BURNHAM
PARISH COUNCIL
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2nd September 2026

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

You are hereby summoned to attend **a meeting of the Recreation and Amenities Committee** to be held at Burnham Park Hall, Windsor Lane, Burnham, SL1 7HR on **10th November 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 AND AMENITIES COMMITTEE
10th November 2026, 6:30pm

AGENDA

Please note that under Council standing orders, a person who attends a meeting is permitted to report on / record the part of the meeting that is open to the public. Where a meeting is being recorded, the Chair of the meeting should be informed, and they will inform the meeting. You may not provide an oral report or oral commentary about a meeting ***as it takes place*** *unless you have been given permission.*

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 8th September.

5. **Finance**
   To review and approve the end of 2nd quarter accounts and budget monitoring report for the committee.

6. **Head Groundsman's Report**
   To receive a report on:
   a) Parks and playgrounds.
   b) Pond and The Burn.
   c) Hall, village green and war memorial.
   d) Churchyard.
   e) George Pitcher Memorial Ground.
   f) Machinery and equipment.
   g) Any other points to report.

7. **Burnham Green and Blue**
   To receive a report regarding a successful grant application to the Heathrow Community Trust for 'Burnham Green and Blue' and to consider appropriate steps and recommendations to implement and oversee the project.

8. **Football Foundation grass pitch grants**
   To receive a report and consider recommendations and delegated authority with respect to Football Foundation grass pitch grants for the George Pitcher Memorial Ground.

9. Budget 2027-28

a) To consider the updated draft of the committee's Annual Budget for 2027-28
b) To consider whether to add an additional budget line for 'defibrillators'.

10. Street Furniture

To receive updates on:

a) Memorial benches, including to note the updated bench inventory.
b) Streetlighting.
c) Defibrillators.
d) Any other matters concerning the condition of council-owned street furniture.

11. Sustainability, ecology and climate emergency

a) To note the current list of eco actions for the committee.
b) To consider advertising for a volunteer Tree Champion.

12. Other project updates

To receive updates on:

a) Burnham Park Tree Avenue lighting.
b) The Burn.
c) Pond at Lent Green Lane – working group update.
d) Memorial Tree Scheme.
e) Play area expansion project – ad hoc working group update.
f) Hall mosaic.
g) GPMG toilets.
h) GPMG Pavillion lease.
i) War Memorial.

13. Pitchside Café

To receive a staffing and general update with respect to the Pitchside Café.

The Public Bodies (Admission to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972, makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.

14. Grounds staffing

To consider a confidential report with respect to grounds staffing and salaries and to consider recommendations to the Policy and Resources Committee.

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Date of next meeting: 19th January 2027

BURNHAM PARISH COUNCIL

Minutes of the Recreation & Amenities Committee held on 8th September 2026 at 6:30pm in Burnham Park Hall.

Committee members present:

Cllr Paul Bunce (Chair)	Cllr Graham Mummery (Vice Chair)	Cllr John Carey
Cllr Judith Foster	Cllr Marie Hammon	Cllr Carol Linton
Cllr Zoe Gardiner (part of meeting)	Cllr Terry Gamble	Cllr Jane Wallis

In attendance: Cllr Jo Sommer

Officers of the Council: Adam Killeya (Parish Clerk)

Members of the public: None

RA2627/33 Apologies for Absence

Apologies for absence were received from Cllr Bird, and for late arrival from Cllr Gardiner.

RA2627/34 Declarations of Interest

No declarations were received.

RA2627/35 Public Forum

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

RA2627/36 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 7th July 2026.

RA2627/37 Finance

It was **RESOLVED** to accept and approve the 1st quarter accounts and budget monitoring report for the committee.

The end of month 4 accounts for the committee were **NOTED**.

Cllr Gardiner joined the meeting during this item.

RA2627/38 Budget 2027-28

The draft budget for the committee for 2027-28 was **NOTED.** It was **RECOMMENDED** to the Policy & Resources Committee to:

a) Include new ear-marked funds for future tree surveys, tied property renovation, and bus shelter and planter replacement in the 2027-28 budget.
b) Include the updated proposals for fees and charges for the George Pitcher Memorial Ground to apply for the 2027-28 season.

A query was raised about the planters at the top of the High Street and whether these were included in the current contract. The Clerk stated that they would investigate this, consider options, and discuss with the Chair of the Committee.

Signed: Date:

It was **RESOLVED** not to include additional funds for the repair of the wheelchair accessible roundabout at this time, and to include provision for new wheelchair accessible equipment in the playground expansion project. The Clerk stated that they would discuss appropriate signage to explain the current situation with the Deputy Clerk.

RA2627/39 Head Groundsman's Report
The report was **NOTED.**

The Clerk added that they had been dealing with correspondence around the ivy in the churchyard; and that they had declined a request for fireworks to be set up from the GPMG having consulted the Head Groundsman. The Clerk further added that they and the Head Groundsman would be attending a local FA event on Pitch Maintenance in Milton Keynes on the evening of 24th September.

A concern was raised about trail bikes in the park causing divots. The Clerk stated that they would discuss this with the Head Groundsman,

RA2627/40 Street Furniture
The Clerk reported that a bench at Truham Row was in progress, and there were further enquiries around an additional bench in Burnham Park, and another at Hag Hill.

The Clerk further reported that they and the Deputy Clerk were continuing to progress streetlighting and MVAS matters, and had held a productive quarterly meeting with the contractor including agreeing additional works following the annual summer inspection. The Deputy Clerk was also seeking options for possible MVAS expansion in the future.

The Clerk finally reported that two Council defibrillators had recently been used. One had been returned in satisfactory condition, but the other was in poor condition and not believed to be the original. Thames Valley Heartbeat had kindly agreed to fund replacement of this device subject to the Council agreeing to upgrade the cabinet, which was at Terry Eames Fire and Security. This had been approved from existing budgets under delegated authority and would be actioned shortly.

