proceeding
- Accept the quote for quarterly and annual playpark inspections and instruct the consultant to start as soon as is practicable.



ITEM 7e – Tree Maintenance

BROUGHT BY

Office

SUMMARY

To consider the quotes for tree maintenance and approve the required tree works.

PARISH COUNCIL BACKGROUND

Under the devolved services agreement with Bucks Council Wendover Parish Council are contracted to cut back trees and hedges on Bucks Council verges especially when they are encroaching onto a footpath or highway.

DETAILS

Due to the works quoted below being for urgent health and safety reasons, regarding dead trees, dead wood and encroachment onto a footpath the office would like to ask the Amenities Committee to consider approving these works without the need for additional quotes. Gaining additional quotes from two other companies may be delay the works taking place which could increase the risk of the trees.

The office has been acquiring 3 quotes for tree work over the last year and this contractor is the best value and has been working on Council trees for a long time so has vast knowledge of our trees.

Quotes below:

Hampden Pond

Remove dead wood from crown of tree.

£480.00 inc VAT

Heron Path

Remove dead tree adjacent to street light overhanging footpath.

£240.00 inc VAT

Bus Stop Aylesbury Road

Cut back tree line overhanging footpath to 1.0 metre beyond verge.

£480.00 inc VAT

Prices include disposal of all cuttings & debris.

Total - **£1,200.00 inc VAT**

FINANCIAL CONSIDERATIONS

- This work will have to come out of the 23/24 budget and the budget overspend will be absorbed from budget savings in other lines.



LEGAL AND OTHER IMPLICATIONS

- Potential Health and Safety implications if the work is not completed.
- Potential liabilities in case of damage or injury.

PROPOSAL

To resolve to:

- Authorise the work without the need for additional quotes.
- Accept the quotes for tree maintenance and approve the required tree works.