

Council Offices:

Burnham Park, Windsor Lane

Burnham, Bucks SL1 7HR

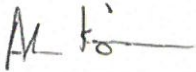
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19th March 2025

To members of the Recreation & Amenities Committee, and all other Burnham Parish Councillors for information.

You are hereby summoned to attend a **meeting of the Recreation & Amenities Committee** to be held at Burnham Park Hall, Windsor Lane, Burnham, SL1 7HR on **25th March 2025 at 6.30pm**

Apologies for absence should be sent to the Clerk at the above address.



Adam Killeya
Clerk to the Council
clerk@burnhamparish.gov.uk

RECREATION & AMENITIES COMMITTEE

25th March 2025, 6:30pm

AGENDA

1. **To accept apologies for absence**
2. **Declarations of interest**
 - a) To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest.
 - b) To receive any written requests for dispensations for disclosable pecuniary interests.
 - c) To grant any requests for dispensation as appropriate.
3. **Public Forum**

An opportunity for members of the public to address the Committee.
4. **Minutes**

To approve the minutes of the Committee meeting of 28th January 2025.
5. **Head Groundsman's Report**

To receive a report on:

 - a) Parks and playgrounds.
 - b) Hall and village green.
 - c) Churchyard.
 - d) George Pitcher Memorial Grounds.
 - e) Machinery and equipment, including to note the major asset list.
6. **Tree management**
 - a) To receive the completed Tree Survey report.
 - b) To consider the next steps for a programme of works.
 - c) To consider the updated Tree Management Policy and make recommendations to Full Council.
7. **Street Furniture**
 - a) To note any updates on memorial benches.
 - b) To note the updated bench inventory list.
 - c) To consider planting a tree next to future memorial benches.
 - d) To consider and make recommendations regarding the installation of a bench for the bus shelter on Gore Road.
 - e) To receive an update on streetlighting.
 - f) To receive any further updates on the condition of council-owned street furniture
8. **George Pitcher Memorial Ground**
 - a) To consider and recommend the pitch hire fees for the 2025/26 season to Full Council.
 - b) To note the results of a Food Hygiene inspection at the Pitchside Café, and to consider an action arising.

- 9. Bus shelters**
To receive further information regarding a request from Buckinghamshire Council for the Parish Council to take on the ownership of three bus shelters on Bath Road, and to make recommendations on the principle and funding to Full Council.
- 10. Sustainability, ecology and climate emergency**
To note the updated list of eco actions; including actions now completed.
- 11. Healthy Walks around Burnham**
To receive a progress update on the booklet.
- 12. The Knowledge Stream (formerly 'Project 57').**
To receive an update and note the successful grant application to the Burnham Beeches Community Board.
- 13. BHPT Family Day**
To consider a council activity as part of family day on 22nd June 2025.
- 14. Best Kept Village**
To receive a verbal update on preparations for the 2025 Best Kept Village competition and to consider any further actions.

Date of next meeting: Tuesday 17th June 2025
(subject to confirmation by the Annual Council Meeting)

BURNHAM PARISH COUNCIL

Minutes of the Recreation & Amenities Committee held on 28th January at 6:30pm in Burnham Park Hall.

Committee members present:

Cllr Ekta Kaur Ross (Chair)	Cllr Paul Bunce (Vice Chair)	Cllr Carol Linton
Cllr John Carey	Cllr Pat Bird	Cllr Graham Mummery
Cllr Judith Foster	Cllr Terry Gamble	Cllr Marie Hammon

Officers of the Council: Adam Killeya (Parish Clerk)

Members of the public: 2

RA2425/64 Apologies for Absence

Apologies were received from Cllr Chatralia.

RA2425/65 Declarations of Interest

Cllr Gamble declared an interest in agenda item 14a relating to wildlife enhancements at the Fairway (minute RA2425/77), as his wife is a member of Burnham Men in Sheds who may undertake the work. He remained in the room but did not vote on this item.

RA2425/66 Public Forum

Members of the public raised questions about the parking charges at the George Pitcher Memorial Ground, concerning the reasons for the charges and the planned use of the monies raised. The Clerk stated the council's position in response to the questions.

RA2425/67 Minutes

It was **RESOLVED** to approve the minutes of the Committee meeting of 26th November 2024.

RA2425/68 Finance

The accounts and budget monitoring report for the committee for the third quarter of 2024-25 were **NOTED**. It was generally agreed by the committee that this was a helpful format.

RA2425/69 Head Groundsman's Report

The Clerk added to the report that the Head Groundsman was obtaining prices for a new fertiliser spreader, and that it was hoped to bring to the next meeting if required.

The Clerk was asked to speak to the Head Groundsman concerning the path outside Burnham Park Hall, and options for reducing the number of loose stones.

The Clerk further reported that they were in ongoing discussions with the St Peter's Churchwardens around dog signage for the closed churchyard; and it seemed likely that permission would be required from the diocese. They were progressing this matter and had a meeting scheduled with a church warden on 29th January.

The written and verbal reports were **NOTED**.

RA2425/70 Tree survey

The Clerk reported that the practical element of the Tree Survey had been conducted and that the contractor was in the process of writing up. The report would be brought to committee when complete; as would an updated Tree Management Policy. The report was **NOTED**.

RA2425/71 Street Furniture and Public Conveniences

The Clerk reported that some enquiries around memorial benches were in progress.

The Clerk further reported that they were working on recruiting a new cleaner for the public conveniences on Jennery Lane. They had had two serious expressions of interest and were hoping to make an appointment soon; failing this they would investigate cleaning contractors.

The Clerk further drew attention to the red telephone booth owned by the council on Littleworth Road that was currently not in use. It was felt that the box could be improved and some plants added, and the Clerk stated that they would ask the Assistant Clerk to investigate this.

