CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the, Parish Office, South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 9th December 2014

MEMBERSHIP & ATTENDANCE

Chairman: * **Tony Edwards**

Councillors:	* **Jo Clarke**	**Ken Morris**
	* **John Copley**	* **Alison Preedy**
	Harry Davies	**David Raw**
	Barbara Dickens	* **Martin Trevett**
	* **Barbara Green**	* **Steve Watkins**
	* **Raj Khiroya**	**Jane White**
	* **Rodney Kipps**	**Jenny Wood**
	* **Jill Leeming**	* **Jackie Worrall**

*Denotes Member present

Officers Present **Mrs Y Merritt – Clerk**
Mrs C James – Deputy Clerk
Mrs M Putman – Admin Officer
Miss L Hamilton – Admin Officer

14/44 PUBLIC FORUM

There were three members of the public present

Gregory Hill from Friends of Chorleywood Common made comment relating to the application from the Cricket Club stating that they were sympathetic towards the necessity for a new club house but felt that there should be no significant increase in the footprint unless absolutely necessary.

With regard to the Community Plan, Mr Hill stated that FOCC felt it was unfortunate that the plans were limited to one per household as they felt it should have been one per elector to allow all residents to have their opinions known.

14/45 REPRESENTATIONS FROM THE DISTRICT AND COUNTY COUNCILLORS

There were no representations received.

14/46 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs H Davies, B Dickens, J White and J Wood. Cllrs K Morris and D Raw were absent.

14/47 DECLARATIONS OF INTEREST

A declaration of interest was received from Cllr M Trevett on the Community Plan

14/48 APPROVAL OF MINUTES

The Council
RESOLVED
To approve the minutes of the meeting dated 23rd September 2014.

These were duly signed by the Chairman

14/49 MATTERS ARISING

14/41 Chorleywood Library – Cllr Copley advised that a meeting had been called by HCC to discuss library usage and some residents were concerned that the County were to make the decision on the fate of the library before the recorded closure of the consultation. The Clerk confirmed that this was not the case but the Council had sent a letter of objection to both the County Council and our County Councillor. Cllr Trevett advised that TRDC had sent a letter of objection based on the Parish Council's views and that so far 2,000 signatures had been collected on a petition.

14/50 CHAIRMAN'S ANNOUNCEMENTS

The Chairman urged everyone to fill in the Community Plan either via the paper version or on line. He also asked that every councillor respond to the proposals with regard to the new Standing Orders. He stated that this was an important piece of work that every councillor should have a view on. He asked that everyone respond to Cllrs Green and Worrall with a copy to the Clerk.

The Chairman's Diary of events
20th October, the Chairman, Vice Chairman and Clerk attended the Joint Parish Council meeting at Abbots Langley
9th November Cllr Watkins read the reading at the Remembrance Service in my absence
22nd November Chairman's Charity Quiz Night raised over £6000. With the main prize going to Christchurch School
24th November The Chairman attended a Dementia Care meeting and was joined by TRDC Cllr Sue Stibbs.
25th November attended a Cricket Club Advisory Meeting
27th November with Cllr Green, the Parish Ranger and Clerk attended a training course held by the Chilterns Conservation Board on Common Land Law.
5th December attended the Chorleywood Christmas Festival. The Parish Council had a stall which promoted the Chorleywood in Bloom, Photographic Competition and Community Plan as well as raising funds for the Chairman's Charity.

14/51 QUESTIONS UNDER STANDING ORDER 9

The following question was asked by Cllr A Preedy

Please can the Council reconsider starting Council meetings at 7.00 or 7.30pm in order that they finish at a more reasonable time, to be more considerate to the staff working hours? Hopefully, then they when Councillors have important decisions to consider and vote on, they can be made at a more reasonable hour instead of rushing things through as Member are feeling tired.

Councillors considered this request and felt it was worth adding to the Standing Orders debate taking place at the next P&R meeting.

14/52 CLERKS REPORT

Councillors felt that the Chairman should invite members to attend the Quiz Night in order that the Council was properly represented.

The delivery of Chorleywood Matters was discussed and members were reminded that whilst there was an editorial committee anyone could write an article and contribute.

The Council
RESOLVED
To note the report

14/53 COMMITTEE REPORTS

Extra-Ordinary Meeting 28th October 2014 – it was agreed that the first meeting would be set up for 17th December 2014 with aim to set out the scope of the group and a plan forward.

Allotment Users Meeting 11th November 2014 – it was noted that the Council had been approached to have hives on one of the allotment sites. Officers were holding a site meeting and a report would be put on the next Open Spaces Agenda.

Village Halls Meeting 18th November 2014 – The Clerk confirmed that the tenders had now been issued with a return date of 12th December 2015. It was hoped that the results of this would be reported to the next Village Halls Meeting for approval.

Cricket Club Advisory Meeting 25th November 2014 – it was noted that Friends of Chorleywood Common are keen to get involved in any consultation. The first meeting had proved positive but it was felt that help would be needed in putting together the S38 applications to ensure the correct levels of consultation were carried out during the process. Once there were some plans these would be shared with the rest of the Councillors before the public consultation.

Cllr Khiroya stated that as he sat on the Planning Committee at TRDC and had thus far not attended any of the Advisory Meetings, he wished to tender his resignation from this group. The Council agreed that he was best served on the Planning Committee and therefore accepted his decision.

Planning 25th November 2014 – There was a recommendation that the outstanding Section 106 monies for Chorleywood be put toward the HCC scheme for a three way traffic signal scheme for the A404 junction with Common Road

The Council
RESOLVED
That the Clerk write to HCC asking for the unallocated Section 106 monies to be put towards the traffic signal scheme for the Junction of the A404 and Common Road.
This was proposed by Cllr Worrall, seconded by Cllr Trevett and unanimously approved.

P&R 2nd December 2014
Recommendation 1
Review of Standing Orders and Financial Regulations
The Council
RESOLVED
That the Chairman request responses from all Councillors on the suggested changes to Standing Orders particularly in respect of the use of substitutes and the position of Ex Officio's with deferral of any decision until the following Full Council Meeting. If necessary an extra meeting would be called for this item only.

This was proposed by the Chairman and unanimously approved.

The Clerk was asked to remind members who were not present to respond accordingly.

14/54 ACCOUNTS FOR PAYMENT

The cost of the Water Bill for the Hollybush Hall was discussed and the secretary advised that Affinity Water were investigating. Whilst there appeared to be no underground leaks, it was possible that the water being used by the Royal British Legion was being charged to the Council. She advised that she would report back.

The Committee
RESOLVED

To approve the payments and direct debits

Chorleywood Village Halls

- Cheques £10350.34
- Direct Debits £1496.44
- Debit Card Payments £0.00

Total £11846.78

Parish Council

- Cheques £60138.63
- Direct Debits £28814.75
- Debit Card Payments £0.00

Total £88953.38

14/55 HCC PARK & STRIDE SCHEME

Members felt that in principal the Parish Council should support the application, but felt that St Clement Danes and Christchurch School should also be asked to contribute.

The Council
RESOLVED
That the Parish Council agree in principal to fund £10,000 towards the Park & Stride Scheme subject to contributions from both St Clement Danes and Christ Church Schools.

This was proposed by Cllr Trevett, seconded by Cllr Edwards and unanimously approved

14/56 COMMUNITY PLAN

The report from Cllr White was read out and the progress with the Community Plan was noted.

14/57 CLOSURE

The meeting have started at 8.00 pm, closed at 9.37 pm

These minutes have been checked by the Chairman.

Signed …… …….…. Dated ……

These minutes have been agreed at Full Council and signed by the Chairman.

Signed ……Dated……

CHORLEYWOOD PARISH COUNCIL

FULL COUNCIL MEETING **Agenda Item 9**

Date: TUESDAY 10th FEBRUARY 2015

Subject: Clerks Report

Training – Cllrs Dickens, Watkins and White attended a training course held by the Chiltern Conservation Board on Commons Heritage

Cricket Club Advisory Committee – The Clerk is involved in this group and has attended two meetings.

Hertfordshire Highways – Two further meetings have taken place and things are moving forward with the 'How to' Guide. We are looking at ways that this information can be embedded in the HCC Website.

Indoor Markets – The first Indoor Market worked well, and our thanks go to those Councillors who helped on the day. The next Market will be held on 15th February and the following on 15th March. Volunteers are needed to organise and run the next two events.

Village Day – applications have gone out to stall holders and we have received a very good response. Meetings have taken place with a view of obtaining sponsorship for new exhibits. We have been advised that the Dog show will not be able to go ahead this year, by Oscar Pet Foods and therefore officers are looking at alternatives.

Affinity Water – A meeting has taken place with Affinity Water after the failed re-instatement works to Common Gate Road and Clements Road. To ensure that the works are carried out to our specification it has been agreed that the Ranger will carry out the reinstatement works and will charge Affinity Water for the Labour and materials.

Higher Level Stewardship Agreement – A new agreement has been negotiated with Natural England to include Grazing on Larks Meadow – this equates to an additional £2100 over the ten year period.

Herts Highways – Following concerns from local residents a site meeting was arranged with a Herts Highways Engineer to look at Old Common Road and the road areas outside the cottages on Common Road. A specification is also being drawn up for the entrance and exit to the War Memorial Hall permissive parking area, with a view of obtaining quotations for some remedial work in this area.

Pedestrian Crossing A404 – Discussions have been taking place at officer level to try to move this project forward.

Saw Mill and Chain Saw Sculpture – Dates are now confirmed for the saw milling of the trees taken out from the May Bushes. The event will run over three days just after Easter, 8th, 9th and 10th of April. Demonstrations will take place showing how process from tree to how furniture is made. The Chain Saw Sculptor will also be showing his skills at creating works of art. Officers will be arranging a scavenger hunt with an Easter theme, to encourage children to explore this side of the Common. It will be necessary to close the horse track for this week as the proximity, and noise of the saw mill to the horse track will cause distress to horses. Publicity will be forth coming for the event.