The reports were **NOTED**.

RA2627/41 Sustainability, ecology and climate emergency
The updated list of eco actions was **NOTED.**

Cllr Gamble reminded Councillors of the Council litter pick on Saturday 19th September.

RA2627/42 Burnham Green and Blue
Cllr Bunce presented his draft document, which he had written and reviewed along with Cllr Linton and the Clerk. It was recognised that the document presented a set of principles to be implemented as opportunity and funding allowed, rather than a set plan. It was **RECOMMENDED** in principle to Policy & Resources Committee and Full Council to adopt this plan as a Council Vision, subject to further edits from Cllr Bunce being circulated prior to the Policy & Resources meeting.

The Clerk updated the meeting on the grant application to the Heathrow Community Trust for 'Burnham Green and Blue Phase 1', which compliments the above document. The report was

NOTED.

RA2627/43 Other project updates
The follow project updates were received:

Trim Trail water fountain: this was installed in July, and can now be taken off the agenda.

Burnham Park Tree Avenue lighting: this was installed in August, although some issues around the operation of the sensors are still being addressed.

Library box on the Village Green: this was installed in July, with a successful opening event, and can now be taken off the agenda.

The Burn: Cllr Carey and the Deputy Clerk continue to progress this matter, which is now also part of the wider 'Green and Blue' project (minute RA2627/42 above)

Memorial Tree Scheme: the Deputy Clerk and Head Groundsman continue to progress this matter. Appropriate trees are now again in season although there are some concerns about whether the weather is currently appropriate for planting.

Pond at Lent Green Lane: the working group continues to meet and has agreed priorities for the next year, as circulated with the agenda along with updates. The Clerk also drew Councillors' attention to the new pond webpage. The Committee noted its thanks to Cllr Pat Bird for her kind donation of the 'Duckingham Palace' duck house.

Play area expansion project: a written update from the Deputy Clerk had been circulated with the agenda, and Councillor Mummery added a verbal update.

Hall mosaic: the Clerk and Deputy Clerk met with the contractor at the start of August and work should take place in September. The Clerk noted that where possible the closest matching stones will be sourced, but that there might have to be some professional judgement, for example on moving some stones.

GPMG toilets: the Clerk, Deputy Clerk and Head Groundsman met with the contractor at the start of August, along with Learn2Dance, and work has been provisionally pencilled in for 27th September taking an estimated two weeks. It had not been possible to economically avoid both main toilets being closed at the same time, so temporary toilets were being sourced.

GPMG pavilion lease: a first draft had been received from the Council Solicitors and was now with the LearnToDance solicitors. It was hoped to complete the new lease before, or shortly after, the current lease expires on 31st October 2026, which might require an additional council meeting to approve it.

War Memorial: the Clerk, Deputy Clerk, Cllr Slater, and the President of Burnham Royal British Legion had met with the expert who had carried out the survey at the start of August to discuss this further. A pre-application expression of interest had been submitted to the War Memorials Trust, and if successful in achieving a grant the hope was to carry out works in 2027 between April and

October. The new name approved by the Council had been added to the memorial, and would be formally dedicated on 11th November.

The reports were **NOTED.**

RA2627/44 Streetlighting contract

It was **RESOLVED**

a) 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 following item included confidential commercial information.
b) to invite Councillors not on the committee to remain for this item.

The current streetlighting contract was noted. The Clerk noted that under the terms of the contract, originally commencing in 2017, the contract automatically renewed every 3 years; and that therefore the current version ran from 01.01.26 to 31.12.28. The Clerk stated that they felt it appropriate, both as general good practice and based on audit advice, to formally review the contract after such a lengthy period, and to invite other bids. They advised that this be done ahead of the next renewal date. They further advised that an earlier review could be considered, but stated that they were happy with the current service and felt that there was a positive working relationship between the Council and the current contractor which they wished to preserve ahead of re-contracting.

It was **RESOLVED** to:

a) continue with the current rolling streetlighting contract through to 31.12.2028;
b) write to the contractor giving written notice to end the contract on 31.12.2028 with a view to holding a recontracting process; but stating that they hoped the current contractor would participate in the recontracting process.

The meeting closed at 19:46

Date of next meeting: Tuesday 10th November (2nd budget meeting)

Signed: Date:

Recreation and Amenities Committee (R&A)

Commentary

The overall profit and loss figures appear to show R&A position to vary from expectations in different budget headings, in some cases significantly. However, this is significantly skewed by the capital projects of the trim trail and GPMG toilet restoration where various costs are met from grants or earmarked funds. Overall the committee's position at the end of Q2 appears to actually be very close to what was budgeted and projected; with a current end of year prediction of less than £1,000 worse than net budget. Particular points to note are:

- Staffing costs are as expected; this is usual as Grounds is generally the most predictable area of staff spending.
- Some of the car parking income has been delayed, albeit this then goes into the GPMG improvement fund in any case.
- The sum budgeted for Public Works Loan Board payments for the pavilion solar panels is not needed as it was paid off last year.
- Solar income is better than expected.
- The costs of pitch maintenance at the GPMG are significantly lower than budgeted for this time of year as we are trying a different maintenance model for the off-season maintenance. We expect to spend more in the second half of the year.
- Sports lettings are currently a little below expectations, possibly due to shifting leisure use patterns.
- Maintenance at the pavilion and public conveniences is quite high although not as high relative to budget as at the end of Q1; some of this was annual costs, and we have also had a reduction in vandalism at Jennery Lane. This will continue to be monitored.
- We have not yet had to refuel our fuel tank, so the fuel items are under budget, but we expect this to balance out over the year.
- Utilities costs at the pavilion are higher than the (increased) budget; which is being monitored.
- Utility costs at the Jennery Lane public toilets are apparently under budget due to a significant over-estimate of water bills last year (reported to Council) which was refunded in April.
- Outside Spaces Equipment purchase/repair is currently over budget due to an expensive service of one of the ride-on mowers.
- Padel Court rent comes in for the second half of the year, although the turnover rent remains difficult to predict at this stage.
- We have not currently had any maintenance spends on the tied cottage, although the Clerk intends to recommend that any underspend is transferred to an ear-marked fund for future renovation.
- The Pitchside café remains a financial concern, with very low income in April (last month of the football season), albeit stock purchases have also been low. We will not be able to make a significant gauge of this year's performance until Q3, as most of Q1/Q2 was off-season, and the start of the season was delayed until the start of October due to the weather. We are also implementing changes to try to improve the viability of the café,
- The money put aside for CCTV maintenance and monitoring has not yet been spent; although some has been vired to support other budgets. Some will be spent now that CCTV phase 2 has begun, although it may be that the agreement does not need to be signed until 1str April – this is tbc.
- Streetlighting electricity costs are slightly under budget.
- Streetlighting maintenance works appears to be significantly over budget, but this was partly because some works planned were covered by insurance (under streetlight income) and partly because the new park lighting was paid from CIL. There are still funds available for additional streetlight works later in the year, and there will always be useful works to spend this budget on!).