The report was **NOTED**.

RA2425/72 Bus shelters

The written report and updated list of Bus Shelters were **NOTED**.

This matter was **DEFERRED** to the next meeting to allow the Clerk to investigate:

- Where there were opportunities for raising advertising revenue from the shelters, or for transfer to an advertising company;
- Whether Buckinghamshire Council would agree to do a full clean and maintenance before taking on the shelters.

The Clerk was also asked to look into seating at the Gore Road bus shelter without a seat.

RA2425/73 Streetlighting

The Clerk reported that they and the Assistant Clerk had had a very productive meeting with the electrical contractor to discuss a programme of works for 2025-26, splitting the available funding into three stages – initial works, works following annual inspection, and winter contingency; and prioritising works based on cost and need. It was hoped to finalise the schedule of works shortly. The report was **NOTED**.

The Clerk was asked to speak to the contractor about the wattage of lights and whether it could be turned up.

The written report on solar streetlights was **NOTED**. It was **RESOLVED**:

- a. To agree in principle that a pilot of solar streetlighting in one area of Burnham, covering 20-40 streetlights, would be desirable.
- b. To ask the Sustainability, Ecology, and Climate Emergency Working Group (the Eco Group) to look at this project in further detail, and empower them to consult residents in a potential pilot area and to submit a full proposal directly to Full Council.

It was **RECOMMENDED** to Full Council:

- c. That the council review the full proposal when complete, with a view to deciding whether to proceed with a pilot scheme funded from the Community Infrastructure Levy and aiming to be in operation by the start of winter 2025/26.

RA2425/74 Meetings calendar 2025-26

The draft meetings calendar and commentary was **NOTED**. The Clerk stated that once the calendar had been considered by all committees a final version would be presented to Full Council for consideration.

RA2425/75 Sustainability, ecology and climate emergency

The Clerk noted that solar streetlighting had been discussed above (minute RA2425/73) and would now be considered in detail by the Eco Group; and reported that progress was being made on other actions. The report and updated list of actions were **NOTED**.

RA2425/76 Healthy Walks around Burnham

The Chair reported that whilst funding had been secured, work on the wording of the booklet was still in progress. The report was **NOTED**.

RA2425/77 Council owned lands

The written request from the North East Burnham Residents Association (NEBRA) concerning wildlife enhancements at The Fairway was **NOTED**. The Clerk reported that NEBRA intended to submit a grant application to the council for the costs of works, which would be carried out in conjunction with Burnham Men in Sheds.

It was **RESOLVED** to agree, as landowner, to the installation of a hedgehog box, bug hotel, bird boxes, bat boxes and similar wildlife enhancements by NEBRA at the council's land at the Fairway, and to delegate to the Clerk authority to negotiate siting and other details.

The Clerk confirmed that the grant application would be placed on the appropriate agenda once received; and noted that any grant would need to be taken from the 2025-26 budget.

The Clerk gave an update on the Council's land at Nashdom Lane. After discussion, the committee was minded to keep the land in the Council's ownership. Cllr Carey volunteered to raise the land with Wild Burnham to ascertain whether they might be interested in taking it on, and to then report back to the Eco Group.

RA2425/78 Best Kept Village

The Clerk reported that they had had a very positive meeting with the Head Groundsman about the entry for the Tindall Cup in 2025, and that plans were being advanced to ensure that the village looked its best. The report was **NOTED**. It was **RESOLVED** to approve entry to the Buckinghamshire Best Kept Village competition for 2025, and to delegate authority to the Clerk to submit the application and put any appropriate actions in place.

The meeting ended at 2023
Date of next meeting: Tuesday 25th March 2025

DRAFT

Head Groundsman's Report 11/03/25

a) Parks and playgrounds.

Burnham Park

Play equipment all good

Hag Hill

All good

Will be looking at getting some wildflowers along the wire fence at the front

Stomp road

Play equipment is good

All trees have been trimmed

St Peters

Play equipment is good

There is an area at the back of the children's play area that has worn away

Will look at seeding and feed

Needs a new dog bin as 1 has been burnt out; not ours belongs to bucks

b) Hall and village green.

Trees near the halls need to be cut back. They are now very close to the roof line. We have been told we need permission to do this as in a conservation area

In the spring we will look at putting sand down, seed and spike the muddy area outside the hall

Will be looking at adding a few more flowering shrubs into the beds at the front

We will be doing 'gravel binding' work on the front gravel path as agreed by BPMC when the weather improves.

c) Churchyard

Trees have had the crowns lifted

Brambles have been cut down to waist height and has been strimmed



d) George Pitcher Memorial Ground

Grounds are worn.

Wildflower areas have been fenced, strimmed and seeded.

e) Machinery and equipment, including to note the major asset list.

We are ordering a new fertiliser spreader and other small items from remaining 2024-25 budget, Having discussed this with Adam & Rupi.

We have taken photographs of our major pieces of equipment and assets, for the updated asset register, as enclosed.

Asset Inventory

(Larger assets only)

Workshop 1/Grounds Staff Mess Room



Workshop 2



Nissan Cabstar/Vauxhall Combo



Kubota G231/Ransoms HR300



Kubota M5700/Verti-Drain 7316 (Attached)



Warwick WB4D Trailer



Charterhouse Slitter



Verti-Core 1700/Bowser



"Pitchside" Café



GPMG Pavilion





Tree Management Policy
Burnham Parish Council Diversity, Equity and Inclusion Policy.

