

BURNHAM PARISH COUNCIL

Minutes of the Burnham Park Management Committee held on 12th November 2024 at 6:30pm in Burnham Park Hall.

Committee members present:

Cllr Alexa Collins (Vice Chair, Chairing)	Cllr Marie Hammon	Cllr John Carey
Cllr Pat Bird	Cllr Jackie Slater	Cllr Terry Gamble
Cllr Carol Linton		

In attendance: Cllr Ekta Kaur Ross

Officers of the Council: Adam Killeya (Parish Clerk)
Sharon Smith (Hall Manager)

Members of the public: None

BP2425/27 Apologies for absence

Apologies were received from Cllrs Stewart (Chair) and Mummery.

It was **NOTED** that Cllr Bagga had not submitted apologies.

BP2425/28 Declarations of Interest

Cllr Carey declared a non-pecuniary interest in agenda item 12 Correspondence – Burnham Care and Share (minute RA2425/38), as a member of St Peter's Church and of the Care and Share Steering Committee.

PR2425/29 Public Forum

As there were no members of the public present there was no public forum.

BP2425/30 Minutes

It was **RESOLVED** to approve the minutes of the Committee meeting of 17th September 2024.

BP2425/31 Finance and budget

It was **RESOLVED** to approve the accounts and budget monitoring report for the second quarter of 2024-25. It was commented that Councillors preferred the usual budget monitoring format to the combined budget version.

The Clerk noted that some further changes will need to be incorporated into the draft budget to take account of further staffing information, as shared with the committee.

The latest draft budget for the committee for 2025-26 was **RECOMMENDED** to the Policy & Resources Committee and Full Council, subject to any appropriate necessary changes to be detailed by the Clerk before Full Council.

BP2425/32 Hall Manager's report

The written report was **NOTED**.

Cllr Carey reported that the update on painting caused him to be overcome with emulsion.

The Clerk expressed their thanks for the energy and expertise with which the Hall Manager was approaching her new role; and this was echoed by the committee.

Signed:

Date:

It was **RESOLVED** to approve the cost of £500 from the BPH training budget for security licences; subject to an agreement being signed with the new casual member of staff over the costs of training being subject to completing a certain number of shifts.

It was **RESOLVED** that the Christmas Lights should be turned on by the Chair of the Council.

RA2425/33 Sustainability, ecology and climate emergency

The written report was **NOTED**.

It was **RESOLVED** to advertise the Hall to EV charging point providers as offering up to four EV spaces, using Rural EV Charging as an agent.

It was **RECOMMENDED** to Full Council that they consider any offers from providers arising from the above.

The Clerk reported that they and the Hall Manager would be advancing other Eco items relating to the Hall when other priorities had been addressed.

RA2425/34 Heating, ventilation and air-conditioning (HVAC); and Building management system (BMS)

The Clerk reported that the Building Management System controls are now in the Hall Manager's office, and would be used to help ensure appropriate use of the HVAC system. It was further reported that we are still awaiting a survey and quote related to the possible replacement of the HVAC system. The report was **NOTED**.

RA2425/35 Theatre in the Park

The Clerk reported that 19th June 2025 has been provisionally booked with the Rude Mechanical Theatre Company for a Theatre Performance in Burnham Park; and that they were meeting with them in the park on Thursday 14th November. The report was **NOTED**.

RA2425/36 Legislation in progress

The briefing notes on Martyn's Law and the Employment Rights Bill were **NOTED**.

RA2425/37 Rest Centre

The Clerk and Hall Manager reported that they had re-registered Burnham Park Hall as a facility that is opened in the aftermath of an incident if required to provide immediate shelter and support to survivors or those displaced by the incident (a 'rest centre'). The report was **NOTED**.

RA2425/38 Correspondence – Burnham Care and Share

The correspondence from Burnham Care and Share Charitable Incorporated Organisation, and accompanying report, were **NOTED**.