Overall summary

Therefore, it is probably most accurate to say that the overall R&A committee budget position after Q2 is currently **about as expected for this period in the financial year**, mostly due to savings on CCTV monitoring and on PWLB repayments balancing out higher costs for utilities and some maintenance items.

Centre	Description	Month Actual	Budget	Variance	YTD Actual	Budget	Variance
300	**GPMG**						
Account	Sales/Income						
1225	Padel Court Utilities Income	150	0	150	150	0	150
1300	GPMG Parking Income	240	1,256	(1,016)	3,625	3,264	361
1370	Padel Court Income	0	0	0	200	0	200
1385	Grant / sponsorship income	745	0	745	745	0	745
	Total Sales/Income	**1,135**	**1,256**	**(121)**	**4,720**	**3,264**	**1,456**
Account	Indirect/Overhead Expenditure						
4000	Salaries	4,996	4,298	698	25,868	25,788	80
4040	Staff Mileage	83	92	(10)	173	552	(379)
4130	Health & Safety/Risk Assess	0	0	0	373	0	373
4136	Grounds Maintainence & Repairs	0	1,000	(1,000)	7,974	12,000	(4,026)
4200	Clothing	0	8	(8)	93	48	45
4255	Refuse	0	121	(121)	663	726	(63)
4262	Padel Court Utilities - DNU	78	0	78	0	0	0
4300	Fuel	0	308	(308)	78	1,848	(1,770)
4305	Signage	0	42	(42)	0	252	(252)
4310	GPMG Improvement Fund	0	1,256	(1,256)	0	3,264	(3,264)
	Total Indirect/Overhead Expenditure	**5,157**	**7,125**	**(1,968)**	**35,221**	**44,478**	**(9,257)**
	Profit before Other Costs & Income	**(4,022)**	**(5,869)**	**1,847**	**(30,501)**	**(41,214)**	**10,713**
	% Profit before Other Costs & Income	-354.41%	-467.28%		-646.24%	-1,262.68%	
310	**GP Pavillion**						
Account	Sales/Income						
1220	Solar Income	619	150	469	1,143	300	843
1310	Pavillion Tenant (Income)	2,167	2,167	(0)	10,833	10,835	(2)
	Total Sales/Income	**2,786**	**2,317**	**469**	**11,976**	**11,135**	**841**
Account	Indirect/Overhead Expenditure						
4135	Building Maintenance & Repairs	15	200	(185)	2,697	2,800	(103)
4139	Toilets Renovation	19,747	0	19,747	19,747	0	19,747
4260	Utilities	1,817	2,000	(183)	11,420	9,500	1,920
4275	PWLB Loan Repayments	0	813	(813)	0	1,626	(1,626)
	Total Indirect/Overhead Expenditure	**21,579**	**3,013**	**18,566**	**33,864**	**13,926**	**19,938**
	Profit before Other Costs & Income	**(18,794)**	**(696)**	**(18,098)**	**(21,888)**	**(2,791)**	**(19,097)**
	% Profit before Other Costs & Income	-674.65%	-30.04%		-182.77%	-25.07%	
320	**Public Conveniences**						
Account	Indirect/Overhead Expenditure						
4130	Health & Safety/Risk Assess	(169)	0	(169)	0	0	0
4135	Building Maintenance & Repairs	0	250	(250)	3,083	3,500	(417)
4260	Utilities	107	175	(68)	(475)	950	(1,425)
4320	Cleaning	417	438	(21)	2,871	2,628	243
	Total Indirect/Overhead Expenditure	**354**	**863**	**(509)**	**5,480**	**7,078**	**(1,598)**