Version ID	Description of Change	Version Sponsor	Policy Owner	Version creation date	Version Approval Date	Next Review Date
1.0	Policy creation	Sheridan Jacklin-Edward, Parish Clerk	Recreation & Amenities Committee	2016	Oct 2017	Sep 2024 (postponed to allow for survey)
2.0	Significant updates following 2025 tree survey	Adam Killeya, Parish Clerk	Recreation & Amenities Committee	18/03/25	Apr 2025 P&R / May 2025 Full Council	Mar 2030

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Appendices

Tree survey March 2025 Appendix 1

Tree plans March 2025 Appendix 2

Policy statement

Trees are a fundamental **part** of our green spaces, **and an asset to the community**. They provide essential social and environmental benefits, enhancing our parks and playgrounds, and forming part of a complex ecosystem. As living organisms, expansion, decay, and shedding of parts form part of their natural life cycle. The aim of the Council's tree management policy is to improve the Council's tree population by encouraging best practices, safeguarding habitats and biodiversity, and improving visual amenity of our parks and playgrounds, whilst recognizing the need to identify and control risks to people and property. Council's decision-making will be underpinned by current guidance and legislation, and will take a balanced and proportionate assessment of benefit and risk.

Policies summary

1. Management will be ecologically focussed and recognize the high value of trees, whilst controlling the risks to people and property.
2. The frequency and level of assessment will be proportionate to the level of risk.
3. We will continue a proactive maintenance programme, to be updated following periodic tree surveys.
4. There will be a presumption against carrying out work for minor inconveniences.
5. We will strive to improve the quality of tree stock to enhance the ecological heritage and improve the amenity of our open spaces.
6. **The standard of care taken will be that of "the reasonable and prudent landowner"**

Contact details

More details on the Council's tree management work is available by contacting the Parish Clerk:

Burnham Park Hall,
Windsor Lane,
Burnham,
SL1 7HR

T: (01628) 661381

E: clerk@burnhamparish.gov.uk

Assessing and monitoring

In late 2024 and early 2025, the Council carried out, through R Watts and Sons, a detailed inspection of all trees on Council-managed land, as well as on Footpath 57 and around Lent Green Lane Pond which are not currently owned by the council. The previous such full external detailed inspection was in 2017. Using the data gathered outlining the health and position of the trees, the Council will continue a proactive programme of inspection to check tree health and recommend remedial work. The frequency and type of inspections will be decided based on the level of risk, which is determined by assessing how potentially hazardous a tree is (e.g. overmature or with signs of diseases) against the likelihood and severity of any incident (e.g. the chances of a falling branch hitting a person or property).

a) **Informal observations.** Whilst not going out of their way to carry out a formal inspection, the Council's groundsmen through the course of their daily work will inform the Council of any adverse change in a tree's condition that they become aware of and which they feel may threaten public safety. The Council will also act upon and assess reports from members of the public.

b) **Formal inspections.** At least annually, and additionally where it is felt that a particular area or tree may present an additional risk requiring additional formal inspection, the council will conduct its own formal inspections using either an experienced groundsman with appropriate horticultural experience and/or qualifications, or an appropriately qualified and experienced external professional.

c) **Detailed inspections.** Where, following a formal inspection, a tree is deemed to be of potential concern, these trees will be subject to a detailed inspection by an appropriately competent arboriculturalist. If the tree is deemed to be a special tree, (i.e. a tree of very high heritage, habitat or visual amenity, but which may present a significant risk), additional inspections may be carried out.

d) **Full tree survey:** the next tree full survey is scheduled for 2030 – a five-year cycle – but this date may be adjusted based on the circumstances at the time.

Maintenance

Following the 2025 tree survey the council will draw up a schedule of work, consulting appropriate professionals. The schedule will form the basis of the Council's initial tree work in response to the survey. Following further inspections as outlined above further schedules will be drawn up as appropriately. The Council will also act reactively to any issues arising from informal observations from staff or members of the public.

All tree work will be undertaken in compliance with professional guidance; and will be carried out by competent staff, either internally or externally, as appropriate.

Tree Preservation Orders and Conservation Areas

Many of the trees in Parish Council managed areas are protected through either a Tree Preservation Order (TPO), or through inclusion in a Conservation Area. Before carrying out any tree work, we will confirm whether the trees are subject to any protection, and abide by all necessary legislation.

Where a TPO is in place, the Council shall seek permission for all works from the Local Planning Authority (LPA), save where the work meets the exceptions outlined in *Regulation 14 of The Town and Country Planning (Tree Preservation) (England) Regulations 2012*.

Where the tree isn't subject to a TPO but is within a Conservation Area, the Council will serve a section 211 notice⁶ to the LPA at least six weeks prior to the work being carried out.

Tree planting

The Council will strive to increase the quality and quantity of tree stock by planting in suitable locations with appropriate species to enhance the enjoyment of our open spaces, promote local distinctiveness and to conserve the environment. To this end, we will:

- a) endeavour to plant native species sourced from local stock;
- b) promote species such as beech and cherry that are characteristic of many of our local open spaces;
- c) where possible, replace trees on a like-for-like basis.

Damage to buildings

Damage to buildings and other property may occur through either falling trees or branches, or subsidence. The Council will take action to protect its own, or neighbouring properties, wherever it deems that damage is reasonably foreseeable. Potential damage is an important consideration of our tree assessment and formal inspections. Where a neighbouring landowner has any concerns, we strongly recommend they seek advice from a structural engineer or / and appropriate tree consultant, and inform the Council of any potential issues, as soon as they become aware of it.

Trees over boundaries

The Council recognises that landowners, under the common law tort of nuisance, have a right to cut back any branch or root encroaching onto their land. We strongly recommend that where such a tree is on Council managed land, the Council is consulted before any work is carried out to ensure that:

- a) the work is carried out by a competent person;
- b) the work is not contrary to any protection under a TPO or conservation area;
- c) pruned material is returned to the Council or, if agreed, disposed of safely.