It was **RECOMMENDED** to Policy & Resources Committee, and to Full Council, that they consider how best to reach a legally binding agreement with both Burnham Care and Share and Burnham Health Promotion Trust to amend the lease and transfer some of the rights therein, having sought legal advice and quotes.

This recommendation was carried by 5 votes to 1, and Cllr Gamble asked to be minuted as voting against as he felt that a less formal agreement would be sufficient.

Signed:

Date:

The Clerk stated that, if and when the above was confirmed by Full Council, they would write to both organisations to inform them.

RA2425/39 Staffing

It was **RESOLVED** under The Public Bodies (Admission to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972, to exclude the public for confidential business to be considered; on the grounds that the report included sensitive information around staffing matters.

The verbal report was **NOTED**.

The meeting closed at 2026
Date of next meeting: Tuesday 14th January 2025

DRAFT

Signed:

Date:

Hall General managers' report.

BPMC Tuesday 14th January 2025.

Well doesn't time fly when you're having fun!! I can't believe this meeting has come around so quickly. I trust you all had a fabulous Christmas and wish a very happy New year to you all.

a. Health & Safety / building

Health and Safety

We have made great progress with the health and safety aspect of the building. I now have the Tio system up and running which is a centralised system that records all the building checks conducted by the caretakers, and also prompts them to complete the necessary jobs. I'm working through the external H&S report and I have gained great ground in making sure the building is also fully compliant. Please do bear with me on this as I have prioritised the jobs on the list and there is still much to do but I am working through it.

For consideration: There was a Fire risk assessment conducted in March 2024 that has made a consideration for one of the fire escapes:

It is an offence to obstruct emergency exits and routes.



Additional Comments:

There is no suitable external pathway from the side of the building where the external staircase is located, the escape route leads directly onto grass. The provision of a hard floor surface to the front of the property should be considered in conjunction with any future landscaping projects.

I have been in contact with a local firm who have quoted: to install hard standing area with self-binding gravel with concrete edgings by fire escape: £2870.50 but as you can see on the report, this is a consideration rather than essential, and I await the committee's comments.

Recommendation: We have also had the gutters cleared as they were overflowing. This has also caused the green stains you will see on the front left-hand stretch of the building. This has also been caused by the failed drainage system and the slope coming from the green. The quote for this is a choice of two:

- i. to install aco drains 33 meters in front of building next to path and pipe installed into soakaway system £1968.63.

- ii. to install land drain into soakaway covered in 20mm gravel £1152.00.

I feel that this work is needed, and I recommend the second option and await the committee's comments:



For consideration: I was also asked to look at the path out the front of the building as there are trip hazards. The quote received (so far, from three requests) is: to lift and relay path replace broken slabs, lift granite setts and make area level removing trip hazards £3980.23. I await the committee's comments and thoughts on the necessity and cost effectiveness of this work.

Roof - We fixed an issue with a loose solar panel which was made additionally challenging by the lack of interior access to the roof.

Legionella – there was a report previously conducted with remedial work required. This is now booked in and will be completed on the 9th Jan. The ongoing checks are also recorded on the Tio system.

First Aid – we helped with two potentially serious first aid incidents in December, neither caused by the hall itself

- i. a gentleman falling over near the bus shelter who needed to be looked after by members of the public, and not moved, until the ambulance arrived;
- ii. another gentleman who had a medical incident in the park, potentially a stroke, and was looked after inside the hall. The defibrillator was called for, but not needed.

Both incidents were resolved well, but this emphasises the benefits of having staff trained in first aid and well stocked first aid boxes (including foil blankets, often considered unnecessary but very helpful in both these cases, especially the first).

We had one further incident in the hall where thankfully the only injuries of

significance were to a vase and to the Clerk's pride. We have removed any items from the bottom of the stairs as a result.