Easements – The Clerk has engaged a new Solicitor to carry out the legal work on the Easements. This solicitor was recommended by HAPTC and has extensive knowledge of Easements. Our previous solicitor who dealt with these cases has retired. The costs are born by the applicant. There are currently three applications being processed. All funds raised through easements are ring fenced into the Commons Account for remedial works.

Annual Reports – Committee Chairman and those representing the Council on outside bodies will be asked for their reports late March – please start thinking about these now as they need to be published just after the Easter Break.

Staffing Arrangements – The Clerk will be away from 11th February for approximately 10 weeks. In her absence, Claire James will be deputising for the Clerk. Officers have decided not to engage temporary staff, but members are asked to bear in mind that the office will be 25% down at best during this time.

Dates for your diary

- Indoor Market War Memorial Hall – 15th February and 15th March
- Annual Reports due by Friday 27th March
- Saw mill and Chain Saw Exhibition – 8th, 9th and 10th April
- Village Day 11th July
- The Clerk will be away from 11th February for approximately 10 weeks

To be received at Council
10th February 2015

CHORLEYWOOD PARISH COUNCIL

CRICKET CLUB ADVISORY COMMITTEE – 10th DECEMBER 2014

MEMBERSHIP & ATTENDANCE

Chairman: *** Cllr Barbara Green**

Members: **Cllr Harry Davis**
***Cllr Tony Edwards**
***Cllr Rodney Kipps**
***Cllr Jill Leeming**
Cllr Jane White

***Yvonne Merritt Clerk to the Council**
*** Denys Downing Cricket Club**
*** Owen Edis Cricket Club**

*Denotes members present

14/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Davis and White

It was noted that Cllr Khiroya had resigned from this Committee as there could be a potential conflict of interests in the Planning Process and it was felt he could be more valuable at TRDC planning than serving on this group.

14/09 PRE MEETING

Councillors discussed their concerns with regard to the size of the footprint. The Clerk confirmed that she had spoken to the Planning Officer who said that going into the roof space was something for consideration but would need to be in keeping with the surroundings. The roof of the Parish Council offices were mentioned and also the development of the Junction which may set a precedent.

14/10 MEETING WITH REPRESENTATIVES FROM THE CRICKET CLUB

The Chairman welcomed the representatives from the Cricket Club and emphasised that the Parish Council fully supported the need for a new pavilion for the Cricket Club. The aim of this meeting was to look at all the variables and possibilities to enable the CC to put forward a planning application that had the Parish Council's full support.

The CC were advised that the Parish Council had concerns with regard to the size of the footprint. It was noted that the total surface area would need to be included in the plan, including the footpath around the building and the veranda area. The Chairman advised that DEFRA were only likely to

allow up to 20% increase in the footprint. Current plans exceeded this and therefore it was suggested that perhaps the ladies and gents toilets and also the umpires changing room could go upstairs into the roof space.

The CC gave examples of where permission had been given by the Planning Inspector for larger increases in footprint. However the Clerk explained that there were many variables in the applications depending upon whether the land owner was making the applications and also when the common was registered.

It was generally agreed that in order to achieve all the aims of the CC but also to be mindful of the concerns expressed by other interested parties that every effort should be made to keep the footprint as near to the original as possible.

The CC agreed to go back to the design company to look at going into the roof space.

Other matters were briefly discussed, namely the lease, which was being looked into by Cllr White. Permission for a compound – the Clerk stated that she did not believe that this would be a problem, assuming that the company was able to comply with all the H&S regulations.
The Section 38 Application would be discussed in more detail at a later stage.

14/11 <u>CLOSURE</u>

-

The meeting commenced at 3.30pm and closed 6.00 pm

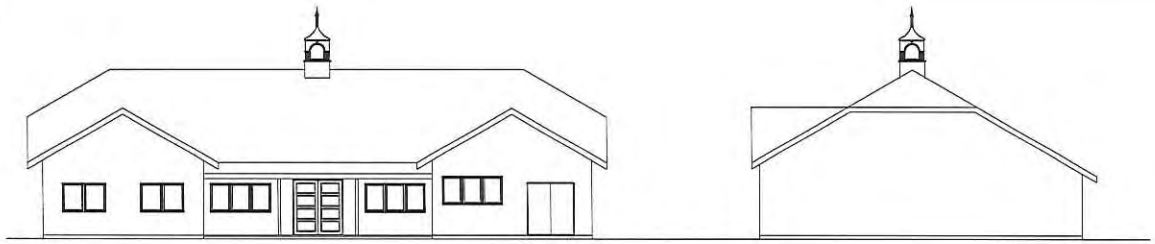
The Date of the next meeting was confirmed for 12th January 2015 at 3.30 pm

These minutes have been checked and signed by the Chairman

Signed … ……agreed via email…… Date ……11th December 2014……

These minutes were agreed as a true and correct record at the Advisory Committee meeting and signed by the Chairman.

Signed…….. Date……..



REVISIONS
REV 'A'
DRAWING AMENDED AND UPDATED FOLLOWING COMMENT FROM THE CLIENT VIZ. BY WAY OF EXPLANATION -

CHANGING ROOM AREA IS NOW 20 SQ M AND DOES NOT INCLUDE WHAT IS TERMED AS THE 'WET AREA' WHICH INCLUDES THE SHOWERS AND THE 'DRY OFF AREA' AND TOILET.

OBSERVATION LOBBY IDEA WITHDRAWN AND THIS AREA IS NOW INCLUDED IN THE CHANGING ROOM FACILITIES WITH ACCESS PROVIDED WITH AN EXTERNAL DOOR TO GAIN ACCESS TO THE END CHANGING ROOM.

CLUB ROOM RECONFIGURED TO GIVE REDUCED FLOOR AREA

WHICH IS A SLIGHT INCREASE ON THE EXISTING BUILDING

PLAN HAS BEEN AMENDED TO SHOW
S ONE SET OF FULL LENGTH GLAZED DOORS CENTRALLY WHICH AREA USED AS THE MAIN ENTRY POINT

PLAN AMENDED TO SHOW INCREASE IN THE SIZE OF THE LADIES TOILETS

PLAN AMENDED TO SHOW INCREASE IN SIZE OF THE EQUIPMENT STORE TO 25 SQ M.

THE BAR AREA NOW INCORPORATES SHELF SPACE TO DISPLAY STOCK.

BIN STORE TO REMAIN 'OPEN' WITH ROOF EXTENDING OVER.

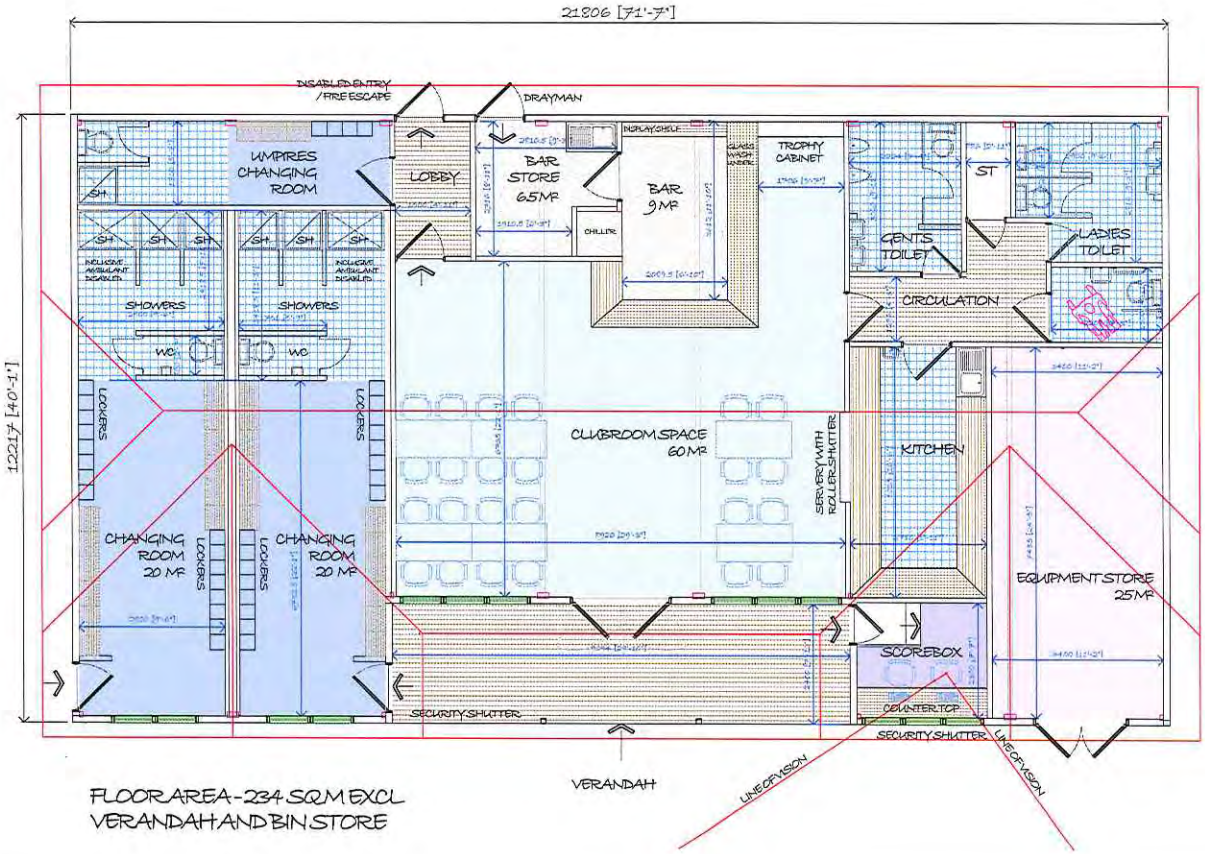
FIRE ESCAPE/DISABLED ENTRY RECONFIGURED TO SUIT REAR APPROACH FROM THE CAR PARK END

10 TH OCTOBER 2014
JULIAN JOHN

REV 'B'

BIN STORE REMOVED AND BUILDING SQUARED OFF
DOUBLE DOORS IN THE EQUIPMENT STORE RELOCATED TO THE FRONT ELEVATION (TO THE RIGHT OF THE SCOREBOX).
STEPS ON THE VERANDA REMOVED (BUILDING WILL NOW BE TOTALLY FLUSH WITH GRASS LEVEL ON ALL FOUR ELEVATIONS).
THE DECKED VERANDA TO FINISH FLUSH WITH THE FACE OF THE BUILDING AND NOT PROTRUDE FORWARD.