Minor inconveniences

Given the number of trees on Parish Council managed land, and the cost of tree work, it is unlikely that we will be able to carry out work where it is not necessary for either public safety, damage to property, or the health of the tree. Examples of where we are unlikely to carry out work, and where we have no legal obligation are:

- overhanging branches;
- bird droppings, leaf or fruit fall, or honey-dew;
- shade, loss of view, or signal interference;
- apprehensions due to tree height or sway;
- allergies.

However, the Council will consider requests on a case-by-case basis, balancing cost, benefit, and risk.

Insurance

While the Council shall ensure that all work carried out is done so competently and effectively, either in house or by an external contractor, we will ensure that we keep sufficient public and employer liability insurance. We will ensure that all contractors carrying out maintenance work have sufficient public liability insurance, and that contractors carrying out tree inspections have sufficient professional indemnity cover.

References and resources

1 See duty of public authorities under *Natural Environment and Rural Communities Act 2006*, s.40(1)

2 National Tree Safety Group, (2011), *Common sense risk management of trees*, London: The Forestry Commission

3 *Occupiers' Liability Act 1957* and *Occupiers' Liability Act 1984*

4 *Health and Safety at Work etc Act 1974*, ss.2(1), 3(1), and 3(2)

5 *Caminer v Northern Investment Trust Ltd 1951*

6 *Town and Country Planning Act 1990*, s.211

7 See judgment in *Robbins v Bexley London Borough Council (2012)*

8 See judgment in *Delaware Mansions Ltd v Westminster City Council (2002)*

Burnham Parish Council Bench inventory

Originally undertaken June 2018

Updated August 2022

Updated February 2025 (new pictures taken)

This list includes benches that appear to be the responsibility of Burnham Parish Council; it does not include, for example, benches in the St Peter's Churchyard looked after by the church. It also does not include indoor seating, or seating that is an integral part of a bus shelter (e.g. a leaning post).

There are a total of 59 benches/seating units on the list as of Feb 2025.

George Pitcher Memorial Ground (5: updated and checked as complete by ADK 05.02.25))

Location: In front of Pavilion, left hand bench
as you face pavilion

Installed: Before 2018

Material: Recycled plastic

Condition: Good

Work done: None

Repairs needed: Clean

Plaque: To the loving memory of Peter J
Adams



Location: In front of Pavilion, right hand bench
as you face pavilion

Installed: Before 2018

Material: Recycled plastic

Condition: Good

Work done: None

Repairs needed: Clean

Plaque: Left: In Loving Memory of Michelle
Wallace "Shelley"); Right: In loving memory of
Richard & Dawn Conway.



Location: By Grove Road gate
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Cleaned and painted 2017 & 2022
Repairs needed: Restain and repaint
Plaque: None



Location: In nature park
Installed: Since 2002 (it's a different bench from that pictured in the previously list)
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: Clean
Plaque: None



Location: In nature park
Installed: 2022
Material: Recycled Plastic
Condition: Good
Work done: None
Repairs needed: None
Plaque: "Woof"



Hag Hill Playground (3: updated and checked as complete by ADK 05.02.25)

Location: In playground
Installed: Before 2018
Material: Wood
Condition: Average
Work done: Cleaned and painted 2022
Repairs needed: Repaint and retain
Plaque needed:



Location: In playground
Installed: 2015
Material: Metal - no back
Condition: Good
Work done: None
Repairs needed: None
Plaque: None



Location: In playground
Installed: 2015
Material: Metal – picnic bench
Condition: Average
Work done: None
Repairs needed: Repaint
Plaque: None



Stomping Ground (2: updated and checked as complete by ADK 04.02.25)

Location: In playground
Installed: Before 2018
Material: Wood
Condition: Average
Work done: Stained and painted 2018 & 2022
Repairs needed: Re-stain / small wood repair
Plaque: None



Location: In playground
Installed: Before 2018
Material: Recycled plastic – picnic
Condition: Good
Work done: Replaced slats 2018
Repairs needed: None
Plaque: None



St Peter's Playground & Project 57 / The Knowledge Stream (11: updated and checked as complete by ADK 04.02.25))

Location: Outside playground, nearer Hall end
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Stained and painted 2017 & 2022
Repairs needed: Restain / repaint
Plaque: None



Location: Outside playground, nearer Footpath57 end
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Stained and painted 2017 & 2022
Repairs needed: Restain / repaint
Plaque: None



Location: Inside playground
Installed: Before 2018
Material: Recycled plastic
Condition: Average
Work done: None
Repairs needed: Cleaning (not urgent)
Plaque: Lewis and Valerie Freedman



Location: Inside playground
Installed: Before 2017
Material: Wood – 2 benches as a twin
Condition: Average
Work done: Slats replaced / restained 2017 & 2022
Repairs needed: Restain / repaint
Plaques: None



Location: Inside playground, within play equipment area
Installed: Before 2017
Material: Wood
Condition: Poor
Work done: Repainted / restained 2017 & 2022
Repairs needed: Restain / repaint; probably slat replacement
Plaque: None



Location: Inside playground, upper school side
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Repainted / restained 2017 & 2022
Repairs needed: Restain / repaint
Plaque: None



Location: Inside fence, hall side of playground
Installed: Unknown; not on 2022 list
Material: Metal: covered seating areas
Condition: Good
Work done:
Repairs needed: None
Plaque: None



Location: Project 57 by stream
Installed: c.2019
Material: recycled plastic no back – 3 matching benches
Condition: Good
Work done: none
Repairs needed: None
Plaques: None



Village Green, Burnham Park Hall (12: updated and checked as complete by ADK 05.02.25)

Location: By BPH main entrance, immediate right as you face the hall entrance
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Repainted / restained 2017 & 2022
Repairs needed: Restain / repaint
Plaque: None