Maintenance

The Halls - The big clean has started and I have rota'd the caretakers to start cleaning down the walls in the toilets and hallways as they need attention. I have also secured 20 litres of white paint for free from an old mortgage client of mine who can also get us a discount with Dulux at 33% - so a little higher than trade. Once everything is clean, I can decide on what needs painting.

I have also arranged for the broken thermostats to be fixed so that we can regulate the heating (The working ones were manually switched off over Christmas) this is booked in for 17th Jan. I am still to find out who is responsible for the BMS computer system and how to use it as Climate who service the HVAC do not know and their engineer said it wasn't working and best that I don't play with it without knowing how to use it.

Car park - The security light and bollards in the carpark have now been fixed and I have also had the fan in the plant room turned off and the back-up switched on so the noise from there that could be heard across the carpark, has stopped.

Hire rooms - The disco lights have been serviced and are now operational

Sound system – I am very excited to report that with the help of Andy Webb and Richard, we now have all 32 speakers in the Dropmore room working. We have also changed the operation of usage and instead of plugging in to the box on the floor, there is now a wall socket, and all the equipment is neatly stored in the cupboards. The sound is incredible! They have also fixed the projector screen instead of replacing it and the projector is being serviced instead of replaced. The Huntercombe room sound system has also been fixed, and also sounds incredible.

Courtyard bench: I am looking into this this and will report back to a future meeting.

b. Staffing

Adam and I are reviewing the zero-hour contracts along with our employment advisors, Peninsula, to ensure that they are fully up to date and compliant, and update contracts will be issued to all affected staff shortly.

The staff team is working together very well, and any minor issues are being addressed. I syill intend to think further about staffing structure as we move forwards.

c. Regular lettings

Unfortunately no regular letters attended the mince pie / mulled wine event held in December, although I continue to consider how we can increase regular lettings.

I hope to bring figures on the use of different rooms to the next meeting for discussion.

d. Events

Christmas & Santa show

Dec 24 Events P&L Summary												
Event	Sponsorship	Stalls	Grotto	Bar	Total income	Bar stock*	Performers	Presents & Grotto	Staff	Mince pies	Total Costs	Profit / Lc
Christmas 2024 - Simmons & Son	1000	860	580	1,737.50	4,177.50	579.17	2000	637.33	360	98	3,674.50	503.00
Santa Show		1225		83.20	1,308.20	27.73	1587.6		96		1,711.33	403.13
Total					5,485.70						5,385.83	99.87
* Estimated as 1/3 of sales												

These were excellent events that were very well received by members of the public, and our 'bad weather plan' worked very effectively.

Please note that the performers include Andy Webb, Santa, The Elves and Reindeers and the production cost for the santa show. The staff costs are for the casuals as the contracted members were within their contracted hours. The cost of the mince pies is also spread out over all Christmas events as well as the hirer night and the panto. Also... I spent a bit on the Grotto and presents but this was on a great 'black Friday' deal and we have enough presents to last several years, so we won't have that cost going forward. Please note that due to miscommunication with the stock for the mobile bar, this may not be the true figure and is approximate. I have now devised the mobile bar its own stock and takings sheets so going forward, the figure will be accurate.

Comedy night – This will be on the 7th Feb and tickets are on sale now for £15 each.

Rock N Roll Bingo – This will be on the 29th March and instead of numbers there will be a song played and they mark that off the card. I will host this, and the pack has cost £125.88 but I will be selling tickets at £5 per head which will include entry and 4 games. I am hoping to sell 100 tickets to make £500 plus bar sales.

Band nights – as promised, bands nights will be back, and the following have been booked but are subject to change:

- Friday 7th March – Souled out
- Friday 2nd May – Nevermind
- Friday 1st August – Horizon function band (subject to cancellation)
- Friday 5th September – Neon Daze
- Friday 3rd October – Graffiti child
- Friday 7th Nov – Dizzy fish (this is definitely subject to change)
- Friday 28th Nov – Heathrow jets

All bands are below £500 to book and will all supply their own marketing and PA system if required.