16 TH JANUARY 2015
JULIAN JOHN



FLOOR AREA - 234 SQ M EXCL
VERANDAH AND BIN STORE

DRAFT PLAN
WORK IN PROGRESS
16th JANUARY 2015

Wernick BUILDINGS
TECHNICAL SERVICES DEPARTMENT
Nidum Works, Neath Abbey,
Neath, SA10 7DS
Tel: 01792 321222
Fax: 01792 325251
e-mail: technical@wernick.co.uk
Web-site: www.wernick.co.uk

CLIENT
Chorleywood Cricket Club

PROJECT TITLE
Replacement Pavilion
CHORLEYWOOD CRICKET CLUB
CHORLEYWOOD COMMON
RICKMANSWORTH ROAD
HERTFORDSHIRE WD3 5SG

DRAWING TITLE
General Arrangement

DRAWN	CHECKED	USER
JULIAN JOHN		

ORIGINAL SCALE	DATE
1 : 50 @ A1	October 2014

CONTRACT NO.	DRAWING NO.
	002 B

Wernick GROUP

PLAY AREA IN CHORLEYWOOD ADVISORY COMMITTEE – 17th DECEMBER 2014

MEMBERSHIP & ATTENDANCE

Chairman: * Cllr Barbara Green

Members:
* Cllr Alison Preedy
* Cllr Martin Trevett
* Cllr Steve Watkins (Vice Chairman)
* Michael Hyde - Friends of the Common
* Maria Larkin – Chorleywood Residents Association
* David Walker - Friends of the Chorleywood House Estate
* Keith Williams - TRDC
* Simone Tyson Chorleywood Mums

*Denotes members present

14/01 ELECTION OF CHAIRMAN

Cllrs Barbara Green and Steve Watkins were nominated at Chairman.
After a show of hands Cllr Green was elected at Chairman and Cllr Watkins was elected as Vice Chairman.

14/02 APOLOGIES FOR ABSENCE

There were no apologies for absence.

14/03 ADOPTION OF THE TERMS OF REFERENCE

The terms of reference were adopted with a few minor changes as outlined in appendix 1 at the end of this report.

Clarification was sought on a number of issues relating to the terms of reference.
It was confirmed that substitutes when standing in would have the same voting rights as the lead member.
That a report would be issued to both TRDC and the Parish Council in February 2015, even if there was no full conclusion.
Meetings should be held on a regular basis to ensure that the work was completed in a timely manner, once per fortnight was to be the aim.

14/04 ACTION PLAN

The Chairman stated that she was aware that a lot of work had gone into the original plan in relation to possible sites. She stated that just because this had been unsuccessful that did not mean there were no suitable sites in Chorleywood. The group should look at all possible sites again and broaden the brief to include sites not previously looked at.
Various sites were put forward including:-

Chorleywood House Grounds, Chorleywood Common, Warings Field, and Carpenters Wood.

Members felt it was important to organise site visits in order that everyone could look at the proposed areas. The Chairman agreed to draw up a list of 6 sites for the first viewing.

A list of criteria for judging each site was drawn up which is attached in appendix 2 of this report. The Chairman agreed to distribute this list to all members of the committee before the site visits.

TRDC's requirements were also discussed including reference to PPG17 which is the government's planning guidance on play space.

It was confirmed that TRDC do not have a written policy on play spaces but do have requirements with regard to location (proximity to main areas of population). It was confirmed that it was essential that TRDC got the best value for money and that the location chosen would be the most suitable to enable residents to use the facilities.

It was noted that any site within the Chorleywood House Grounds or Chorleywood Common would require independent environmental surveys to be carried out. It was suggested by the Clerk that the Countryside Management Service be used for environmental surveys as this organization was known, used, and trusted by both Councils. This could then form part of the Environmental Impact Assessment for the eventual site planning application.

Cllr Trevett asked why the Parish Council were concerned about the views of DEFRA when it was the Planning Inspectorate who would be making decisions with regard to any Section 38 application for a play space on the Common. The Clerk confirmed that DEFRA were the governing body who regulated what could, and could not, be done on the common with regard to Common Land Law and our Scheme of Regulations. The Council has a legal professional who would be able to answer questions relating to Section 38 and the specific regulations relating to the common, if the need arose.

14/05 <u>ANY OTHER BUSINESS</u>

Simone Tyson expressed concern at the times of the meeting as any of the mums could require a babysitter if the meetings were to be held between 3pm and 7.30pm. The Chairman stated that she would try to arrange meetings to ensure that everyone could attend.

14/06 <u>TIME AND DATE OF NEXT MEETING</u>

A site meeting was arranged for Saturday 29th December, meeting at the Parish Office at 10am. It was anticipated that the site meeting would last between 2 – 3 hours.

The date of the next meeting was called for 7th January 2015 at 10am in the Parish Office.

14/07 <u>CLOSURE</u>

The Meeting, having commenced at 6.00 pm closed at 7.45 pm

These minutes have been checked and signed by the Chairman
Signed ……Agreed by Email……. …… Date ……29.12.14……
These minutes were agreed as a true and correct record at the Advisory Committee meeting and signed by the Chairman.
signed..... Date……

Appendix 1

PLAY AREA IN CHORLEYWOOD ADVISORY COMMITTEE
TERMS OF REFERENCE

The Play Area in Chorleywood Advisory Committee shall be appointed by the Full Council.

The Advisory Committee is charged with the investigation of all matters pertaining to looking at all possible sites in Chorleywood for both formal and informal play equipment.
These will include but not be confined to, possible sites, areas within those sites, environmental issues, planning, and other legal matters.

Where needed, the Advisory Committee will seek advice from Parish Rangers, from external sources such as CMS, Three Rivers District Council, the Planning Authority, DEFRA, Natural England, the Police Authority and any other appropriate source.

The Advisory Committee is not a decision-making body but will report to the Full Parish Council. The Advisory Committee does not hold a budget and cannot approve any expenditure.

The Advisory Committee shall consist of nine members:

> Four Parish Council nominees one each of the following Friends of Chorleywood Common, Friends of Chorleywood House Estate, Chorleywood Residents Association, Chorleywood Mums and a District Councillor.
>
> A nominated substitute will be allowed and can attend all meetings as an observer.

It shall elect from its members a Chairman and an officer of the Council who shall keep the Minutes, conduct correspondence and prepare reports for the Council meetings.

A quorum shall consist of seven members including at least one member from each group being present. In the event of absence from meetings, substitutions will be permitted from an approved list.

It is anticipated that this committee will complete its deliberations by early 2015 and that they will present their proposals to Council soon after.

Appendix 2

CRITERIA TABLE FOR SUITABLE SITES

Site …….

criteria	comments
Walking distance of main population area	
Size – large enough for full range of equipment	
Parking	
Newt protection area	
Level of oversight	
Special environmental features (known)	
Safety of users in relation to site position	
Access issues including disability access	
Proximity to other facilities, toilets, etc	
Legal issues	

PLAY AREA IN CHORLEYWOOD ADVISORY COMMITTEE – 7th JANUARY 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Cllr Barbara Green

Members:
* Cllr Alison Preedy
* Cllr Martin Trevett
Cllr Steve Watkins (Vice Chairman)
* Substitute Cllr Tony Edwards
* Michael Hyde - Friends of the Common
* Maria Larkin – Chorleywood Residents Association
* David Walker - Friends of the Chorleywood House Estate
* Keith Williams - TRDC
* Simone Tyson Chorleywood Mums

*Denotes members present

14/08 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Steve Watkins, Cllr Tony Edwards acted as his substitute.

14/09 MATTERS ARISING

It was noted that the Terms of reference attached to the minutes did not reflect the fact that each group had been allowed to nominate two substitutes. This has been addressed and a revised Terms of Reference is attached.
The minutes were approved as a true and correct record.

14/10 ACTION PLAN

It was agreed that the site visits had been useful, and all members agreed with the comments listed on the criteria sheets. Additional comments were received from Michael Hyde and Maria Larkin, to be incorporated into the documents. The Chairman stated that the number of sites should be whittled down with sites that were totally unsuitable being taken out of the process at an early stage. Ideally a list of four sites should be chosen for further investigation. The chosen sites would then be put forward for more in-depth advice from relevant professionals.

FOCC asked that three more sites be added to the list:-

- The Swillett
- Grovewood
- The triangle at The Clump

Other areas that were suggested were in Chorleywood House Grounds near the Football Pitches. However it was noted that this area had already been refused (for additional football pitches) by the Planning Inspectorate due to the ecology of the area.

It was noted that TRDC's remit was to create a **new** play area site for Chorleywood and therefore any refurbishment of the Swillet would not fit TRDC's brief. It was therefore decided to discount the Swillet from consideration.

It was agreed that site visits to The Clump Triangle and Grovewood would take place after this meeting.

There was some debate on the need for Members of this committee to rank each site on each of the criteria in the site summaries. However, it was felt this was a very difficult task which could take up all of the committee's time and that it was more appropriate at this stage to take a common-sense approach to selection. Assessing and weighting the different criteria would be something that (we hope) the professional advisers would be more able to do. Ultimately it was agreed that a number of sites could be discounted which would reduce the final number of sites for outside professional bodies to consider.

It was agreed by a majority decision to discount Carpenters Wood – due to the nature of the site (ancient woodland) and the fact that oversight is poor.

Some wished to discount Warings Field as this area also has poor oversight. However the Chairman seconded by Cllr Keith Watkins felt that this should remain for further consideration at this stage.

The group discussed the Gun Dell on the Common; some had concerns with access, although CRA felt that this would be an ideal site using the natural landscaping as a feature. The Clerk advised that the Gun Dell was now considered an historic feature on the Common and was also on Stewardship Land which would make it more difficult obtaining permission under the Section 38. Keith William also stated – having confirmed that TRDC would be responsible for maintenance – that the area would be very difficult to maintain. With all these factors in mind, the Committee unanimously agreed to discount the Gun Dell from the deliberations.