Location: By BPH main entrance, right as you face the hall entrance, just left of the flagpoles.
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Repainted / restained 2017 & 2022
Repairs needed: Restain / repaint
Plaque: None



Location: Between war memorial and road
Installed: 2023
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: None
Engraved: In loving memory of Cllr Alan Samson and Barbara



Location: By BPH main entrance, between Christmas tree & road
Installed: Before 2017
Material: Wood
Condition: Good
Work done: Repainted / restained 2017 & 2022
Repairs needed: None
Plaque: Dr Maxwell Summers



Location: Between Christmas tree & road
Installed: 2020
Material: Granite
Condition: Good
Work done: None
Repairs needed: None
Engraved: 1st Baron William Wyndham
Grenville



Location: Between Christmas tree & road
Installed: 2024
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: None
Plaque: In memory of Perry Davies



Location: By path, close to road / bus shelter
Installed: 2024
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: None
Plaque: In loving memory of Marilyn Rolfe



Location: By BPH main entrance, immediate left as you face the hall entrance
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Restained / repainted 2017 & 2022
Repairs needed: None
Plaque: Cllr John Chamberlain



Location: By BPH main entrance, between the two footpaths
Installed: Before 2017
Material: Wood
Condition: Average
Work done: New slat after 2018; Repainted / restained 2017 & 2022
Repairs needed: Restain / repaint
Plaque: None



Location: By war memorial under tree
Installed: 2002
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: None
Engraved: donated by Burnham Lions Club
May 2002 in Memory of Bernard Williams
Charter President



Location: On village green by car park, closest of two benches to the hall.
Installed: Early 2024
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: None
Plaque: Paul Sherriff



Location: On village green by car park, furthest of two benches from the hall.
Installed: 2017
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: None
Plaque: Dean M Haverley



Burnham Park (14: updated and checked as complete by ADK 05.02.25)

Location: Near table tennis tables (bench closer to park entrance)
Installed: Before 2017
Material: Wood
Condition: Good
Work done: Slat replaced 2017; Repainted / restained 2022
Repairs needed: Restain / repaint
Plaque: None



Location: Near table tennis tables (bench closest to tables)
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Slat replaced 2017; Repainted / restained 2022
Repairs needed: Remove graffiti, repaint and restain
Plaque: None



Location: Near gym equipment
Installed: Unknown
Material: Metal, covered
Condition: Average
Work done: None
Repairs needed: Remove graffiti
Plaque: None



Location: Path through park; nearest notice board

Installed: c. 2022

Material: Wood

Condition: Average

Work done: None

Repairs needed: Remove graffiti

Plaque: Jim Wotherspoon



Location: Path through park; furthest from noticeboard

Installed: Not on 2022 list

Material: Metal

Condition: Average

Work done: None

Repairs needed: Remove graffiti; repaint

Plaque: None



Location: On perimeter path, 1st up from noticeboard

Installed: Before 2017

Material: Metal

Condition: Average

Work done: None

Repairs needed: Remove graffiti; repaint

Plaque: None



Location: Within community orchard

Installed: 2023

Material: Recycled plastic

Condition: Average

Work done: None

Repairs needed: Cleaning

Plaque: Peter Martin



Location: By community orchard
Installed: Before 2017
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: Cleaning
Plaque: None



Location: Centre of park; closer bench to community orchard side
Installed: 2023 (? With other similar benches)
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: Clean
Plaque: Sarah Rose



Location: Centre of park; further bench from community orchard side
Installed: 2023
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: Clean
Plaque: Malcolm George Russell



Location: On perimeter path, by children's playground
Installed: Before 2017
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: Clean
Plaque: Audrey Jean Day



Location: On perimeter path, along from playground to the Stomp Road / upper school end
Installed: Not on 2022 list
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: Clean
Plaque: Ian Matthew Foster



Location: On perimeter path at Priory Road end
Installed: Before 2017
Material: Recycled plastic
Condition: Average
Work done: None
Repairs needed: Remove graffiti, repaint arms
Plaque: In memory of Jean Pengelly



Location: In Park, Stomp Road / upper school end
Installed: Unknown
Material: Metal, covered, leaning posts not benches
Condition: Average
Work done: None
Repairs needed: Repaint
Plaque: None



Streets (12, counting two metal benches on High Street, and bench on Summers Road, all of uncertain ownership: updated and checked as complete by ADK 07.02.25)

Location: Dropmore Road / Alma Court
Installed: Before 2017
Material: Metal
Condition: Good
Work done: None
Repairs needed: None
Plaque: None



Location: Dropmore Road / Poyle Lane
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Repainted / restained 2022
Repairs needed: Repaint / restrain
Plaque: None



Location: Summers Road o/s car park
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Repainted / restained 2022
Repairs needed: Repaint / restrain
Plaque: None
Note: may not belong to BPC.



Location: Taplow Common Road near The Gore
Installed: Before 2017
Material: Wood
Condition: Good
Work done: Repainted / restained 2022
Repairs needed: Restain
Plaque: None



Location: Lent Green by Lent Rise Road
Installed: Before 2017
Material: Recycled plastic
Condition: Good
Work done: None
Repairs needed: None
Plaque: In loving memory of our friend Leo Batting



Location: Gore Road by Almond Road
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Repainted / restained 2022
Repairs needed: Repaint and restain
Plaque: none



Location: Gore Road bus stop by RBL
Installed: 2005(?)
Material: Wood
Condition: Average
Work done: Repainted and restained 2017 & 2022
Repairs needed: Repaint and restain
Engraved: Rotary Club of Burnham Beeches 1985-1995



Location: High Street by AgeUK
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Restained 2017 & 2022
Repairs needed: Repaint and restrain
Plaque: none



Location: High Street / Jennery Lane
Installed: Before 2017
Material: Wood
Condition: Average
Work done: Restained 2017 & 2022
Repairs needed: Repaint and restrain
Plaque: none



Location: High Street by Tesco; outside topiary
Installed: Unknown
Material: Metal – 2 backless benches
Condition: Average
Work done: Unknown
Repairs needed: Repaint
Plaque: none
Note: not on 2018 list – not certain if these are BPC's responsibility



Location: Junction of the precincts and St

Installed: 1995 (?)