VE Day – This will be on the 8th May and plans are underway, working with the Royal British Legion, Adam and Laiba.

Watch this space for more exciting events including Cinema nights now the Dropmore is fully operational!

e) Other matters

Café

It was my intention to be serving hot food from the Café by now, but this has been hindered by compliance issues. However, we will be working with a local cake baking company (Katherines cakes and bakes) and will be introducing a special 'Tea and slice of cake' deal very soon. The hot food is coming but I will need more time to get this arranged as the kitchen also needs a deep clean.

Bar – We hold a lot of stock at present that I'm reducing and we also used the mobile bar at the Christmas event and the Panto. This will be used far more as it a great asset to capitalise on.

Sharon Smith, 7th January 2025

Land Registry for Burnham Park, including Hall, Village Green and Park

Context

The Council is not currently registered with the Land Registry as the owners of the land at Burnham Park. This does not present day to day operational challenges, but may cause complications with leases. This was considered when the current Burnham Health Promotion Trust lease was being negotiated, but was not proceeded with due to cost. However, the complexity and ages of the documents make this more complex than a standard registration, and the council needs to consider the cost benefit.

Recommendation

To recommend to Full Council to:

- i. Allocate £1,000 to commission Gardner Leader to undertake preliminary work confirm if it is feasible to register the various parcels of land at the hall, village green and park, funding this from the 2025-26 budget for Legal and Professional Services.
- ii. Delegate to the Clerk, in consultation with the Chair of the Council and Chairs of the Council Committees, authority to spend further funds from within the 2025-26 budget for Legal and Professional Services to proceed with registration, if it appears to be feasible and to provide sufficient cost benefit.

Alternative options considered and not recommended

1. To proceed to register in this financial year – not considered desirable given both the further information needed and the budget position for legal and professional services for 2024-25, and not urgent enough to override this.
2. To delay the matter further to allow more time for consideration by other committees; this is a viable option, albeit would cause some delay. If it is referred to Policy & Resources Committee on 11th February any recommendations would come to Full Council on 10th March rather than 27th January (a delay of six weeks).
3. Not to proceed at this time. This is a viable option; however, it is felt that in the longer-term registration is desirable, as is achieving a greater understanding of the papers that we hold concerning the land, and it is therefore preferable to commence the process.
4. To proceed with registration, without engaging a conveyancer; instead intending to carry out the work in-house. This is not recommended due to the complexity and increased risk of not engaging professionals, especially given the value of the land to the council.

Commentary

- This matter crosses over all committees (the park is Recreation and Amenities; the Hall is Burnham Park Management Committee; the general principle falls under Policy & Resources); and is brought to BPMC as being the first available committee for initial consideration.
- The Land Registry currently holds no information on the Hall or village green. There is some information on the library, on the edge of the park.

- The previous Clerk investigated the process for registration, the matter having been raised by Burnham Health Promotion Trust who had been advised to limit their staffroom lease to 7 years due to lack of registration. She deferred the matter due to the costs and to other priorities.
- Unregistered land can present a number of challenges, which have varying relevance for the council:
 - proving ownership is more complex (albeit there is no challenge to the council's ownership at this time);
 - there is a great risk of fraud (not considered a high risk);
 - selling is more complex. (not considered relevant)
 - securing agreements, such as leases, highways access, utilities etc can be more complex – this is considered the most relevant point in this case; although we advised that lack of registration does not necessarily prevent a longer lease (but may cause the leasee to be advised to limit to a shorter lease).
- That said, there is no immediate imperative to register, and not doing so does not cause immediate issues for the council.
- The government is aiming for 100% comprehensive registration in England and Wales by 2030, and is therefore currently favourably inclined towards registration.
- Preliminary enquiries with a local conveyancer suggest a cost of £830 in Land Registry Fees (based on the value of the land/property), and £1,000 for conveyancing; *if* there is sufficient documentation to proceed; plus a further £1000-£1500 for the production of full plans by a surveyor – a total of £3,000+ in addition to any feasibility work.
- We hold a number of pieces of evidence and relevant documents, but it is not well ordered or logged and it is therefore difficult to identify any gaps at this time.
- In order to ascertain whether it is feasible to proceed, work therefore needs to be done to examine, collate and log the council's existing documents regarding the various land purchases and swaps.
- Depending on any gaps in our documents there are still some options to evidence our long-standing ownership – for example affirmations around ownership and use from long serving councillors – and our conveyancer would be able to advise on this.
- Should we proceed to registration the process is likely to take 1-2 years.

