

**MINUTES OF OPERATIONS COMMITTEE MEETING**  
held on 8 March at 7pm in  
Room 4, MK Snap Building, Bourton Low, Walnut Tree, MK7  
7DE

**Present:** Councillor David Newland (Chair), Councillor Amanda Taylor (Vice-Chair), Councillors Aamir Bhatti, Adam Chapman-Ballard, Tate Chapman-Ballard, and Joanne Dooley.

**Officers:** Lesley Sung (Council Manager) and Lesley Davies (Operations Officer)

**OC082 DECLARATIONS OF INTEREST**

Councillor Adam Chapman-Ballard declared a personal interest in Agenda Item 6 (Allotment Report), as he was an allotment tenant and the Chairman of Duchess Grove Allotment Association.

Councillor Tate Chapman-Ballard declared a personal interest in Agenda Item 6 (Allotment Report), as he was an allotment tenant and the Treasurer of Duchess Grove Allotment Association.

**OC083 MINUTES**

**Resolved Unanimously:** That the minutes of the Ordinary meeting of the Operations Committee held on 8 February 2022, be approved, and signed by the Chair as a correct record of the proceedings.

**OC084 OPERATIONS OFFICER'S REPORT**

The Operations Officer reported that a meeting was to take place week commencing 7 March 2022, with Milton Keynes Council to discuss the intention regarding the ongoing Green Roof Buzz Stop project.

She added that the car park barrier for Walnut Tree Sports Ground and Pavilion had been delivered and would be installed by Serco before the end of March 2022.

**Resolved Unanimously:** That the Operations Officer's report be noted

**OC085 COMMUNITY WARDEN'S ACTIVITY REPORT**

The Operations Officer reported on a variety of tasks conducted by the Facilities/Community Warden during February 2022.

The Facilities/Community Warden had completed a 'correct and safe use of portable power tools' course in February and had assisted in co-ordinating the Parish Guardians event that took place in Walton Park on Saturday 12 March 2022.

The Council Manager added that the Council would be looking into the possibility of the Facilities/Community Warden completing a pump track inspection course.

**Resolved Unanimously:** That the Committee acknowledged the number of various tasks completed by the Facilities/Community Warden during February 2022.

**OC086 ALLOTMENT REPORT**

The Operations Officer updated the Committee on the status of the four allotments sites within the Parish. Currently, there were thirty residents on the waiting list.

The work to repair the entrance gate at Bergamot Gardens allotment had been completed. A contractor quoting for the work on the field hedge that ran alongside maisonettes 28 -34 of Bergamot Gardens suggested reducing the hedge to ground level and killing off the stumps.

Tenants from Holst Crescent and Boxberry Gardens allotment sites had requested more wood chipping deliveries. Local tree surgeons had been contacted and asked to make deliveries when possible.

Councillor Adam Chapman-Ballard requested a repair to a rain barrel at Duchess Grove allotment that had been damaged whilst the maintenance contractor was cutting the ridings.

**Resolved:**

1. That the Operations Officer's update be noted.
2. That the works and additional cost to reduce the field hedge to ground level and kill off the stumps at Bergamot Gardens Allotment Site be agreed under the Council's adopted Scheme of Delegated Authority, to enable to work to be completed before the start of the bird nesting season.
3. That the cost of reducing the field hedge at Bergamot Gardens be allocated from the Landscaping Contingency budget.

**OC087 TREE PLANTING IN CELEBRATION OF THE QUEEN'S PLATINUM JUBILEE**

The Council Manager reported on an offer from Roger Jefcoate CBE DL, to plant a rare black poplar tree at Walnut Tree Sports Ground. Roger was an advocate of Britain's rarest native timber tree, the black poplar, and reported there were only fifteen thousand of these trees nationwide..

**Resolved:**

1. That the offer from Roger Jefcoate to plant a black poplar tree, be accepted.
2. That the black poplar tree be located at Hindhead Knoll in celebration of the Queen's Platinum Jubilee.
3. That the black poplar tree is maintained by the Council's Community Wardens.

**OC088 HINDHEAD KNOLL - LANDSCAPE MAINTENANCE CONTRACT**

The Committee was asked to consider the future maintenance programme at Hindhead Knoll Open Space and Children's Play Area when the transfer of land from Milton Keynes Council has been completed.