Peter's Close

Material: Wood

Condition: Good

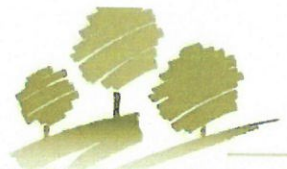
Work done: Repainted / restained 2018 & 2022;
slats replaced 2018

Repairs needed: Clean

Engraved: Burnham Historians 1995



Type	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Proposed 2025/26	(Percentage Increase based on Proposal Prices) 2025/2026
Junior Season	£500.00	£520.00	£540.00	£540.00	£540.00	£560.00	£580.00	£635.00	£655.00	3%
Adult Season	£730.00	£750.00	£770.00	£770.00	£770.00	£850.00	£870.00	£950.00	£980.00	3%
Junior Single	£45.00	£45.00	£45.00	£45.00	£45.00	£55.00	£65.00	£70.00	£72.00	3%
Senior Single	£75.00	£75.00	£75.00	£75.00	£75.00	£95.00	£95.00	£105.00	£110.00	3%
Mini Soccer	£225.00	£225.00	£225.00	£225.00	£225.00	£250.00	£300.00	£340.00	£350.00	3%



George Pitcher Memorial Ground 2025/26

Council Offices:

Burnham Park, Windsor Lane

Burnham, Bucks SL1 7HR

Tel: +44 (0)1628 661381 • Fax: +44 (0)1628 666025

SCHEDULE OF CHARGES

Type	2025/26 Season
Junior season	£655
Adult season	£980
Junior single	£72
Senior single	£110
Mini Soccer season	£350
Tournament	£1900

Notes:

-The above charges may be amended by the Council at any time based on assessment of the charge/s made to participants by the organiser.

-In addition to the relevant fee above, a refundable security deposit of £100 per team is payable by all season hirers.

-The duration of a single game/session shall be 90 minutes, excluding any additional time added at the end of the game by an official.

-For any information on the hosting of or fees related to tournaments, or mini soccer hire please contact Burnham Parish Council directly.

-Each team manager should inform the Parish Council upon booking, of which individual or club is to be invoiced to settle any of the above fees. A valid postal and email address should also be provided for this team/person.

-Please contact Burnham Parish Council for any training enquiries including outdoor fitness classes, martial arts, and other group exercise. - up to 11 individuals; should you exceed this; the charge will double. Note: The number of participants allowed on site for any session is limited to 22.



Report of Food Hygiene Inspection (assimilated Regulation (EC) 852/2004 and Food Hygiene and Safety (England) Regulations 2013)

Pitch Side

Complete

Flagged items

2

Buckinghamshire Council, Regulatory Services, Walton Street Offices, Walton Street, Aylesbury,
HP20 1UA

Officer

Deborah Gatesman (EHP)

Contact details

deborah.gatesman@buckingham
shire.gov.uk 01494 732198

Date of inspection

15 Mar 2025 9:22 AM GMT

Food Premises

Pitch Side

Address

Cherry Orchard Cottage
George Pitcher Memorial Ground
Britwell Road
Burnham
SL1 8DL

Registered address if different

Burnham Park
Windsor Lane
SL1 7HR

Business details

Contact name

Laiba Malik

Email address

assistantclerk@burnhamparish.gov.uk

Telephone number

01628 661381

Nature and size of business

File history checked?



Where applicable, list the last three Food Hygiene Ratings (most recent first) e.g. 5, 4, 5

5

Inspection:

Unannounced

Type of food business:

Cafe in football ground

Food business operator/proprietor:

Burnham Parish Council

Is the food registration up-to-date?

Yes

Opening times:

Saturday 9am-1pm & Sunday
9am-4pm

Part of a Primary Authority (PA)? (Business can form a partnership with a local authority to provide advice other local regulators must respect. Check the PA website).

No

Who is supplied?

To final consumer only

Offsite/outside facilities:

No

Any other functions, parties, outside catering, deliveries, manufacture, distribution, packing/wrapping?

No

Scale of distribution:

Local

Amount of food prepared/served/number of covers per day:

Approx 80 but weather dependent

Or photo of menu:

Staff training

Training / Instruction / Supervision

Are all staff suitably trained in food hygiene?

Yes



Photo 2

Do all staff receive suitable instruction / supervision in relation to food hygiene?

Yes

Where staff are suitably trained/instructed; was the last training/ instruction session within three years?

Yes

Training in Food Safety Management Systems (FSMS)

Have all staff responsible for the development and maintenance of the FSMS received adequate training in its operation.