It was confirmed however that this feature would be included in the Nature Trail as part of the historical social history and as a natural untouched play space.

It was agreed that the Chorleywood House Grounds site would remain on the list, and it was noted that significant progress had been made with HCC in providing a pedestrian crossing at the junction of Common Road and the A404.

Areas 13 and 15 were also to be considered further, as both sites had advantages and disadvantages which would need further investigation.

The list of sites originally visited therefore read as follows

- Carpenters Wood and the Gun Dell – discounted but should be included in any informal play planning.
- Chorleywood House Grounds, Warings Field, Area 13 on the Common, & Area 15 on the Common should be considered further for a formal play area.

It was noted that The Clump Triangle and Grovewood would be considered after site visits had been undertaken.

The Chairman agreed to draft briefs for each of the three experts to use on each site. These would include,
The Police, CMS (or similar body), Play specialists (TRDC Officers)

It was also suggested that later in the process, it may be wise to ask for a pre-determination from the Planning Officers.

CRA suggested that everyone should look at a film created by The Wild Network for Play England which explored natural play and re-engagement with nature. Information can be found at the link below.

http://www.playengland.org.uk/our-work/campaigns/the-wild-network.aspx

It was noted that it was unlikely that a full report could be ready for the Parish Full Council on 10th February, but that an Extra-Ordinary meeting could be called to discuss this one issue once all the information is gathered. In the meantime the Clerk agreed to forward the minutes to all Council members to keep them up to date with the work of the Advisory Committee.

14/11 TIME AND DATE OF NEXT MEETING

The date of the next meeting was called for 19th January 2015 at 7.30pm in the Parish Office.

14/12 CLOSURE

The Meeting, having commenced at 10.05 am closed at 11.45 am

14/13 SUMMARY OF SITE VISITS FOLLOWING THE MEETING

The committee visited The Clump Triangle and Grovewood and completed a criteria summary for both. It was agreed at the end of the visit by a majority vote that The Clump Triangle would be discounted from further consideration. However, all were impressed with Grovewood and agreed it should be on our final list.

These minutes have been checked and signed by the Chairman

Signed ……Agreed by email……. …… Date ……07.01.2015……

These minutes were agreed as a true and correct record at the Advisory Committee meeting and signed by the Chairman.

Signed..... Date……..

Appendix 1

PLAY AREA IN CHORLEYWOOD ADVISORY COMMITTEE
TERMS OF REFERENCE

The Play Area in Chorleywood Advisory Committee shall be appointed by the Full Council.

The Advisory Committee is charged with the investigation of all matters pertaining to looking at all possible sites in Chorleywood for both formal and informal play equipment.
These will include but not be confined to, possible sites, areas within those sites, environmental issues, planning, and other legal matters.

Where needed, the Advisory Committee will seek advice from Parish Rangers, from external sources such as CMS, Three Rivers District Council, the Planning Authority, DEFRA, Natural England, the Police Authority and any other appropriate source.

The Advisory Committee is not a decision-making body but will report to the Full Parish Council. The Advisory Committee does not hold a budget and cannot approve any expenditure.

The Advisory Committee shall consist of nine members:

> Four Parish Council nominees one each of the following Friends of Chorleywood Common, Friends of Chorleywood House Estate, Chorleywood Residents Association, Chorleywood Mums and a District Councillor.
>
> Up to two nominated substitute will be allowed for each group and can attend all meetings as an observer.

It shall elect from its members a Chairman and an officer of the Council who shall keep the Minutes, conduct correspondence and prepare reports for the Council meetings.

A quorum shall consist of seven members including at least one member from each group being present. In the event of absence from meetings, substitutions will be permitted from an approved list.

It is anticipated that this committee will complete its deliberations by early 2015 and that they will present their proposals to Council soon after.

To be received at Council
10th February 2015

CHORLEYWOOD PARISH COUNCIL

CRICKET CLUB ADVISORY COMMITTEE – 12th JANUARY 2015

MEMBERSHIP & ATTENDANCE

Chairman: *** Cllr Barbara Green**

Members: **Cllr Harry Davis**
***Cllr Tony Edwards**
Cllr Rodney Kipps
Cllr Jill Leeming
*** Cllr Jane White**

***Yvonne Merritt Clerk to the Council**
*** Denys Downing Cricket Club**
*** Owen Edis Cricket Club**

*Denotes members present

14/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Davis, Kipps and Leeming

14/13 MEETING WITH REPRESENTATIVES FROM THE CRICKET CLUB

Representatives from the Cricket Club confirmed that it would not be possible to build into the roof space as the building was modular and the design did not allow for such a development. It would require a full additional module, access would be difficult and it would require a completely different roof. Construction would take an additional two to three months.

The following figures were presented by the Chairman to the meeting,

- The current footprint of the existing pavilion including all paths and hard-standing is 240sqm
- The replacement pavilion with veranda but NO paths or steps is 266sqm = 11% increase*
- The new pavilion with veranda and steps to front and side is 281sqm = 17% increase*

*these increases do not include paths around the building. However, it is hoped that grass-crete can be used as this is likely to be exempt from DEFRA calculations of footprint. The CC design consultants have confirmed that grass-crete would be a suitable surface for the CC purposes.

Recommendations from DEFRA were that any increase in footprint should be no more than 20%. It was acknowledged that the CC had worked hard with the developer to keep the increase of the proposed pavilion to a minimum.

The CC advised that they had come to the current design based on the English Cricket Club Board recommendations which meant that facilities for disabled and female players needed to be included within the building. Value for money, and ensuring the design was in keeping with the local environmental constraints were also major considerations.

It was noted that consultation would be needed with other groups and organisations who had an interest in the Common at an early stage. However the CC felt it was best to obtain support from the PC before going

to the public. It was agreed that a meeting would be arranged with members of the Council and the CC to discuss their proposals in order to facilitate a question and answer session prior to the Full Council meeting where a decision would be made.

It was anticipated that the CC would have final plans of the overall size and appearance of the building by the end of the month, although the internal design may change at a later stage.

14/14 CRICKET CLUB LEASE

Cllr Jane White had looked at the current lease which expires in 2021 with a peppercorn rent. The CC confirmed that they were looking to surrender their current lease and to re-negotiate a new lease for as long a period as possible.

The Clerk confirmed that she had spoken to officers in the legal section of TRDC who had advised that local authorities were unable to give leases of more than 99 years. Local Authorities are also bound to get best consideration for their assets and therefore discussion would need to take place on how this could be achieved.

It was suggested that the PC should lease the land only to the CC which would mean that the CC would be solely responsible for the building and there would be no landlord obligations. Discussions took place with regard to sub-letting. The CC suggested that this is something they would wish to do, not only to generate income but also to utilise the building when not in use for cricket, especially outside the playing season.

The Chairman stated that as the pavilion was in a conservation area and that a S38 application would have to be made the CC would have to bear in mind that intensification of use of the Common as a result of sub-letting the building could be problematic. The CC said that they had not considered anything specific at this stage but would take guidance from the Council.

14/15 SECTION 38 AND PLANNING APPLICATIONS

It was agreed that the CC should apply for planning permission from TRDC before making the S38 application as this would take a minimum of 8 months but could take considerably longer. The Clerk confirmed that temporary fencing could be used under a Section 38 Exemption Notice whilst the pavilion was being constructed but that this was time limited to six months.

14/16 CLOSURE

The meeting commenced at 3.30pm and closed 5.15 pm

Members of the Council would be invited to attend a meeting with the CC at 7.15 pm on 10th February 2015, so that the CC could make a presentation of their proposals prior to the meeting. The Chairman will write a report for Councillors to consider the CC plans.

These minutes have been checked and signed by the Chairman

Signed … …Agreed via email …… Date …23.1.15……

These minutes were agreed as a true and correct record at the Advisory Committee meeting and signed by the Chairman.

Signed…….. Date……..

CHORLEYWOOD PARISH COUNCIL **To be received by Council**
10th February 2015

REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 13th JANUARY 2015

MEMBERSHIP & ATTENDANCE

Chairman: **Barbara Green**

Councillors
*** Jo Clark**
*** Barbara Dickens**
*** Tony Edwards (ex officio)**
Raj Khiroya
*** Jill Leeming**
*** Alison Preedy**
*** Martin Trevett**
*** Steve Watkins (ex officio)**

* Denotes members present

Officers present Yvonne Merritt - Clerk
Laura Hamilton – Admin Officer

There were three members of the public present.

In the absence of the Chairman, Cllr Trevett chaired the meeting.

Cllr Trevett wished to minute the Committees congratulations to Cllr Green on the birth of her first grandchild.

14/51 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Barbara Green and Raj Khiroya.

14/52 DECLARATIONS OF INTEREST

There were no declarations of interest.

14/53 APPROVAL OF THE MINUTES

The Committee
RESOLVED
That the minutes of the meeting held on 11th November 2014 which had been discussed at Full Council with no changes made, be approved as a true and correct record.

14/54 MATTERS ARISING FROM THE MINUTES

14/25 Nature Trail: The Clerk updated Members that the re-application for funding had started, but would not be completed until after her return in the spring.

14/39 Information Lecterns The Clerk advised that the Chilterns Conservation Board had offered money for an additional information board which the Parish Council had accepted. The third lectern

depicting the social history of the Common was currently being designed, with the words provided by the former Chairman of Open Spaces Margaret Jarrett. The other two, on the ponds and Larks Meadow were expected to be delivered and installed by the end of the month, weather permitting.

14/55 FINANCIAL COMPARISON STATEMENT 2014/15

The Committee
RESOLVED
To note the report.