		Month Actual	Budget	Variance	YTD Actual	Budget	Variance
	Profit before Other Costs & Income	**(354)**	**(863)**	**509**	**(5,480)**	**(7,078)**	**1,598**
	% Profit before Other Costs & Income						
330	**Tied Accommodation**						
Account	Indirect/Overhead Expenditure						
4135	Building Maintenance & Repairs	0	125	(125)	0	750	(750)
4330	Council Tax	0	0	0	3,160	3,158	2
	Total Indirect/Overhead Expenditure	**0**	**125**	**(125)**	**3,160**	**3,908**	**(748)**
	Profit before Other Costs & Income	**0**	**(125)**	**125**	**(3,160)**	**(3,908)**	**748**
	% Profit before Other Costs & Income						
340	**Outside Spaces**						
Account	Sales/Income						
1095	Defib Bleed Kits	0	0	0	95	0	95
1305	Sports & Grounds Lettings	13,710	15,000	(1,290)	19,305	20,000	(695)
1360	Burnham Park Income	310	125	185	1,160	750	410
1375	Income - Memorial Schemes	727	0	727	727	0	727
1999	Miscellaneous Income	0	83	(83)	41,368	498	40,870
	Total Sales/Income	**14,747**	**15,208**	**(461)**	**62,655**	**21,248**	**41,407**
Account	Indirect/Overhead Expenditure						
4000	Salaries	7,516	6,604	912	39,069	39,624	(555)
4040	Staff Mileage	69	0	69	461	0	461
4055	Training	259	87	172	259	522	(263)
4130	Health & Safety/Risk Assess	169	0	169	639	780	(141)
4135	Building Maintenance & Repairs	0	0	0	115	0	115
4136	Grounds Maintainence & Repairs	288	750	(462)	36,296	4,500	31,796
4151	Mosaic Restoration	191	0	191	191	0	191
4160	Equipment Purchase/Repair	617	400	217	5,282	2,500	2,782
4195	Defibrillator 5 Bells Expenses	0	0	0	213	0	213
4200	Clothing	0	17	(17)	0	102	(102)
4300	Fuel	0	83	(83)	51	498	(447)
4305	Signage	0	42	(42)	114	252	(138)
4340	Purchases	0	21	(21)	138	126	12
4355	War Memorial Maintenance	0	300	(300)	168	500	(332)
4360	War Memorial Renovation Fund	0	0	0	480	0	480
4400	Pond Works	0	0	0	4,702	6,000	(1,298)
4405	Hanging Baskets & Planters	0	300	(300)	1,905	3,200	(1,295)
	Total Indirect/Overhead Expenditure	**9,108**	**8,604**	**504**	**90,083**	**58,604**	**31,479**
	Profit before Other Costs & Income	**5,639**	**6,604**	**(965)**	**(27,428)**	**(37,356)**	**9,928**
	% Profit before Other Costs & Income	38.24%	43.42%		-43.78%	-175.81%	

Centre	Description	Month Actual	Budget	Variance	YTD Actual	Budget	Variance
350	**Pitchside**						
Account	Sales/Income						
1350	Pitchside Income	0	1,256	(1,256)	654	3,264	(2,610)
	Total Sales/Income	**0**	**1,256**	**(1,256)**	**654**	**3,264**	**(2,610)**
Account	Indirect/Overhead Expenditure						
4000	Salaries	0	1,004	(1,004)	1,417	2,612	(1,195)
4160	Equipment Purchase/Repair	0	0	0	116	300	(184)
4217	Tills & Terminal Hire	14	17	(3)	84	102	(18)
4380	Stock Purchases Pitchside Cafe	0	879	(879)	209	2,285	(2,076)
4385	Miscellaneous Purchases	0	33	(33)	17	198	(181)
	Total Indirect/Overhead Expenditure	**14**	**1,933**	**(1,919)**	**1,842**	**5,497**	**(3,655)**
	Profit before Other Costs & Income	**(14)**	**(677)**	**663**	**(1,188)**	**(2,233)**	**1,045**
	% Profit before Other Costs & Income		-53.90%		-181.64%	-68.41%	
360	**Street Lights & Cameras**						
Account	Sales/Income						
1380	Streetlighting Income	0	0	0	7,850	0	7,850
	Total Sales/Income	**0**	**0**	**0**	**7,850**	**0**	**7,850**
Account	Indirect/Overhead Expenditure						
4135	Building Maintenance & Repairs	3,522	5,000	(1,479)	26,196	18,000	8,196
4265	Electricity	913	1,042	(129)	5,325	6,252	(927)
4390	CCTV Maintain / replace	0	0	0	0	(1,000)	1,000
4395	Bunting	0	0	0	480	1,100	(620)
	Total Indirect/Overhead Expenditure	**4,434**	**6,042**	**(1,608)**	**32,001**	**24,352**	**7,649**
	Profit before Other Costs & Income	**(4,434)**	**(6,042)**	**1,608**	**(24,151)**	**(24,352)**	**201**
	% Profit before Other Costs & Income				-307.65%		
	COST CENTRE TOTALS						
	Total Income/Sales	**18,668**	20,037	(1,369)	**87,855**	38,911	48,944
	Total Expenditure/Costs	**40,647**	27,705	12,942	**201,652**	157,843	43,809
	Surplus of Income over Expenditure	**(21,979)**	(7,668)	(14,311)	**(113,797)**	(118,932)	5,135
	% Surplus to Income/Sales	-117.74%	-38.27%		-129.53%	-305.65%	

Head Groundsman's report, 30th October 2026

a) Parks and playgrounds.

Burnham Park

- All shrubs have been trimmed * Lights should have been replaced and working

Hag Hill

All good – The tree crown has now been raised up



Stomp road

- Play equipment is good
- Shrubs have been cut at the front

St Peters

- All good

b) Pond and The Burn

- Pond and stream looking good
- The Rotary Club are planting around 2,000 Crocus Corns at the Pond on 31st Oct. Another 2,000 are being given to the Council to plant on Council land – this will probably go at the GPMG.

c) Hall, village green and war memorial.

All good. We're hoping to do the works to 'the triangle' and 'the muddy patch' soon.

d) Churchyard

All good, Ivy and Brambles have now been cut back.






e) George Pitcher Memorial Ground

Pitches are now recovering, although they are still a bit patchy. We had a good meeting with the FA about the possibility of a pitch maintenance grant, which is coming to this meeting.



f) Machinery and equipment.

We are still looking at options for replacing the larger ride-on mower, which is the next vehicle replacement due, and a report will come to a future meeting. It is possible that we may be able to get an FA grant towards equipment. The trip to SALTEX will help our research.

g) Other

It is now the season of leaf pick up, also will be starting tree work next month

Burnham Green and Blue – project management and oversight

Report from: Adam Killeya, Parish Clerk

Report to: R&A

Date: 23rd October 2026

Context

The Council has been awarded a grant of £6,874.50 from the Heathrow Community Trust for a 'Burnham Green and Blue' project. This proposal was submitted under the Clerk's delegated authority, working with the Deputy Clerk and Cllrs Bunce, Carey and Linton. The project focuses on the Pond, the Burn and the green (land) and blue (water) corridor between the two. This report addresses the steps now needed to implement the project in 2027, focusing on management and oversight, and also considering staffing and budget.