Yes

vegetables are not used as ready to eat food?	
Are suitable controls on time and temperature implemented during preparation?	N/A
PROCESSING / COOKING / REHEATING	
Adequate processing/cooking/reheating time-temperature and visual checks?	Yes
Adequate cross-contamination prevention during cooking?	Yes
Is the probe thermometer working, clean and being used correctly (including calibration)?	Yes
Are cooking instructions followed on frozen vegetables? (most frozen vegetables, including sweetcorn, need to be cooked before eating. This includes if adding them to salads, smoothies or dips).	N/A
Is the food business operator aware of acrylamide?	N/A
Do cooking practices reduce acrylamide levels in starchy foods?	N/A
COOLING	
Adequate cooling methods used?	N/A
Food protected from contamination whilst cooling?	N/A
DISPLAY	
Cold food display time/temperatures checked and at correct temperature?	N/A
Hot food display time/temperatures checked and at correct temperature?	Yes
Probe used and times recorded however, hot food batched cooked in small quantities. Sold within 2 hours.	
Open food on display protected from contamination?	N/A
Adequate stock rotation of food being displayed?	Yes
Only hot, not open, temperature minuted but food doesn't last 2 hours	
THAW	
Adequate defrosting methods used?	Yes
In fridge overnight	

Food Inspection - Pre-requisites

1 flagged

Fitness to work

Adequate fitness to work arrangements in place (exclusion, reporting illness)?

Yes

If unwell Amanda is aware of 48 hours rule but as only open 2 days a week would return the following week, if 48 hours clear and well enough

Pest Control

Adequate pest control arrangements in place (no evidence of activity, good proofing, checks)?

Yes

Is a pest control contractor employed to carry out regular checks?

No

Amanda does check when doing open and closing checks in and around cabin

Washing equipment

Adequate equipment washing facilities (size, hot/cold water, clean, no x-contamination)?

Yes

Washing food

Adequate food washing practices and facilities (size, hot/cold water, clean, no x-contamination)?

N/A

Hand washing facilities and practices

1 flagged

Adequate hand washing facilities (hot/cold water, soap, towels, accessible, other uses)?

No

No WHB and no soap. Staff are currently washing their hand in sink where equipment is washed. Either install a wash hand basin or remove all equipment and wash off site. However, during my visit Amanda did need to wash equipment, I.e. the yellow chopping board.

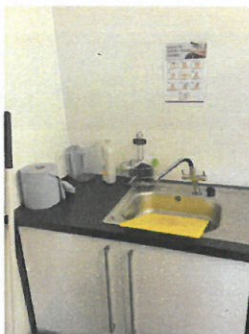


Photo 4

Legal - No wash hand basin - Provide a wash hand basin in with adequate supplies of hot and cold, or appropriately mixed, running water, soap and hygienic means of drying hands. Properly connect the wash hand basin to the drainage system and ensure it is designated for hand washing only (SR).

Cleaning and structure	
Maintenance	
Adequate repair of general food premises?	Yes
Equipment in contact with food in good repair/maintained?	Yes
Adequate repair and maintenance of surfaces, walls, floors, ceilings, windows and doors?	Yes
Suitable materials/covering on surfaces, walls, floors, ceilings, windows and doors?	Yes
Is the food premises kept clean?	Yes
Are articles, fittings and equipment which come into contact with food clean?	Yes
Is a 2 stage clean and disinfect method used (on equipment or surfaces that come in contact with food)?	Yes
Is chemical disinfection used to disinfect surfaces or equipment used for raw and ready-to-eat food preparation?	Yes
Is the business using BS EN 1276 and/or EN 13697 compliant disinfectant /sanitiser?	Yes
When using disinfectants and sanitisers are contact times, dilution factor and drying methods understood/adhered to?	Yes
Are cleaning chemicals stored away from areas where open food is handled?	Yes

Or photo(s) of cleaning product(s):



Photo 5

Cloths used:	Single-use/disposable
Is a dishwasher used	No
Is equipment (e.g. food containers/chopping boards) dried	Yes

Food Safety Management System (FSMS) Documentation

OVERALL ASSESSMENT OF HACCP BASED FSMS

What FSMS is the Business using?	Own Documented FSMS
All Hazards identified?	Yes
All Critical Control Points (CCPs) identified and implemented?	Yes
Monitoring at CCP's	Yes
Corrective Actions Established	Yes
Verification Procedures in place	Yes
All records available and accurately completed?	Yes
FSMS regularly reviewed?	Yes
Date of last review	
Not dated	

Other Health & Safety observations

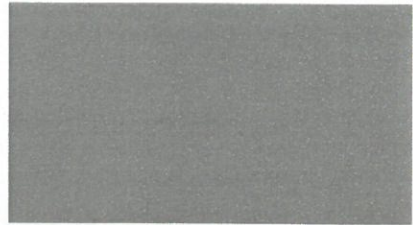
Other workplace health and safety issues observed at the premises:

None

[hygguid/ecoliguide](#)

SFBB Cross contamination safe methods: <https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers#cross-contamination>

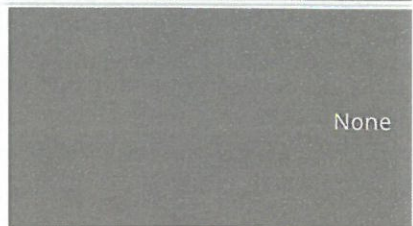
Watch the Food Standards Agency's food safety coaching videos: <https://tinyurl.com/pcmbzvn>



Further work required around CLEANING.

A cleaning effectively video is available to help you reinforce the message: <https://tinyurl.com/y93ckqb6>

SFBB cleaning safe methods: <https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers#cleaning>



Further work required around maintenance and structural improvements



Officer signature:

A handwritten signature in black ink, appearing to read "Deborah Gatesman".

Deborah Gatesman
15 Mar 2025 10:14 AM GMT

Signature of person report discussed with:

A handwritten signature in black ink, appearing to read "A Soye".

Amanda Soye
15 Mar 2025 10:15 AM GMT

This report gives you information about the inspection of your premises. It only covers areas inspected at the time; and summarises matters discussed during the inspection. The information provided by you in respect of your business will be held on our database and may be used for the purposes authorised in the Council's registration under the Data Protection Act 2018.