14/56 OPEN SPACES OFFICER'S REPORT

May Bushes -Concern was expressed with the work being carried out at the top of the May Bushes with the fact that there was no publicity on why the trees were being felled and the process. The Parish Ranger explained that the work was part of the grassland restoration project being funded by Natural England. The stumps would be ground out in the spring when all the work was completed. The core timber was being stored outside the Stewardship Area and the Ranger was investigating the possibility of a PR exercise during the Easter Holidays using a local saw mill and publicity on what we are doing and why. It is likely that if this can be arranged officers will organise a scavenger hunt with prizes of Easter Eggs etc to encourage the Children to come along.

The Clerk confirmed that the winter work had been approved prior to commencement by the Committee.

Cattle Signs -A Councillor asked if the Cattle signs could be removed when cattle were not grazing. The Ranger advised that most were proper road signs and would need to be cut of and new brackets used each time. Officers were therefore asked to investigate if covers could be purchased to hide the signs whilst grazing was not taking place.

Stress Testing of Memorials in Christ Church – The process and number of grave stones affected was noted by Members. The Clerk advised that this would be a costly exercise which was likely to increase over the next few years. She suggested that Members may wish to consider putting in a budget item for future years. Cllr Trevett suggested that as some of the graves marked soldiers resting places from the First World War that the Royal British Legion may be able to source funding from the Commonwealth War Graves Commission for help towards the costs.

Snow & Ice – Members noted and accepted the advice from the Council's Insurers.

The Committee
RESOLVED
To note the report.

ALLOTMENTS

14/57 OCCUPATION

The Committee
RESOLVED
To note the occupation

14/58 WAITING LISTS

The Committee
RESOLVED
To note the details on the waiting list.

14/59 BEEHIVES AT ALLOTMENT SITES

Members were pleased that bees could be introduced to the Swillet allotment site but asked that when a suitable area had been agreed between officers and the beekeeper that plot holders in the near vicinity were notified.

The Allotment Administrator advised that she would report back to a later meeting and if the scheme was successful it may be possible to put hives at Copmans Wick allotments as well.

The Committee
RESOLVED
To allow two beehives to be placed at the Swillet Allotment Site and for officers to report back to a later meeting on the success of the project.

This was proposed by the Chair and unanimously approved.

LAWN CEMETERY

14/60 INTERMENTS

The Committee
RESOLVED
To note the number of interments that had taken place.

COMMON AND GROVEWOOD

14/61 LETTER FROM THE RURAL PAYMENTS AGENCY

Members were informed that the Clerk had been dealing with this problem for some considerable time. At some stage in 2009/10 an inspector visited Chorleywood Common. They did not make their visit know nor did they advise the Council what part of the Common they inspected. It was the inspector's view that no grazing had taken place. The Clerk has responded several times giving evidence of grazing, including invoices from contractors, farmer transportation licences and photographs proving that the areas had been grazed and also that a cut a lift scheme was undertaken annually. This evidence has never been acknowledged by the RPA nor has there been any evidence of the inspection record or where and when the common was visited. Thus far the Clerk has not paid back any money and had appealed the decision. However as this had been going on for some time, she wanted approval from the committee to keep pursuing the case.

The Committee
RESOLVED
That the Clerk continue to negotiate with the Rural Payments Agency on the alleged overpayment of funding.

14/62 WAR MEMORIAL HALL PERMISSIVE PARKING AREA

Members discussed the issues mentioned in the Letter from NADFAS and sympathised with the sentiment. However it was noted that this area is Common Land and a permissive parking area, in a conservation area and therefore even as land owners the Parish Council is unable to lay a hard surface or Supply Street lights in the area. It was noted that a letter had been received to the WMH Administrator advising that from June NADFAS were cancelling their booking. It was agreed that the Rangers would inspect the surfaces of all the parking areas and the entrance to Cherry Tree Dell with a view of getting a quotation for remedial works to scrape up the surfaces, relay the materials and roll them in. It was confirmed that this work was carried out every 2 – 3 years and whilst not perfect was the best that could be done under the legislation.

The Committee
RESOLVED
That the Clerk write a polite response to NADFAS explaining the legal constraints on the Council and the legislation surrounding Common Land Law.

14/63 PURCHASE OF A 4 WHEEL DRIVE DIESEL FRONT MOWER

The Chairman of the Council wish to note and give credit to the Ranger for looking after the equipment in such a way that the part-exchange value was more than the Council had paid for the machine in the first place. The Parish Ranger explained what the machine could do and how it would improve work to be carried out not only on the Common but in the allotments and cemetery as well.

The Committee
RESOLVED
To the Purchase of a 4 Wheel Drive Diesel Front Mower at a cost of £13598.00 plus the part exchange of the Major Topper.

This was proposed by Cllr Edwards, seconded by Cllr Preedy and unanimously approved.

GENERAL

14/64 HEALTH AND SAFETY

Members noted that there was nothing to report

14/65 CLOSURE

The meeting having commenced at 8.00 pm closed at 9.20pm.

Signed ……Agreed Via email. …….. …… Date ……23.1.15…….

These minutes were agreed as a true and correct record at the Open Spaces meeting and signed by the Chairman.

Signed……. Date……..

PLAY AREA IN CHORLEYWOOD ADVISORY COMMITTEE – 19th JANUARY 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Cllr Barbara Green

Members: * Cllr Alison Preedy
* Cllr Martin Trevett
* Cllr Steve Watkins (Vice Chairman)
Substitute Cllr Tony Edwards
* Michael Hyde - Friends of the Common
* Maria Larkin – Chorleywood Residents Association
* David Walker - Friends of the Chorleywood House Estate
* Keith Williams - TRDC
* Simone Tyson Chorleywood Mums

*Denotes members present

Also in attendance: Cllr Tony Edwards, Alison Rubens

14/14 APOLOGIES FOR ABSENCE

There were no apologies for absence.

14/15 MATTERS ARISING

It was noted that on page 2 of the minutes Cllr Keith Watkins should be corrected to Keith Williams. It was noted that Grovewood had been included as a possible site in Chorleywood and that The Clump had been discounted by a majority vote.
With the amendment the minutes were approved as a true and correct record.

14/16 SITE VISITS, CONCLUSIONS AND SHORT-LIST

The Chairman suggested that the group look at the remaining sites on the list to discuss and agree whether any further sites ned to be added and then reduce the remaining sites to a short list of four as a reasonable number to take forward. The short list would then be given out for the expert advice required. Once these reports were available the Advisory group would then recommend a way forward based on these reports to Full Council.

Friends of Chorleywood House Estate asked whether all sites on the estate had been considered. Discussion followed on the site next to the football pitches which had been suggested. It was noted that this site had been turned down previously for additional football pitches. It was also noted that this site was further away from the centre of population and therefore further to walk. At weekends this area is also very busy with users of the football pitches and therefore access to any play space in this area would be very difficult.

*(**Secretaries note**: TRDC and the Planning Inspector on appeal had previously turned down the additional football pitches due to the rare grasses and therefore it is felt unlikely that this decision could be overturned for a play space which would have a similar or greater impact on the grass).*

The necessary ecological surveys were initially felt to be more important for the Common, but it was stated that a survey should be undertaken for the site in Chorleywood House grounds. There was a need to be more specific on the site in the House Grounds under consideration. There was then further discussion on the reasons for the additional football pitches in the House grounds being turned down. Chorleywood Residents Association stated that the refusal of the football pitch was about protected grasses and therefore a play space in this area would still be an issue. Cllr Martin Trevett stated that the appeal against the TRDC decision had been turned down for two reasons:

1) Local Nature reserve Status therefore issues about protection of the area and
2) Increase in parking

Cllr Barbara Green then proposed that site 1 be put on the short list as the primary site within Chorleywood House Grounds for further investigation. This was agreed with one abstention from Friends of Chorleywood House.

Other sites were then discussed. The details of the site visits at Grovewood and Valley Road (The Clump) were gone through for the benefits of members of the group who were not able to be present at these visits.

Grovewood: Looking at the criteria sheet for Grovewood, Cllr Alison Preedy raised an issue with regard to the comment of "there not being too many trees" and the possibility of Health and Safety assessments disagreeing with the assumption. It was stated that nearly every site was surrounded by trees so health and safety assessment would be the same for all and was not therefore specific to Grovewood. Clarification was sought on the requirement for the location of the play space and whether this was a requirement to be close to the centre of population or the centre of the Village. It was felt that there was not such an overlap with the Swillett for the Grovewood site but one of the main problems would be oversight in terms of the impact on housing in Grovewood and possible objections from residents. Views were also expressed that people bought houses in Grovewood because it was quiet. It was suggested by the Chairman that the group could try to second guess what people are going to think but that at this stage the group should not be precluding any site in terms of how people may react. It was further emphasized that residents objecting may happen on any of the sites under consideration and consideration of this is part of the planning process. The focus should be on identifying those sites that need to go to the second stage and not to judge the possible outcome at this stage.

The Clump (Valley Road): This site had been discounted on the site visit as not suitable on location, low density of housing, isolation and the fact that it was a small site.

Gun Dell: This has also been discounted previously.

Chorleywood Common Site 15: The Chairman expressed her view that this was one of the good sites to put forward. There was good oversight, it was good for walking to, the area is not generally used by dog walkers with dogs off the lead therefore from a dog fouling aspect it may be better than other areas of the Common. Cllr Trevett felt that a lot of people don't see this as part of the Common although stated that clearly it is and therefore all the rules apply but that therefore it may be less contentious. Others noted that the site had been identified 15 years ago and then by Officers 3 years ago therefore it must be a good site and should therefore stay on the list. Friends of Chorleywood Common questioned why it had been ruled out and were given the reason that it had been turned down by the Council 15 years ago because of local opposition. The point was again raised that there could be opposition for any of the sites considered.

There was then discussion on the motives behind the choice of sites and the fact that surveys and police reports produced last time seemed to have been ignored. It was pointed out that the current process was about making it a better independent process and there will be more information on each site considered. It was also stated that the three reports being sought on the short listed sites would this time not only identify if there was a problem but also how, if at all, it may be mitigated which would give a more balanced view.