Risks

- Proceeding to registration using a qualified conveyancer is not felt to incur additional risks to the current situation.
- Registering without appropriate advice incurs some risk of the process not being done properly.
- Not registering maintains some current risks detailed above, although these are considered to be small, and therefore the council needs to decide whether they are worth the costs.

Draft meetings calendar 2025-26

Principles and legal requirements

1. The overall number of meetings should be trimmed to 6 per year for FC/Committees, and around 15 for Planning; plus the Annual Parish Meeting.
2. As it's an election year, annual Full Council must be held within 14 days of the elections on 1st May.
3. Committee meetings should run roughly in six 'cycles' with Full Council following each of the committees, to allow consideration of their recommendations, with P&R being the last meeting before Full Council for any items that also need to go through there.
4. Unless totally unavoidable, there should not be more than one late meeting in a week (planning will sometimes need to take place in the same week as another meeting).
5. There should be no meetings in August, except an early planning meeting, or in the second half of December. This does mean more meetings in September.
6. There should be app. 2 months between each meeting of the same committee, with a slightly larger gap due to summer, followed by some compression in the Autumn to allow for the budget cycle.

Please note that moving any specific meeting has a knock-on to other meetings, so if proposing a move these need to be fully thought through.

There is also a particular challenge with signing off the AGAR following audit – it is not advisable to do this at the Annual Full Council in May of an election year, as there will be new councillors and a lot of other business to transact (in non-election years this is probably possible). However 21st July is too late for this meeting. Moving the July Full Council meeting forwards to June would create different issues. Therefore, for this year only, I recommend adding a single item AGAR-only council meeting on Monday 23rd June (to follow the Planning meeting that same day).

May	Mon 12 th Annual FC	Mon 19 th Pla	Mon 26 th Annual Parish Meeting	
Jun	Mon 16 th Pla	Tue 17 th R&A	Mon 23 rd AGAR FC	Tue 24 th BPMC
Jul	Tue 1 st P&R	Mon 14 th Pla	Mon 21 st FC	
Aug	Mon 4 th Pla			
Sep	Mon 1 st Pla	Tue 2 nd R&A	Tue 9 th BPMC	Tue 16 th P&R
	Mon 22 nd Pla	Mon 29 th FC		
Oct	Mon 13 th Pla	Tue 21 st R&A	Tue 28 th BPMC	
Nov	Mon 10 th Pla	Tue 11 th P&R		
Dec	Mon 1 st FC	Mon 8 th Pla	Tue 9 th R&A	Tue 16 th BPMC
Jan	Tue 7 th P&R	Mon 13 th Pla	Mon 20 th FC	Mon 28 th R&A
Feb	Tue 10 th Pla	Tue 18 th BPMC	Tue 25 th P&R	
Mar	Mon 3 rd Pla	Mon 10 th FC	Tues 18 th R&A	Mon 24 th Pla
Apr	Tue 8 th BPMC	Mon 14 th Pla	Tues 2 nd P&R	

Green elect Chair / committee budget review for 24/25 (meeting cycle 1)

Red lettering budget meeting 1 / Q1 monitoring (meeting cycle 2)

Blue letter budget meeting 2 / Q2 monitoring (meeting cycle 3)