The Council Manager reported that the maintenance contract for Hindhead Knoll would be very different to the contract for the sports pitches and advised that a separate tender specification be made for this area rather than sending out a tender for all the land the Council owns.

**Resolved:**

1. That the tender specification for Hindhead Knoll open space and children's play area be considered at the April meeting.
2. That the tender be developed to encourage creativity in the works at the Knoll.

**OC089 MAINTENANCE CONTRACT – BROWNS WOOD AND WALNUT TREE SPORTS GROUND**

The Council Manager reported that the current contract for the maintenance of Browns Wood Sports Ground and Walnut Tree Sports Ground had merged and was due to end in June 2022.

The current contract could be extended by up to one year.

**Resolved Unanimously:** That the current maintenance contract with Serco at Walnut Tree and Browns Wood Sports Ground be extended until March 2023.

**OC090 BROWNS WOOD SPORTS GROUND**

The Operations Officer updated the Committee on the general maintenance of the site.

**Resolved Unanimously:** That the Browns Wood Sports Ground maintenance update be noted.

**OC091 WALNUT TREE PAVILION AND SPORTS GROUND – INSTALLATION AND PURCHASE OF BOLLARDS**

The Operations Officer requested that the installation of sixteen wooden bollards to prevent unauthorised access to the Sports Ground is re-addressed, as an alternative as installation of wooden ascot railings could be a better option.

**Resolved Unanimously:** That the additional cost of installing ascot railings to prevent unauthorised access at Walnut Tree Sports Ground be agreed under the Scheme of Delegated Authority and that the cost of the works comes from s.106 monies.

**OC092 WALNUT TREE PAVILION AND SPORTS GROUND – MAINTENANCE**

The Operations Officer gave an update on the works conducted at the Sports Ground and Pavilion during February. She added that Serco was maintaining the Sports Ground on a weekly basis and added that the continued improvement to the Sports Ground was noticeable.

**Resolved Unanimously:** That the update report be noted.

**OC093 WALNUT TREE PAVILION SPORTS GROUND – TERMS OF HIRE**

The Committee considered draft Terms of Hire for the Walnut Tree Pavilion. The Committee had agreed at the previous meeting that the cost of hire for a football pitch would be set at £95 per game.

The Council Manager reported that the Council was due to receive a report on registering for VAT to ensure that the VAT on the full refurbishment costs of the Walnut Tree Pavilion could be claimed. If the Council opted to tax, this would have implications on the income received for hire of the pavilion and the football pitches.

**Resolved:** That the draft terms of hire for the Walnut Tree sports ground and pavilion be agreed.

**Resolved Unanimously:**

1. That the rate per game to hire the cricket pitch be set at £100.
2. That the rate per game of football be set at £95.
3. That, subject to the Council opting to tax, the above charges be inclusive of VAT.
4. That the rate of an advanced block booking of ten cricket games, which would not be subject to VAT, be set at £80 per match.

**OC094 WALNUT TREE PAVILION – REFURBISHMENT PROJECT PLAN**

The Committee received a project plan for the refurbishment of the Walnut Tree pavilion.

**Resolved Unanimously:** That the project plan provides additional information relating to project start and finish timelines and be brought back to the next meeting for consideration.

**OC095 OPERATIONS COMMITTEE BUDGET**

The Committee reviewed the Operations Budget for 2021/2022.

**Resolved Unanimously:** That the Operations budget for 2021/2022 be accepted.



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**OC096 CONFIDENTIAL ITEM**

**Resolved Unanimously:** That the press and public be excluded from the meeting to that the Committee could consider quotes for the replacement of entrance and shutter doors at Walnut Tree pavilion.

**OC097 WALNUT TREE PAVILION – REPLACEMENT OF ENTRANCE AND SHUTTER DOORS**

The Committee was presented with three quotes for the replacement of the main entrance door and two shutter doors (main shutter and tea hatch shutter) at the Walnut Tree Pavilion.

**Resolved Unanimously:** That the works to replace the entrance and shutter doors at Walnut Tree pavilion, be awarded to Royal Industrial Doors.

**The meeting ended at 9:30pm**

**Signed:**

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**Chairman**

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**Date**