Recommendations via P&R to Full Council

1. To expand the remit of the Pond Working Group, subject to that group's agreement, to also be responsible for strategy and oversight of the Burnham Green and Blue project and the areas covered by it, under the draft terms of reference outlined in appendix A.
2. To delegate authority to the Clerk in consultation with the expanded Working Group to spend the Green and Blue budget in accordance with the terms of the grant.
3. To include the Community Projects Officer in the 2027-28 budget, in part to help deliver the Burnham Green and Blue project, with the aim of recruiting to start of 1st April 2027 and with the Green and Blue youth engagement programme to be their first priority.

Alternative options considered and not recommended

1. To establish a new steering group for this project, or set different governance arrangements: not recommended as the appropriate group members for the Green and Blue project are felt to have a high degree of cross-over with the Pond working group; and elements of work at the Pond also form part of the project. It is therefore felt that a separate group might replicate work and require additional coordination.

2. To endeavour to run the Green and Blue project without the Community Projects Officer: not recommended due both to staff capacity and because the skillset of that post is felt to be a close fit with the Youth Engagement element of the project.

Commentary

- The grant application was for £11,874.50, with three main elements – habitats and biodiversity enhancement; infrastructure and access; and education and engagement. The full application is attached as appendix B.
- The award is for **£6,874.50;** which is the full application apart from £5,000 to restore and enhance the mural at the Pond which was not approved.
- Specific elements of work in the project include:
    - Specialised planting & wildlife boxes at the Pond.

- Additional clearing and reseeding at The Burn (with external experts, using volunteers).
- Restoring the pedestrian walkway on the timber bridge.
- 3 x uniform directional signage for the corridor.
- Youth programme – at least 5 structured outdoor sessions.
- Reusable pond-dipping kits for local groups to borrow.
- Green and Blue educational leaflets.
- Information board at the Burn detailed local eco systems.

- Most of the costs of materials, signage, leaflets, wildlife boxes etc come from the grant, along with the cost of outside experts for stream work.

- The staffing costs of the youth engagement programme, project management and grounds team-work come from existing or proposed Parish Council budgets. There is also a notional value to the volunteer time involved.

- The full implementation of the project is therefore somewhat reliant on employing the Project Officer post and making provision for this in the 2027-28 budget, although the materials covered by the grant will allow a reduction to the dedicated project budget that goes with the post.

- The project proposal stated that project management would be by the Clerk and Deputy Clerk, with governance and strategic overnight from a dedicated steering group of around 6 people including Parish Councillors and local community representatives. Having considered this further it has been identified that there would be a large degree of cross-over with the current members of the Pond Working Group. Thus it is proposed to expand the remit of the Pond Working Group, subject to that group's agreement, to also be responsible for strategy and oversight of the Burnham Green and Blue project, under the draft terms of reference outlined in appendix A.

- The use of volunteers, for direct work and to support the youth activities, is also an integral part of the programme.

- As part of the conditions of the grant, the safeguarding policy requires update, and the Projects Officer and their line manager will require an enhanced DBS check. This will be considered further by P&R, in its review of the safeguarding policy and a DBS policy, although we have started the process of getting the Clerk DBS checked now.

<u>Risks</u>

- The use of volunteers carries additional health and safety risks including safeguarding risks, which can be mitigated through appropriate risk assessment and DBS checks as required.
- If the project is not appropriately carried out there is a reputational and financial risk, including that funding could be reclaimed. Appropriate project planning and governance mitigates this risk.
- If a suitable project officer is not appointed this significantly increases the risk of not being able to implement an appropriate Youth Engagement Programme. Including this project in the Council's budget and recruiting appropriately will mitigate this risk.

Appendix A: draft amended terms of reference

Pond and Green & Blue Project Steering Group

Reports to Recreation and Amenities Committee

Membership & quorum

The steering group shall consist of the Parish Clerk; the Chair of the Recreation and Amenities Committee; up 3 other Councillors appointed by Full Council; up to 3 other officers appointed by the Clerk; and other experts and representatives of the public or interested community groups as shall be appointed by the steering group. The steering group shall have a quorum of 3 or one-third of its membership – whichever shall be the higher number.

Areas of responsibility

- Providing strategic oversight and direction for the Burnham Green and Blue project, which includes the three areas of the Pond, the Burn, and the green and blue corridor.
- Investigating options for works in the three areas identified above.
- Planning appropriate events in the three areas identified above.
- Advising the Clerk on the expenditure of the pond budget and the Green and Blue project budget including the grant.
- Liaising with the Friends of the Pond and other interested groups.
- Applying for further grants in connection with Green and Blue projects, including at the Pond and Burn, provided that any matched funding is met from existing budgets or approved by the Council.

Football Foundation grass pitch grants

Report from: Adam Killeya, Parish Clerk

Report to: R&A

Date: 2nd November 2026

Context

The Clerk, Head Groundsman and one of the Groundsmen (TG) attended a Berkshire and Buckinghamshire FA pitch maintenance event in Milton Keynes in September, which included a presentation about Football Foundation grants available as part of their support for grass roots pitches. We followed this up with a visit from the BBFA to the GPMG on 31st October for a 'PitchPower' inspection and discussion. From this it seems likely that the Council will be eligible for a grass pitch maintenance grant, and potentially also a machinery grant. Whilst this cannot be confirmed until after we receive the formal PitchPower report and then submit grant applications, this report lays out these grant schemes and seeks to delegate authority to hopefully secure these grants.