This report, including photographs, may be disclosed in response to a Freedom of Information request apart from information of a personal or commercially confidential nature. If the food business operator has any concerns regarding this then they should contact environmentalhealth@buckinghamshire.gov.uk with the reasons why they would not want the information disclosed.

Bus shelter ownership

Context

Having investigated the condition and ownership of bus shelters in Burnham (see list of shelters attached) there appear to be three shelters currently owned by Buckinghamshire Council. The old shelters at these sites were probably previously owned and maintained by the Parish Council (Bucks Council states that this was the case), and Bucks Council then secured funding for new shelters. Ordinarily these would be transferred to the Parish Council after construction, but this never happened and Bucks Council is now asking us to consider taking these shelters on and maintaining them at the Parish Council's expense.

Recommendations

1. To note the information received in the report.
2. To recommend to Full Council whether to accept a transfer of ownership of the three bus shelters on Bath Road – adjacent to Sainsbury's, opposite Sainsbury's, and near Hag Hill – and if recommending acceptance to ask that Buckinghamshire Council arranges for a full clean of the shelters prior to transfer.

Alternative options considered and not recommended

1. To make a definitive recommendation either way with regard to taking on ownership. I have not made such a recommendation as I feel it's a balance between the general benefit of bus shelters being locally maintained and inspected; and in counter that it's an additional responsibility with no funding provided.
2. To recommend taking on the shelters without requesting a full clean, or alternatively making it a formal condition; either alternative is plausible but it is felt that asking whilst maintaining flexibility is the best compromise.

Commentary

- This is the information received from Bucks: "The three on Bath Road are a bit more complex in that they were certainly owned by yourselves prior to 2016-2018, however, it looks as though we had some external (probably development) funding to upgrade these around that time. Usually when that happens the ownership then passes back to the parish to maintain them. However, staff have left since then and I cannot find a paper trail or any records to say this happened other than the quotes to replace these."
- The Clerk in this period (Sheridan Jacklin Edward) recalls "I recall that we managed the bus shelters on the Bath Road, but that perhaps they were provided and installed by what was then Bucks County Council as part of the transport improvement works they did. However, I don't know definitely" – these two sets of recollections are not identical but are compatible.

- The Parish Council definitely appears to own four other shelters in Burnham – two on Gore Road, one by Burnham Park Hall, and one on Lent Rise Road - and we will be putting in place an inspection rota; therefore, adding three additional shelters would not incur significant additional monitoring work. However, it would carry costs if repairs were needed, and all three shelters would benefit from a thorough clean.

Risks

- Financial risks from vandalism, accidental damage and wear and tear – can be partly mitigated through insurance, but is an additional cost.
- Some reputational risk if the shelters are 'ours' and seen to be in poor condition, mitigated by the possibility that if we take ownership they may be better cared for.

Recreation & Amenities 'Green' To Do List (updated 19.03.25)

Live list

Pavilion		
Increase insulation in pavilion roof from 100mm to 300mm	In progress	
Change heating controls for simpler system	Retain	
Consider changing the heating system	Retain	
Replace remaining lamps with LED	When replacing	
Install aerator shower heads	When replacing	
Replace taps with push button or sensor taps	When replacing	
Check cistern sizes and install water saving bags if needed	When replacing	

George Pitcher		
Purchase electrical machinery	Review when replacing	
Consider EV charging in the car park	Retain	
Change to electric vehicles when current vehicles reach end of life	Review when replacing	
Consider solar panels as part of car park design	Not currently viable	
Prune trees shadowing the solar panels on pavilion	Prioritise – was awaiting tree survey	
Explore feasibility of installing wind-turbines	Retain	
Explore feasibility of further solar panels (machinery storage shed)	Retain	
Increase boundary copse by 3 metres in nature park	Retain	
Allow hedge expansion around football pitches	Prioritise	
Use sustainable safe materials under exercise equipment rather than tarmac	When replacing	

Burnham Park		
Line walkways with trees to increase biodiversity	Retain	Considering bringing to committee next year
Improve community orchard	Investigating	

Hag Hill		
Plant boundary hedging	Trees waiting to be planted	
Increase number of trees	Investigating	

St Peters		
Consider planting a community orchard at St Peters	Retain	
Add tree/shrub/herb hedging to northern perimeter of St Peters	Retain	
Upgrade renew the project 57 area around the stream	In progress	Grant application succesful

Public Toilets		
Investigate water usage as seems very high	Investigating	

Litter pick		
Introduce a quarterly little pick	In progress	First one taken place

Water fountains		
Investigate water fountains at GPMG, Jennery St and BPH	In progress	Work approved at GPMG; installation in progress

Completed Actions

Pavillion

Insulate pipes to the hot water tank	Done	
Insulate loft hatch	Done	

Repair leaking taps	Done	
Switch to recycled toilet paper	Done	
Ensure all cleaning products are environmentally friendly	Done	

GPMG

Increase areas of natural woodland hedging	Done	
Increase areas of wildflower meadow	Done: New area planted	
Investigate switching diesel vehicles to hydrogenated fuel oil	Done	

Pitchside

Replace old chest freezer with new energy efficient model	Done	
Ensure freezer set to -18 and fridge set to 5 degrees	Done	
Replace beef crisps with alternative	Done	
Switch from single use sugar sachets to sugar shaker	Done	
Ensure all cleaning products are environmentally friendly	Done	
Replace beef burgers with less environmentally damaging option	Done	
Switch to recycled napkins	Done	
Switch to recycled bin bags	Done	
Buy fairtrade coffee tee, sugar and organic milk	Done	

Public toilets

Switch to recycled toilet paper	Done	
Switch to recycled bin bags	Done	
Ensure all cleaning products are environmentally friendly	Done	

Items done not on list
400 trees/hedging planted at GP
1kg wild flower seeds planted at GP
Lavender planted along pavilion edge