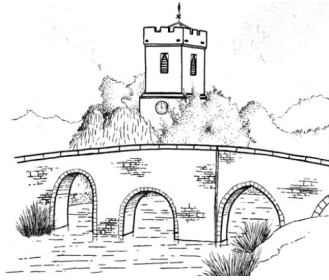


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



To all Members of the Facilities Committee of the Council:
Cllrs. Hiscocks, Hopcraft, Moore and Paterson

You are hereby summoned to attend a Facilities Committee Meeting Committee to be held in the Parish Council Meeting Room, Bramley Way, on Thursday 27th November 2025 at 5.00 pm to transact the following business.

21st November 2025

Elisabeth Uggerløse
Clerk to the Parish Council

AGENDA

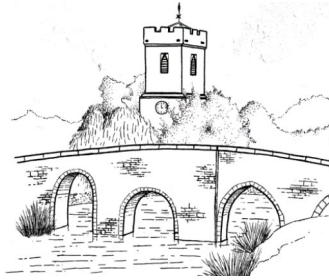
- 1. To receive** and accept apologies
- 2. To receive** declaration of Interest on Items on the Agenda
 - i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, and reviewed in May 2025, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
 - ii. Written requests for Dispensations for DPI should be received by the Clerk no later than 24 hours prior to the meeting.
Dispensations will be granted as appropriate.
- 3. To approve** the Minutes of the meeting held on 20th October 2025

Facilities Comm Agenda November 2025

4. **Public Forum** - questions from members of the public. Please be aware that, although members of the public can raise any question concerning any issues, the Committee will only be able to respond to issues relating to the business to be transacted at the meeting. Approx. 15 minutes in total; 3 minutes per person. (Public Participation at Council Meeting Guidance Notes apply). Please note that this is the **only** opportunity members of the public have to raise issues as, once the meeting has started, all discussions are limited to the Council and Officers.
5. **To approve** Terms of References
6. **To consider** recommendations from the Sports Pavilion WG – circulated
7. **To consider** access to the floating pontoon (the use of the stairs to the launching pad is proving difficult for pontoon users carrying canoes/paddles)

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Minutes of the Facilities Committee Meeting held on Monday 20th October 2025 @ 5.00 pm at the Parish Council Meeting Room.

PRESENT Cllrs Moore and Paterson.

In attendance Mrs Elisabeth Uggerloese, Clerk to the Parish Council

Also present Cllr Williams – Chairman of the Parish Council

As the Chairman was not present, Cllr Moore was elected to chair the meeting
It was also agreed that, as only recommendations were being made, the meeting should go ahead with only Cllrs Moore and Paterson as members

1. TO RECEIVE AND ACCEPT APOLOGIES

Cllrs Hiscocks and Hopcraft

2. TO RECEIVE DECLARATION OF INTEREST ON ITEMS ON THE AGENDA

- i. All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28th February 2022, effective from 1st May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.

None declared

1. Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.

Dispensations will be granted as appropriate.

None received

Facilities Comm Mins. Oct. 2025

3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 22nd SEPTEMBER 2025

Cllr Paterson proposed they be accepted as accurate and signed by the Chairman
RESOLVED to accept the Minutes which were signed by the Chairman

4. PUBLIC FORUM

Questions from members of the public. Please be aware that, although members of the public can raise any question concerning any issues, the Committee will only be able to respond to issues relating to the business to be transacted at the meeting. Approx. 15 minutes in total; 3 minutes per person. (Public Participation at Council Meeting Guidance Notes apply). Please note that this is the **only** opportunity members of the public have to raise issues as, once the meeting has started, all discussions are limited to the Council and Officers.

No members of the public present

5. TO REVIEW BIG MEADOW SUMMER 2025

Figures of the number of vehicles entering the Big Meadow had been supplied by SmartParking. However, members of the Committee requested a more detailed report which has been requested but not received.

Following a short discussion on the figures, the

Recommendation is for Council to note the figures and that the Facilities Committee will hold a meeting to solely consider all aspects of the Big Meadow

6. TO CONSIDER ADOPTION OF BROOM COPPICE – report circulated

It was agreed to

Recommend to Full Council that a survey be sent to Broom residents for them to vote on their preference:

- i. To take on the site and create a Public Open Space
- ii. To take on the site and create an Environmental and Wildlife Protected site
- iii. Not to take on the site

7. TO CONSIDER KINGS LANE (BROOM) BRIDLE WAY CLEARANCE AND GATE INSTALLATION - Report circulated

Recommendation is to approve the clearing at a cost of £480 and install bollards at a cost of £180 per bollard

8. TO CONSIDER DUGDALE SPORTSFIELD TREE WORKork – report circulated
After some discussion, the

Recommendation is:

- iv. Diseased trees to be removed and replaced
- v. Southern boundary lime trees – to postpone any canopy lift for a year as 3 metres appears to be rather drastic
- vi. Norther boundary – oak tree to shape the tree to make it safe as do not wish to have this, healthy tree felled
- vii. Northern and Southern boundaries – some newly planted trees (7) have died. Before having them replaced, have the site inspected to see if there is any reason for this – ask WCC as they plated the trees.

9. TO CONSIDER LOCATIONS IN THE VILLAGE WHERE SPEED CHECKS SHOULD BE CONSIDERED AS A STARTING POINT FOR THE “VILLAGE SPEED REVIEW”

Having contacted Graham Stanley (Consultant) his recommendation before any measures are considered, is to establish where there is speeding/perception of speeding by having a speed survey

Recommendation is to survey the following:

- i. Salford Road (before the built up area)
- ii. Victoria Road – around Burnell Close
- iii. Waterloo Road – just past the industrial estate
- iv. Tower Hill

Meeting closed at approx 5.45 pm

BIDFORD-ON-AVON PARISH COUNCIL

FACILITIES COMMITTEE

TERMS OF REFERENCE - NOVEMBER 2025

Membership	Cllrs Hiscocks, Hopcraft, Moore and Paterson
Chair	Cllr Hiscocks
Non-members	Any member of Council may attend but may not participate or vote. They may speak in the public participation session.
Quorum	3
Timing	At least four times a year, these will be held as required
Reports to	Full Council
Administration	Clerk / Deputy Clerk

In accordance with the Scheme of Delegation, the Communities Committee is delegated to make decisions on behalf of the Council in the following matters:

- Approval of its Minutes as true and correct records.
- Ensure that the contracts, leases and licences are in place for all the land that Council owns or manages
- Consider funding opportunities including any grants that can be applied for as part of the budget process
- Consider matters relating to the acquisition of land or facilities for recreational or related purposes and make recommendations to Council
- Oversee the maintenance, improvement and management of the Council's assets within the Council's approved budget and advise the Council accordingly
- Provision and maintenance of equipment within the Council's approved budget and advise the Council accordingly
- Recommend to Council the funding of future investment in assets and associated timescales
- To review and set all burial fees
- Oversee risk assessments, inspections and maintenance for Council managed facilities within the Council's approved budget and advise the Council accordingly
- Ensure that the Council's obligation for Health and Safety are met at all council managed facilities
- Recommend to Council works and projects that progress the localism agenda such as road safety improvements, establishment of community facilities & infrastructure.
- To oversee Community Speed Watch volunteers; to review data and assist with recruitment
- Monitoring of the Big Meadow and associated car parking area

Approved by the Facilities Committee – TBC

Approved at Full Council on - TBC

To be reviewed May 2026 or earlier if required