Recommendations

1. To delegate authority to the Clerk to apply for an FA Grass Pitch Maintenance Grant should the PitchPower report indicate that the Council is eligible, and to accept the grant if awarded including committing the Council to any reasonable required conditions.
2. To delegate authority to the Clerk to apply for the FA Grass Pitch Machinery Grant based on the recommendations received, although not to commit the Council to expenditures on machinery outside of revenue budgets without reporting back to a future meeting of one of the Council, the Committee, or the Policy and Resources Committee.
3. To approve the principle that 50% of any Pitch Maintenance Grant receive should be used towards costs already being spent on the pitch maintenance, and 50% should be used as additional budget for pitch maintenance to add further value.

Alternative options considered and not recommended

1. Not to apply for the grants – not recommended, as they offer an excellent opportunity for additional investment at the GPMG without requiring onerous conditions.
2. To require further committee approval before committing to the pitch maintenance grant – not recommended as it felt advisable to secure the funding as soon as possible to allow additional work to commence, and no additional Council funding is required beyond that already budgeted.
3. To delegate approval to the Clerk to commit to the machinery grant. Whilst this is an option to speed up the process, there is lower time urgency and this grant will likely require Council funds to be spent from the Vehicle Replacement Fund. It is also felt that the committee may wish to have some input into any major equipment purchased under the grant.
4. To adopt a different split of maintenance grant funds between additional pitch work and covering costs already incurred. Whilst this is an option, it is felt that the split proposed is a fair balance between adding additional value to the pitches and recognising the funds already being spent which will ease budget pressures elsewhere.

Commentary

- The Football Foundation is a joint programme of the FA, Premier League and UK Government which has invested billions of pounds in grassroots football facilities. The presentation from the event in September is enclosed as Appendix A.
- The Grass Pitch Machinery Grant offers up to £50,000 in funding towards machinery recommended in the PitchPower report. It requires two staff to complete a Level 1 Football Maintenance Online Course, and would require 2 quotes and a 25% financial contribution from the Council. The Clerk and Head Groundsman have already agreed to fund the course for the two Groundsmen from existing training budgets, as it is felt to be helpful for their professional development.
- We await the PitchPower report to confirm what equipment is recommended, but it is likely that the Council could fund a contribution to this from the Vehicle & Major Equipment Replacement Fund. It may be that this is for towable equipment rather than new vehicles, but equally this could free up funds for other purchases including new vehicles.
- The Grass Pitch Maintenance Fund is a tapered grant which can be used to purchase materials or appoint contractors to conduct work on pitches. It provides up to £3,200 per year per 11 v 11 pitch for those pitches that are rated basic/poor, scaled down for smaller pitches, with £960 per 11 v 11 pitch for those pitches rated as good/advanced.
- Based on the visit it is likely that we will qualify under the larger grant for 'basic' pitches. This is not any reflection on the quality of the grounds work, but rather the challenges arising from the pitches being sand-based coupled with extreme weather. If awarded at the higher level this grant is likely to be worth a total of around £20,000 in years one and two, tapering to two-thirds of that amount in Years 3 and 4, and one-third in years 5 and 6.
- The Council already spends upwards of £15,000 per year on pitch maintenance (excluding our own staffing), and some of the grant could be used to defray some of these costs.
- Equally, the Head Groundsman and Clerk have identified ways that additional expenditure could aid the pitches, for example around additional seed, feed and top dressing. It may also be that further pitch irrigation solutions can be found, and additional contractors utilised
- It is therefore suggested that any funds received from the Grass Pitch Maintenance Fund are split between defraying costs already being spent or budgeted on the pitch maintenance, and providing additional budget for pitch maintenance to add further value to the pitches.
- The reporting requirements for the grants are relatively modest, requiring reporting of the results of an annual inspection, proof of spending etc.
- On this basis, delegated authority is sought for the Clerk to proceed with an application to the Grass Pitch Maintenance Fund once the PitchPower report is received, with half the grant sum being included in 2027/28 budget line for pitch maintenance. The Equipment Fund application would come back to the committee or another suitable meeting for confirmation that the Council is happy to contribute its 25% share to the cost of recommended equipment to be purchased from a grant from the Major Vehicles Fund

Risks

- There is a risk that the pitch maintenance grant application may not be successful, or may be awarded for the lower tier. This would leave a smaller sum available for additional works and to defray existing costs; however, this would still be additional funding from the current position, and is therefore a tolerable risk.
- Applying for grant would likely commit the Council to retaining the pitches for the six-year period, which would potentially constrain proposals for further development of Padel Court facilities. This is felt to be an acceptable trade-off for the benefit received, given that the Council is not currently minded to approve large-scale future developments.

Budget updates commentary v3.1

Report from: Adam Killeya, Parish Clerk

Report to: All committees

Date: 2nd November 2026

Context

Policy and Resources Committee supported the general shape of the draft budget (v2.3), but expressed concern at the potential for a Band D Council Tax increase of around 7%. The Committee asked for the next version of the budget to have options both with and without the Community Projects Officer post.

Subsequent to this, the Clerk has done further work on the budget, including taking into account the end of Q2 budget monitoring figures and updated projections as well as some other changes, and is presenting an updated draft budget with a 5% precept increase including the Community Projects Officer post. This report lays out the main changes made to achieve this.

Recommendations via P&R to Full Council

1. To recommend the updated draft budget v3.1, subject to any other changes felt necessary by committees and any changes to the projected Council Tax Base received from Buckinghamshire Council.

Alternative options considered and not recommended

1. Not to make these changes, and to present the broadly same budget as previously with options with and without the Community Projects Officer. Not recommended as the Clerk has been able to find appropriate changes that allow for the inclusion of this post on a reduced total budget; partly based on the Q2 monitoring figures and updated projections.

2. To make these changes, but still not include the Community Projects Officer, to allow for a smaller budget/precept increase; not recommended due to the anticipated value of the post.