The group discussed the possible ranking of the short listed sites with views being expressed that no ranking would mean no bias or priority and the experts can give an independent assessment of all the short listed sites. Cllr Keith Williams confirmed that the land owner of any chosen site would at some point have to give permission. The process for this was then discussed and it was agreed if any of the sites was on land owned by the Parish Council then this would need to go to Full Councill for a decision. The view was also expressed that TRDC were asking the Parish Council for their views and recommendation on behalf of Chorleywood residents which would as a necessity go to Full Council.

*(**Secretaries Note**: Whatever recommendation is put forward by the Working Group will be put to the most appropriate meeting of Full Council following the recommendation being made)*

Warings Field: The site survey established overlap with the Swillett, isolation of the site, no passive surveillance. The view was expressed that a new Play space for Chorleywood should serve the maximum number of residents and have the least crossover with other sites e.g. the Swillett. Views were then sought on whether Warings field should be on the short list with isolation of the spot being a general voiced concern. At this stage Warings field remained on the short list.

Chorleywood Common Site 13: It was noted that this was the site that had been put forward in the previous considerations of a play space in Chorleywood. Some discussion then took place on the status of possible improvements to Shepherds Bridge. The Group were advised by Cllr Martin Trevett that the latest suggestion is that there will be a demarked pedestrian area across the Bridge but no raised pavements.

*(**Secretaries note**: The Parish Council have not been advised formally of the latest thinking on the Bridge nor the likelihood of whether this particular solution will go forward or not)*

Several members of the group noted that a major change since the last report regarding site 13 is that there was a much better situation with regard to parking at both Shepherds Bridge and War Memorial Hall permissive parking areas following the introduction of the parking scheme and it was suggested that this made Site 13 more accessible than before. It was questioned whether this should be noted on the survey for site 13. It was noted however that the improvements would affect site 15 as well. It was also noted that if consideration was now being given to those that would drive to the play space needing to be accommodated, other sites should not be ruled out where there are car parking issues. It was suggested that wherever a play space is put there will be a proportion of people who would have to drive but that if it is put in a place that a majority can walk to, less will need to drive and therefore the weighting of this factor is less. It was suggested that site 13 allows greater access to other areas of the Common to enjoy the other aspects of the Common. This generated considerable discussion on what families will and won't do on the Common. The issue of trees was also raised. Cllr Keith Williams made the point that trees are actually an important part of any play space.

The focus then returned on the sites left on the list:

- Chorleywood Common Site 15
- Chorleywood Common Site 13
- Chorleywood House Grounds
- Grovewood
- Warrings Field

and the need to get to a short list of 4. The question was raised as to whether there was any problem with a short list of five. Simone Tyson proposed excluding Warings Field which was seconded by Cllr Martin Trevett and carried unanimously.

14/16 <u>BRIEFS</u>

The Chairman had drafted briefs for each of the three experts - The Police, CMS (or similar body), Play Specialists (TRDC Officers)- to use on each site. These had been made available at the meeting for consideration by the Group. Copies of the briefs as presented to the meeting are attached.

The costs and funding of the three surveys being requested was raised. Cllr Keith Williams confirmed that the Play Space Officers will look at the four sites at their cost and not out of the Play Space budget. The Chairman was not sure how the other elements would be funded.

The briefs were discussed and the following amendments made:

- Consultation with Herts Biological Records (acknowledging that the name had now changed) to be added to the CMS brief
- Consultation by the Play space officers with the Planning Department to be added to the Play Officers brief
- Recommendation for mitigation of any issues to be requested from the Police report.

The question was raised as to whether the individuals undertaking the surveys would be visiting the sites on their own or with someone from the group. It was suggested that they should be on their own to ensure complete independence of their reports.

*(**Secretaries note**: it was subsequently agreed that the Chairman of the Advisory Group and the Chairman of the Council go together with the experts to ensure no bias is given to any of the experts)*

Cllr Keith Williams pointed out that as the Anti Social team and Crime Prevention teams are now one that there would only be one contact need and undertook to provide this to the Chairman.

*(**Secretaries note**: This was subsequently provided as Chief Inspector Deidre Dent)*

The Contact for the Play Space Officers was noted as Charlotte Gomes.

Discussion also took place on whether the findings of the site surveys be given to the experts being asked to undertaken the next stage of surveys. The general feeling of the group was that they should not be provided and that the experts undertake the surveys from scratch with no preconceived ideas that the site surveys may give them.

Following a request that background information be provided to the reports when produced, it was suggested that this would be reasonable if specific issues or difficulties came up but noted that professionals were being asked to undertake these surveys and should therefore be respected as such.

With the amendments made to the briefs there was further discussion on whether there should be a legal brief. This resulted in discussion on the byelaws where it was stated by Cllr Martin Trevett that it was quite clear that swings and roundabouts could be put on the Common with the Council's permission as they were present on Village Day. It was noted that this was for a one off event and not a permanent fixture. It was suggested that byelaws could be changed. The Chairman advised that whatever was being said about the byelaws, it would still be a requirement to go through a section 38 application when the legal issues would be covered. This led to discussion on how much knowledge the experts would have on the byelaws and the Scheme of regulation and whether this information should be included with the briefs. It was pointed out that the Play space officers were aware but also whether there was any harm in providing to all experts. It was agreed that the fact that there is regulation and byelaws governing the Common should be pointed out and added to the briefs.

(***Secretaries Note**: Changing of the byelaws is a time consuming process that ultimately involves submission to the Secretary of State. Previous experience of this involved about 8 submissions and a timeframe of months rather than weeks*)

It was suggested that there should be only one point of reference back to the Group. This should be the Chairman and no discussion should take place between the experts and other members of the Group. This would ensure that there was no bias given and no suggestion of bias. Any request should therefore go through the Chairman of the Group who may then need to get information from the Clerk.

Initially it was felt that 4 weeks should be given for the reports to be undertaken which would give a report date of the 16th February. It would therefore not be possible to pull this together before the next Full Council meeting on the 10th February so there may be a need to suggest an extraordinary meeting of the Council. It was then suggested that it needed to be ascertained whether four weeks for CMS was achievable before any dates were set. Cllr Keith Williams confirmed that as the next Leisure Committee will be missed, with the forthcoming elections the next committee that would consider any report would be in June. He also confirmed that the Play space budget would be rolling forward as the project was moving forward.

(***Secretaries note****: CMS have subsequently confirmed that given the time of year, any survey undertaken at this time of year would not be fruitful and that therefore their surveys should be undertaken in late Spring/early Summer*)

14/17 <u>TIME AND DATE OF NEXT MEETING</u>

Given the uncertainty over the report completion dates no date of next meeting was set at the meeting. It was however confirmed that Monday evenings were not the most convenient for some members of the group and that Wednesdays would be better.

*(**Secretaries Note:** The date of the next meeting has subsequently been provisionally arranged for 7.30pm Wednesday 18th March at the Parish Office).*

14/18 <u>CLOSURE</u>

The Meeting, having commenced at 7.30 pm closed at 9.36pm

These minutes have been checked and signed by the Chairman

Signed ……Agreed by email …… Date ……28.01.15……

These minutes were agreed as a true and correct record at the Advisory Committee meeting and signed by the Chairman.

Signed..... Date…….

CHORLEYWOOD PARISH COUNCIL **To be received by Council 10th February 2015**

REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING ON TUESDAY 20th JANUARY 2015

MEMBERSHIP AND ATTENDANCE

Chairman: *Cllr Rodney Kipps

Members: -
*Cllr John Copley
Cllr Harry Davies
*Cllr Tony Edwards (ex officio)
Cllr Raj Khiroya
*Cllr Ken Morris
* Cllr Alison Preedy
*Cllr Steve Watkins (ex officio)
*Cllr Jenny Wood

Also in attendance:
* Alan Manson – Surveyor
* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary

*Denotes members present

RECOMMENDATION:

War Memorial Hall Refurbishment.

Cllr Rodney Kipps advised the Committee that they look at the two quotations for the refurbishment work and make a recommendation to Full Council.

Cllr Ken Morris asked if the specification for both quotes and the schedule of works had been checked.

Mr A Manson the Councils Surveyor advised that there was quiet a big difference between the two quotes. Quota A is from a bigger company that has the staff in house and Quote B is from a smaller company that would be sub-contracting the work out. He stated that both quotes were very competitive.

Cllr Alison Preedy asked if either of the companies that had quoted were the same company that had completed the plumbing work in the hall.

The Clerk confirmed that both companies were known to the Council but that one had carried out the earlier work, however for the purpose of making recommendation officers were unable to advise which company it was.

Cllr Jenny Wood was concerned with the difference in time the required to carry out the work. The Clerk advised that obviously if the work started in June there would be more disturbance to hirers affected by the building work.

At the next meeting should the Council approve the recommendation, this Committee will need to discuss the furniture requirements for the new meeting room at the hall.

The Committee
RESOLVED to recommend to Full Council
That tender A is approved for phase two of the War Memorial Hall refurbishment at a cost of £71200.00 including £5,000 contingency (budget £72,000)

That the hall be repainted after the refurbishment works at a cost of £1700 with the money be taken out of the revenue Hall maintenance budget.

This was proposed by Cllr Ken Morris, seconded by Cllr Tony Edwards and unanimously approved.

14/30 APOLOGIES FOR ABSENCE

There were two apologies for absence received. Cllr Harry Davies and Cllr Raj Khiroya.

14/31 DECLARATION OF INTEREST

There were no declarations of interest received.

14/32 APPROVAL OF THE MINUTES

The Committee
RESOLVED
The minutes of the meeting dated 18th November 2014 were approved as a true and correct record,

14/33 MATTERS ARISING

There were no matters arising.

14/34 SECRETARY'S REPORT

War Memorial Hall

The Secretary confirmed that under the stage where Chorleywood Amateur Dramatics stored their equipment was now tidy and entrance to the space was available.

WiFi

Cllr Steve Watkins asked if the WiFi code would be publicised for hall users. The Clerk advised that we were still awaiting confirmation from British Telecom of the code.

Refurbishment Works.

The Clerk advised that the caretaker would be monitoring the wall and that in the future it may have to be re-pointed.