Purple lettering budget sign off / reserve

Yellow budget Q3 monitoring (meeting cycle 5)

	Weeks held	Shortest gap	Longest gap	Number
Full Council	2, 8 (AGAR only), 12, 22, 31, 38, 45 4: Annual Parish Meeting	7 weeks (not counting AGAR only meeting)	10 weeks	6 + Parish Meeting + AGAR only
Planning	3, 7, 11, 14, 18, 21, 24, 28, 32, 37, 41, 44, 47, 51	3 weeks	5 weeks	14
P&R	9, 20, 28, 36, 43, 52	7 weeks	11 weeks	6
R&A	7, 18, 25, 32, 39, 46	7 weeks	11 weeks	6
BPMC	8, 19, 26, 33, 42, 49	7 weeks	11 weeks	6

Christmas and free parking day allocations arrangements

The council's [Parking Strategy](#), approved in February 2024, starts to unify on and off-street parking arrangements, embrace new technologies, as well as promote greater safety and reduce congestion across the county whilst supporting council priorities through enforcement powers.

The new strategy also harmonises Christmas and free parking day allocations. Under legacy arrangements there was a vast difference between the free parking day offerings. Some areas were permitted up to five free parking days per annum, whereas other areas were permitted free after 3.30pm every Thursday in December, with other areas having offerings in between. Under the new arrangement, commencing from 2025, there will be four free parking days across the county.

Two of these days are designated by Buckinghamshire Council to Christmas free parking on the second and third Saturday every December across all car parks supporting the High Streets.

Allocation of the remaining two days, which are per area, per calendar year, on selected Buckinghamshire Council car parks are being facilitated by the Community Boards. Town and Parish Councils, and High Wycombe BIDCO, are invited to submit a request for a free parking day to support a local event via an online form accessed at <https://www.buckinghamshire.gov.uk/parking> which will be reviewed by Community Board Members.

Requests for the 2025 calendar year will open from 1 December 2024 and close on 31 January 2025, with a decision being made by Community Board Members by 14 February 2024.

Legacy free parking arrangements will continue through 2024 unless alternative dates are proposed to parking.services@buckinghamshire.gov.uk by 8 November 2024. For the High Streets specifically at Christmas, the legacy arrangements include:

- South Bucks car parks: Saturday 14 and 21 December. All car parks.
 - Aylesbury: Every Thursday in December from 3.30pm. All car parks.
 - Aylesbury: Every Sunday in December up to Christmas. **Walton Street car park only.**
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Village project photo

- We were gifted a copy of the Burnham Photo from the village project; 1.2m x 1.6m, printed on aluminium. It is currently in the Parish Office for safe keeping.
- A suitable space has been identified for display, in the downstairs corridor running from the main part of the building to the bar.
- Our handyman Martin is looking into safely hanging the picture when framed (given weight, wall materials, fixings etc).
- I have spoken to Oberon Art and have received approximate quotes for three framing/covering options:
 - I. Frame only (no covering, as it's printed on aluminium): cheapest and lightest, but no additional protection - £319.60
 - II. Frame + glass: middle cost, heaviest - £521.20
 - III. Frame + acrylic covering: most expensive, slightly heavier than no covering but lighter than glass - £641.60

With a turnaround time of approx. 2 weeks from an order being placed.

- We have identified that there is room in the 'event promotion' budget to cover this cost due to:
 - Fewer events this year, because of the gap in Hall Managers etc.
 - The new Hall Manager getting sponsorship to cover event promotion at Christmas.

This is an unusual spend for this budget, as the event has already taken place, but it also promotes the village generally and adds to the look and atmosphere of the hall. As it is within budget this can be resolved by committee without needing to go to Full Council.

- Given the cost level it is not necessary to get further quotes, and it's felt to be particularly appropriate for this project to use a framer located in the village centre.
- I would therefore recommend that the committee agree which option to go for, and resolve spending up £100 above the relevant quote to allow for some slack.