Commentary

Changes since previous version circulated (v2.3)

- Removed the £3,000 top-up to the Village centre regeneration fund. Based on their being no spend so far this year it is felt that carrying forward the underspend from this year's £5,000 budget for this item into an earmarked fund would be sufficient.
- Increased the budgeted income for bank interest by £1,500; the end of Q2 figures, and continuing relative stability of interest rates, are felt to justify this. Whilst this slightly reduces budget leeway it is still felt to be a prudent estimate.

- Reduced the Community Project Officer budget (for projects, not the cost of the post itself) by £2,000, to take account of the funding provided in the 'Burnham Green and Blue' grant from the Heathrow Community Trust which was approved since the last draft budget.
- Reduced the CCTV maintenance and monitoring budget by £3,000, to take account of the Full Council decision to reduce CCTV Phase 2 from three cameras to two.
- Reduced the Hall Property Improvements budget by £1,500, as this is not currently being spent. It is proposed to carry forward some of this year's unspent budget, and make this into an EMF, so there will still be a reasonable sum available. A Public Works Board Loan also remains an option for future larger works.
- Against this an additional specific budget of £2,000 has been proposed for defibrillators, to provide a sum to start a staged replacement / upgrade programme; and £1,000 for the new Tied Property Renovation Fund EMF.
- Other smaller changes have been made in different budgets based on the end of Q2 budget monitoring figures and updated projections; most of these were savings which has supported the overall shape of the budget.
- It has NOT been necessary to propose removing other new EMFs included in the budget, or to reduce the proposed General Reserve top-up.

Impact of Government budget

Based on an initial reading, most measures in the government budget of 26th November do not directly impact the budget.

The fuel duty freeze will continue, but this should be weighed against globality instability in fuel prices, and therefore the rises to fuel budgets already proposed are still considered to be appropriate.

The increases to the national minimum wage will not affect us further, as we are a national living wage employer, and had already factored in the increase to the national living wage for 2027-28.

The continued extension of freezing of tax thresholds to 2031 will affect staff, and should be factored in when considering the bigger picture of staff benefits, but does not directly affect our budget.

Additional pending item

We have had a very promising conversation with the local FA about Pitch Maintenance Grants. This is awaiting confirmation and there will be a report to R&A, but it seems likely that we may be able to receive a pitch grant worth around £20,000 per year for two years with smaller sums in future years. This is not a competitive grant – i.e. it is based on the number of pitches and if we are eligible then we should receive it.

Some of this grant, if awarded, will go towards costs that we already pay for pitch work, allowing those sums to be freed up and spent elsewhere. Some of the grant will go to additional pitch enhancement work, such as additional seed, feed and top dressing. The Clerk is currently minded to recommended adding £10,000 to the pitch maintenance budget for this additional work; and using the other £10,000 of the grant to cover some of the costs already in the pitch maintenance budget.

That would then 'free-up' £10,000 of budget room, allowing the HVAC top-up for 2027-28 to be increased from £20,000 to £30,000 for at least the next two years. This matches with the estimate from the HVAC contractor that the major works planned for around 3 years' time will cost around £170,000 to a maximum of £200,000. With around £105,000 currently in the HVAC fund, a £30,000 top up would be more prudent.

These figures have been provisionally added to the budget v3.1. Should the grant not come through then the budget for pitch maintenance and HVAC top-up would each revert back to a figure £10,000 lower.

Proposed overall position

- The above points mean that in the current draft, with the Community Projects Officer post and budget, the current proposed precept would be £918,418 - an increase of 5.00% - and without that post £890,918 - an increase of 1.85%.
- We are currently assuming the same Council Tax base as 2026-27. Whilst the provisional base itself will be sent to the Parish Council on 1st December (date just confirmed by Bucks Council), they have stated that no significant housing growth is expected in Burnham in 2027-28, making this a reasonable assumption.

Risks

- There has been some reduction in leeway and some EMFs in this version of the budget, to achieve savings, which slightly increases financial risk. However, these changes are felt to be reasonable and proportionate.
- Not including the Community Projects Officer post and budget would give a risk of not being able to meet the requirements for the 'Burnham Green and Blue' grant.

Recreation & Amenities 'Green' To Do List (updated 22.10.26)

Live list

Pavilion		
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	
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	In progress	Trees and signage now in place – just solar lighting and bench

St Peters		
Consider planting a community orchard at St Peters	Investigating	
Upgrade and renew the project 57 area around the stream	In progress	Main work done Nov 25. John and Laiba looking at next stage.

Public Toilets		
Investigate water usage as seems very high	Investigating – need to review following plumbing works	

Litter pick		
Introduce a quarterly little pick	In progress	Continuing

Other council land		
Investigate cycle racks at Jennery Lane and other central location	Retain	No site ideas received: will consider as and when sites come up.

Additional action not on list but in progress / under consideration

GPMG		
Add additional trees at GPMG/Cherry Orchard arising from Padel Court project	In progress	Will plant when trees handed over
Add wildlife enhancements at the Pond (bird and bat boxes etc)	Under consideration	Will consider as part of plan for next stage of improvements. Potentially some funding available.
Crocus planting project at the Pond *NEW*	In progress	Agreed with Rotary Club – hopefully planting late October

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	
Increase insulation in pavilion roof from 100mm to 300mm	Done	

GPMG

Increase areas of natural woodland hedging	Done	

Increase areas of wildflower meadow	Done: New area planted	
Prune trees shadowing the solar panels on pavilion	Done	
Investigate switching diesel vehicles to hydrogenated fuel oil	Done	
Add tree/shrub/herb hedging to perimeter of St Peters, utilising free saplings from Woodland Trust	Done	Done along one full side. Can review to consider more for coming year if successful

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	

Water fountains

Investigate / install water fountain at GPMG	Done	
Investigate / install water fountain at Jennery Lane toilets	Done	

Items done not on list

400 trees/hedging planted at GPMG
Wild flower seeds planted at GPMG – now in Nature Park as well as Car Park verge
Lavender planted along pavilion edge
Sought advice on management of Nashdom Lane, and added new sign
Added wildlife enhancements at the Fairway (bug hotel, bird houses etc)
Planters added to Phone Box at Littleworth Common.
New planters added outside Hall.
Solar streetlights pilot at Lent Green Lane – Now also agreed future policy of replacing with solar as lamps / posts reach end of life, or if there are ongoing connection issues, provided the site is not unsuitable.