Table Top Sale

The Clerk thanked all the Councillors for their assistance at the table top sale. Cllrs noted comments from the Admin Officer and agreed that more advertising and publicity was needed for the forthcoming table top sales, including a car boot website, parent mail at the schools,
The Councillors were advised that the next two table top sales would be need to be run by them to keep the staffing costs down. It would be necessary to set up the tables, be present during the event and put away the tables and chairs at the end of the booking. They would also have to ensure that there were sufficient refreshments available for each Sunday. A rota will be set up for all Councillors to commit to a date and time for each sale.

It was agreed that the next two table top sales would be watched and then a decision would be made whether to continue through to May.

The Clerk advised that at the table top sale on Sunday 19th January £340.00 was taken from table bookings, door entrance and refreshments.

NADFAS

The Committee were saddened that the long standing booking for NADFAS would not be continuing after June, 2015. However it was noted that a new booking was expected to take its place.

Chorleywood Horticultural Society.

It was noted with thanks that the booking for the Horticultural Show had moved to allow additional time to renovate the War Memorial Hall.

Demolition of the Guide Hut.

The Clerk advised that the Guiding Association had been presented with a bill of £635.00 to disconnect the electric supply. They also have to apply for Demolition and Conservation Area Consent to have the hut demolished. The Conservation Area Consent will take up to 8 weeks – therefore the demolition is on hold. The asbestos in the roof will be removed on a Saturday and the skip it is placed into will be removed on the same day due to health and safety reasons.

Brownies

The Chenies and Latimer Brownies have asked if they could sleep in the War Memorial Hall on Saturday 7th March when the Children's Literary Festival is taking place. Members agreed that this should be supported and the Chairman and Vice Chairman would attend with supplies for a midnight feast.

The Committee
RESOLVED
To approve the booking for a sleepover for the Brownies as part of the Children's Literary Festival

This was proposed by Cllr Steve Watkins, seconded by Cllr Tony Edwards and unanimously approved.

Charity Event - War Memorial Hall

A letter has been received from a hirer of the War Memorial Hall for a charity event in July. They have requested a Hog Roast to be placed behind the Royal British Legion.

The Committee
RESOLVED
To allow the Hog Roast on the land to the rear of the Royal British Legion Hall
This was proposed by Cllr Steve Watkins, seconded by Cllr Tony Edwards and unanimously approved.

Bullsland Hall and Holly Bush Hall - these were noted.

14/35 TREASURER'S REPORT

The Committee
RESOLVED
To note the report.

14/36 VILLAGE HALL REFURBISHMENT PHASE TWO

See Recommendation.

The Clerk advised that the removal of the tree will be carried out as soon as was practical after the Council's decision and the retaining wall will be worked on during this period.

Mr Manson advised that there may be additional work where the tree is taken out as it was unclear how much damage would be caused by the root ball.

Cllr Steve Watkins asked if the removal of the steps at the side of the hall would allow for further investigation into the gradient down the side of the hall for disabled access to the Hollybush. The Clerk advised that once the steps had been removed then the opportunity to look into the gradient would be possible.

14/37 CARETAKER POSITION AT THE WAR MEMORIAL HALL.

On Tuesday 13th January the Clerk and Cllr Tony Edwards interviewed the two applicants for the caretaker job at the War Memorial Hall.

The Clerk advised the Committee that both applicants were excellent and it was felt that the position would be offered to John Ruth but a position for temporary cover would be offered to Barbara Rogers as and when required.

John Ruth started on Monday 19th January and will be trailing Mike for the next two weeks.

14/38 CLOSE

The meeting having commenced at 8.00 pm, closed at 8.55 pm

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Signed …… … ……. ……. Date ……..

These minutes were agreed as a true and correct record and signed by the Chairman.

Signed ……. Date …….

CHORLEYWOOD PARISH COUNCIL **To be received by Council 10th February 2015**

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 27TH JANUARY 2015

MEMBERSHIP & ATTENDANCE

Chairman: * **Tony Edwards**

Councillors: **Harry Davies**
Barbara Green
* **Raj Khiroya**
Rodney Kipps
* **Martin Trevett**
* **Steve Watkins**
* **Jane White**
* **Jackie Worrall**

*Denotes members present

Also in attendance: Cllr Barbara Dickens

Officers Present: * **Yvonne Merritt - Clerk**
* **Claire James – Deputy Clerk**

There were no members of the public present

RECOMMENDATION

1. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Disappointment was expressed that responses on the suggested changes to Standing Orders had still not been forthcoming from all Councillors to date.

The Committee
RESOLVED to Recommend
That the views of the 5 Councillors who had not yet responded be sought and the Standing Orders would then be discussed at an Extra Ordinary meeting of the Full council to be called between March and May 2015.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Martin Trevett and carried unanimously.

2. **PRECEPT 2015/16**

Members discussed the four scenarios for the precept contained within the report and were advised that the auditor had checked the figures earlier that day. The background to the possible reduction in the Revenue grant from Three Rivers was discussed. The use of reserves was explained as a legal requirement to keep half a year's precept in reserves and the rest which was allocated to capital projects, repairs and renewals as listed in the report.

It was noted that the precept had been increased the previous year after no increases previously since 2009. It was noted that the increase the previous year had funded improvements to the War Memorial Hall which had driven an increase in bookings. Further improvements to the Hall planned for this summer would also support feedback from the initial analysis of the Community Plan returns. There were also likely to be other items from the Community Plan that the Parish Council would want to fund.

It was proposed that the Committee recommend Option 2 to Full Council that the precept be set at £413040 an increase of 2.36% or £67.93 per band D equivalent to an increase of £1.57 per annum or 3p per week, noting that Cllr Trevett had advised that the traffic light changes were unlikely to take place and the capital costs for this would not therefore be taken from reserves.

This was proposed by Cllr Jackie Worrall and seconded by Cllr Jane White

An amendment to this proposal was made to recommend Option 4 – to increase the precept to 403500 (an additional £3500 taken from the increase in the tax base) and take the remaining balance of 19540 from reserves keeping the precept the same £66.36 per band D.

This was proposed by Cllr Martin Trevett and seconded by Cllr Raj Khiroya.
The amendment was not carried by two votes to four.

The original proposal was then voted on and carried by four votes to two.

The Committee therefore
RESOLVED TO RECOMMEND
That the precept be set at £413040 or £67.93 per band D Property equivalent to an increase of £1.57 per year or 3p per week.

14/39 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Harry Davies, Barbara Green and Rodney Kipps.

14/40 DECLARATIONS OF INTEREST

There were no declarations of interest.

14/41 APPROVAL OF MINUTES

The Committee
RESOLVED
That the minutes of the meeting dated 2nd December 2014 be approved as a true and correct record.

14/41 MATTERS ARISING FROM THE MINUTES

Christmas Festival / Late Night Shopping – the Parish Council had a stall at the Christmas Festival that took place in Decemebr but had been one of only a few stalls with very little space allocated. Lack of organisation by the Business Association was disappointing given the effort that had been put in on the stalls.
Village Day – the Clerk advised that forms for this year's Village Day had gone out in the last few days and already the office had received 9 stall bookings with payments.
Community Public Access Defibrillators (CPADS)- Members were advised of some of the statistics that supported the installation of these potentially life saving pieces of equipment and the potential for funding that was possible from organisations such as the British heart Foundation. It was agreed that there should be an article in the next edition of Chorleywood Matters and it was also suggested that something for inclusion in the Three Rivers Times be considered.

14/42 FINANCIAL COMPARISON STATEMENT

In response to a Member's question, the Insurance Contribution from the Royal British Legion would be followed up as appropriate.

The Committee
RESOLVED
To note the financial comparison statement.

14/43 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

See Recommendation 1.

14/44 PRECEPT 2015/16

See Recommendation 2.

14/45 QUARTERLY CASH BOOK

The Committee
RESOLVED
To note the quarterly cashbook figures also noting that the figures had been audited that day.

14/46 PARISH POLL CONSULTATION

Members were generally in support of the recommendations made in the report with the following two exceptions:

- that an increase from 10 to 60 people for the trigger point to call a Parish poll was not sufficient for a parish the size of Chorleywood and suggested 100 would be a more appropriate figure
- that the proposal that only one poll can be called on the same subject in a 12 month period would be better set at a four year period

The Committee
RESOLVED
That a response would be made on behalf of the Parish Council by the Clerk supporting the recommendations with the two suggested amendments. This response would also be copied to Stephen Halls at TRDC who it was understood would be making a response on behalf of the District.

This was proposed by Cllr Martin Trevett, seconded by Cllr Jane White and carried unanimously.

14/47 GREEN EXPECTATIONS Sustainability and Climate Change strategy Draft for Consultation

The Committee
RESOLVED
To note the contents of this consultation document.

14/48 NOTICE BOARDS

The current notice board which was both Parish Council and Residents Association in the centre of the Village is wooden in construction and had been repaired following vandalism on a number of occasions and was now in a very sorry state. The Residents Association were interested in contributing towards a replacement and it was proposed that a third board be added for the Community. The proposal was for a three sided triangular board that could each display up to 12 sides of A4 and have the appropriate logos added. The proposed board was of metal construction which should be more vandal resistant than the current board. Planning permission would be required for the installation of such a board.

The Committee
RESOLVED
To agree in principle to the purchase of the three sided notice board outlined in the report subject to the further quotes being obtained. It was also agreed that a nominal charge be made for notices in the Community board of £1 per week

This was proposed from the Chair by Cllr Tony Edwards and carried unanimously.

14/49 CiLCA UPDATE

There was nothing to report on this agenda item at this meeting.

Before this part of the meeting closed Councillors wished the Clerk well for her forthcoming absence.

14/50 EXCLUSION OF PRESS AND PUBLIC

The Committee
RESOLVED
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for agenda item 14 and they are instructed to withdraw.

14/51 ROYAL BRITISH LEGION LEASE AND CRICKET CLUB LEASE

Access to the minutes of this agenda item is denied until further notice.

14/52 CLOSURE

The meeting having started at 8.00 pm, finished at 10.05 pm

These minutes have been checked by the Chairman.

Signature …….…….. Date…..……

These minutes were agreed as a true and correct record at the Policy & Resources meeting and signed by the Chairman.