Volunteer Tree Champion

Report from: Adam Killeya, Parish Clerk

Report to: R&A

Date: 21st October 2026

Context

The Eco Working Group proposed that the Council consider appointing a volunteer Community Tree Warden to support the care of trees in the Parish. There is a national Tree Warden scheme run by the Tree Council, but unfortunately this does not currently run in Buckinghamshire and Berkshire. The Clerk has contacted Buckinghamshire Council about the possibility of setting up a local network, but they do not currently have the capacity for one of their busy team to coordinate this.

The Tree Council have stated that "In the meantime, there is nothing to prevent Burnham Parish Council from recruiting and supporting local volunteers. We would simply ask that they are not referred to as Tree Wardens unless they are part of The Tree Council's Tree Warden Scheme, as 'Tree Warden' is a trademark of The Tree Council and a title reserved for members of our national scheme". This report proposes that course of action, using the title 'Tree Champion' which was suggested by the Deputy Clerk.

Recommendations

1. To advertise for volunteer Community Tree Champions in Burnham.
2. To delegate authority to the Clerk to either appoint and manage the Community Tree Champion(s), or delegate these responsibilities to another member of staff.

Alternative options considered and not recommended

1. Not to appoint at this time, until there is a local Network for appointing a Tree Warden through the Tree Council. This is an option, but there is no timetable for when this might happen. Creating a post now is felt to offer benefit to the Parish, and the Tree Council has made it clear that we are welcome to proceed with a similar post under a different title.

Commentary

- The Tree Warden Scheme is a national initiative to enable people to play an active role in conserving and enhancing their local trees and woods. More detail can be found here https://treecouncil.org.uk/tree-wardens/
- Community Trees Wardens (CTWs) act as local 'eyes and ears' on tree matters, help to identify new sites, gather information and help support the wider community in protecting trees.
- CTWs do not need formal training or professional tree-management experience to start, and do not have enforcement powers. They also do not assess tree direct safety hazards or carry out safety work.

- It is felt that appointing one or more CTWs, or an equivalent post, would increase the Council's capacity to protect existing trees and develop new tree planting opportunities in the Parish.

- As stated in the summary we are not able to appoint a CTW under the national scheme due to the lack of a local network, which would usually be facilitated by a Principal Authority who do not currently have the capacity. The Tree Council has asked us to use a different title if appointing locally. The Deputy Clerk's suggestion of Tree Champion is felt to be very appropriate.

- The initial focus of a Burnham Tree Champion(s) would be on
    - Suggesting trees for consideration for Tree Protection Orders.
    - Suggesting suitable areas in the parish for tree planting.
    - Raising any concerns or suggestions about trees on Council land.
    - Commenting on the impact of any major planning applications on local trees.
    - Raising awareness of trees in the parish.

- However, the role could adapt, and it may also be appropriate for example for the Tree Champion(s) to become involved in the Eco Group, the Pond Working Group or the Burnham Green and Blue Project.
- The Tree Champion(s) would be managed through the Parish Office, and we would carry out appropriate risk assessments. Although they would be unpaid, they would be provided with any necessary equipment and training, and reasonable expenses could be reimbursed.
- The Tree Council advises that "Tree Wardens are not routinely required to hold a DBS check through the Tree Warden Scheme. However, individual organisations should consider whether a DBS check may be necessary depending on the nature of any activities being undertaken and the people involved". It is not felt that the initial activities outlined above make a check necessary at this time.

<u>Risks</u>

- Appointing volunteers carries additional health and safety risks, which can be mitigated through appropriate risk assessment.
- Volunteers also carry a risk that their efforts are entirely discretionary, and there is minimal accountability for any issues. It is considered that this risk is mitigated through appropriate management and is a tolerable risk.
- There is a risk that placing too many expectations on the post holder could cause volunteers to drop out: this should again be mitigated through appropriate management.

Appendix A: draft advert and job description

Burnham Parish Council is seeking to appoint one or more volunteer Community Tree Champions to play an active role in helping to conserve and enhance local trees, and to increase the Council's capacity to protect existing trees and develop new tree planting opportunities in the Parish.

The post-holder(s) would work with the Council to act as local 'eyes and ears' on tree matters, help to identify new sites, gather information and help support the wider community in protecting trees.

No formal training or professional tree-management experience is required. Community Tree Champions to do not have enforcement powers, do not assess tree direct safety hazards, and do not carry out safety work.

The role is an unpaid voluntary role. Any necessary equipment and training will be provided, and reasonable expenses arising directly from the role will be covered as agreed on a case by case basis.

Please note that a Basic DBS volunteer check may be required for this role, subject to full risk assessment. This role is voluntary flexible around the availability and interests of the successful candidate(s).

Initial outline job description (flexible and to be negotiated)

1. To raise any concerns or suggestions about trees on Council land.

2. To suggest trees in the Parish for consideration for Tree Preservation Orders.

3. To suggests areas in the parish for tree planting, and to help implement this.

4. To comment on the impact of any major planning applications on local trees.

5. To raise community awareness of trees and related matters, such as the Parish Council's Memorial Tree Scheme.

Written reports and attendance at meetings would not be expected, although there would be opportunities to report to meetings, or to join Council Working Groups (such as the Ecology and Biodiversity Group, or the Pond Group) if desired.

How to apply

To apply, or if you would like to arrange an informal conversation about the post, please email clerk@burnhamparish.gov.uk. If applying for the role please include an explanation of your interest and any relevant experience – maximum equivalent of one side of A4.