Signature …….. Date ……

Parish Council Cheque list

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee	Supplier	Details
408754	3761	12/12/14	£232.32	£38.72	£193.60	OS	TBS Hygiene Ltd	Collection of Dog waste- Nov 14
408755	3762	12/12/14	£594.00	£99.00	£495.00	P & R	D2DDistribution	Chorleywood matters-28/11/14
408756	3763	12/12/14	£112.19	£18.70	£93.49	P & R	Neopost	Printer Cartridge & starter pack
408757	3764	12/12/14	£846.00	£141.00	£705.00	P & R	Blitz Advertising Ltd	Chorleywood Matters- Design and Print
408758	3679	12/12/14	£35.00	£0.00	£35.00	P & R	H A P T C	Basic Finance Course- LH-22/10/14
408759	3766	12/12/14	£260.00	£0.00	£260.00	P & R	Society Of Local Council Clerks	Annual Subscription
408760	3852	12/12/14	£29.62	£4.94	£24.68	P & R	Hertfordshire County Council	Cellotape & Memory stick
408761	3767	12/12/14	£19.08	£3.18	£15.90	P & R	Hertfordshire County Council	Paper
408762	3768	12/12/14	£980.34	£163.39	£816.95	OS	Geo Brown Implements Ltd	Service -LK10HFT
408763	3769	12/12/14	£83.90	£0.00	£83.90	P & R	Fleming P	Website - Nov 14
408764	3770	12/12/14	£168.00	£0.00	£168.00	P & R	Watford Borough Council	DBS Checks
408765	3771	12/12/14	£372.00	£0.00	£372.00	P & R	Arnett Hills School	Quiz Night Proceeds
408766	3772	12/12/14	£372.00	£0.00	£372.00	P & R	Chiltern Open Air Museum	Quiz Night Proceeds
408767	3773	12/12/14	£372.00	£0.00	£372.00	P & R	CADS Chorleywood	Quiz Night Proceeds
408768	3774	12/12/14	£372.00	£0.00	£372.00	P & R	Chorleywood Care	Quiz Night Proceeds
408769	3775	12/12/14	£372.00	£0.00	£372.00	P & R	Chorleywood Choral Society	Quiz Night proceeds
408770	3776	12/12/14	£372.00	£0.00	£372.00	P & R	Chorleywood CY Football Club	Quiz Night proceeds
408771	3777	12/12/14	£372.00	£0.00	£372.00	P & R	Chorleywood Community Arts	Quiz Night Proceeds
408772	3778	12/12/14	£372.00	£0.00	£372.00	P & R	Chorleywood Community Orchard	Quiz Night Proceeds
408773	3779	12/12/14	£372.00	£0.00	£372.00	P & R	Chorleywood Bookshop	Quiz Night Proceeds
408774	3780	12/12/14	£372.00	£0.00	£372.00	P & R	1st Chorleywood Scouts	Quiz Night Proceeds
408775	3781	12/12/14	£372.00	£0.00	£372.00	P & R	Chorleywood Twinning Association	Quiz Night Proceeds
408776	3782	12/12/14	£372.00	£0.00	£372.00	P & R	Chorleywood U3A	Quiz Night Proceeds
408777	3783	12/12/14	£500.00	£0.00	£500.00	P & R	Christ Church School	Quiz Night Proceeds
408778	3784	12/12/14	£372.00	£0.00	£372.00	P & R	Friends of Chorleywood House	Quiz Night Proceeds
408779	3785	12/12/14	£372.00	£0.00	£372.00	P & R	Hurstleigh	Quiz Night proceeds
408780	3786	12/12/14	£372.00	£0.00	£372.00	P & R	Restore Hope	Quiz Night Proceeds
408781	3787	12/12/14	£372.00	£0.00	£372.00	P & R	St Clement Danes School PA	Quiz Night Proceeds
408782	3788	12/12/14	£372.00	£0.00	£372.00	P & R	Watford Mencap	Quiz Night Proceeds
408783	3789	16/12/14					Merritt Y D	Salary
408785	3791	16/12/14					Hamilton L	Salary
408786	3792	16/12/14	Total Salaries December £12430.57				Goddard.A	Salary
408787	3793	16/12/14					Palmer P	Salary
408788	3794	16/12/14					Watts C	Salary
408789	3795	16/12/14					Putman.M	Salary
408790	3796	16/12/14	£0.00	£0.00	£0.00	P & R	SPOILT CHEQUE	spoilt Cheque
408791	3797	16/12/14				P & R	Watts L	Salary
408792	3798	16/12/14	£4,564.30	£0.00	£4,564.30	P & R	Inland Revenue	Tax & Ni
408793	3799	16/12/14	£4,751.87	£0.00	£4,751.87		Hertfordshire County Council	Superannuation
408794	3800	16/12/14	£207.19	£28.00	£179.19		Petty Cash	
408795	3801	16/12/14	£48.00	£8.00	£40.00	OS	Vehicle Control Services Ltd	Rental Of Warning Signs-Shep bridge

Parish Council Cheque list

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee	Supplier	Details
408796	3802	16/12/14	£72.00	£12.00	£60.00	OS	Vehicle Control Services Ltd	Rental Of Warning Signs Common Road
408797	3803	22/12/14	£167.40	£27.90	£139.50	OS	District Enforcement Ltd	November Patrol
408798-	3804	22/12/14	£0.00	£0.00	£0.00	P & R	EDF ENERGY	Unmetered Xmas Lights-22/11/11-07/01/12- see cheque No
408799-	3805	22/12/14	£0.00	£0.00	£0.00	P & R	EDF ENERGY	Christmas Lights-26/11/12-03/01/13- See cheque no
408800-	3806	22/12/14	£0.00	£0.00	£0.00	P & R	EDF ENERGY	Christmas Lights-22/11/14-07/01/11- see cheque no
408801	3807	22/12/14	£165.60	£27.60	£138.00	OS	Right Maintenance Ltd	Copmans Wick Burst Pipe (14/04/14
408802	3808	22/12/14	£153.00	£25.50	£127.50	OS	Falon Nameplates Ltd	Dunn-Refurb
408803	3809	22/12/14	£606.24	£101.04	£505.20	OS	Falon Nameplates Ltd	Q801-Littlejohn
408804	3810	23/12/14	£2,400.15	£307.04	£2,093.11	P & R	R L H Whitney	Costs for Quiz Night 2014
408805	3811	23/12/14	£40.00	£0.00	£40.00	P & R	Merritt Daniel	Logo Design
408806	3812	23/12/14	£147.13	£15.56	£131.57		Petty Cash	
408807	3838	13/01/15	£1,175.05	£195.84	£979.21	OS	Geo Brown Implements Ltd	New cab Roof for tractor
408808	3839	13/01/15	£295.02	£49.17	£245.85	OS	Geo Brown Implements Ltd	Leaking Ram Seal
408809	3840	13/01/15	£892.53	£148.75	£743.78	OS	Geo Brown Implements Ltd	Oil Leak from Tractor
408810	3842	13/01/15	£0.00	£0.00	£0.00	P & R	SPOILT CHEQUE	Spoilt cheque
408811	3841	13/01/15	£12,550.00	£0.00	£12,550.00	CNCL	Chess Valley Plumbing LTD	War Memorial Hall Refrub Works
408812	3843	16/01/15				P & R	James.C	Salary - Jan
408813	3844	16/01/15				P & R	Merritt Y D	Salary-Jan
408814	3845	16/01/15				P & R	Putman.M	Salary-Jan
408815	3846	16/01/15	Total Salaries January £11404.51			P & R	Hamilton L	Salary-Jan
408816	3847	16/01/15				OS	Palmer P	Salary - Jan
408817	3848	16/01/15				OS	Watts C	Salary Jan
408818	3849	16/01/15				OS	Goddard.A	Salary
408851	3827	12/01/15	£466.36	£0.00	£466.36	CNCL	War Memorial Hall	Vat Repayment
408852	3828	12/01/15	£153.32	£0.00	£153.32	P & R	War Memorial Hall	Hall hire- Quiz Night
408853	3829	12/01/15	£294.42	£49.07	£245.35	OS	Falon Nameplates Ltd	memorial Plaque-A-919 (Scanes)
408854	3830	12/01/15	£32.70	£5.45	£27.25	P & R	Hertfordshire County Council	Paper, pads, scissors,
408855	3831	12/01/15	£99.59	£16.60	£82.99	P & R	Neopost	Franking Equip Lease
408856	3832	12/01/15	£4.33	£0.72	£3.61	OS	Geo Brown Implements Ltd	Screws
408857	3833	12/01/15	£3,160.00	£0.00	£3,160.00	CNCL	Gardner B	Compound- lawn cem
408858	3834	12/01/15	£498.00	£0.00	£498.00	OS	Gardner B	Pot Holders - lawn Cem
408859	3835	12/01/15	£429.24	£0.00	£429.24	OS	Geo Brown Implements Ltd	Service of Equip
408860	3836	12/01/15	£150.00	£25.00	£125.00	P & R	Neopost	Postage Credit
408861	3837	12/01/15	£72.00	£0.00	£72.00	P & R	Fleming P	Website updates 1/12/14-31/12/14
408862	3855		£3,943.59	£0.00	£3,943.59	P & R	Inland Revenue	Tax & Ni
408863	3856					P & R	Watts L	Salary
408864	3857		£644.71	£30.70	£614.01	P & R	LCS	Christmas Lights
408865	3858		£4,367.31	£0.00	£4,367.31		Hertfordshire County Council	

Parish Council Cheque list

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee	Supplier	Details
408866	3859		£653.69	£108.95	£544.74	P & R	Electrical Testing LTD	Public Street Lighting-Insp & test
408867	3860		£232.32	£38.72	£193.60	OS	TBS Hygiene Ltd	Dog Waste Coll=- Dec 14
408869	3861		£7,125.00	£0.00	£7,125.00	P & R	Hertfordshire Police Authority	PCSO-3/10/14-Dec-14
708784	3790	16/12/14					James.C	Salary
Running Sub Total			**£83,222.00**	**£1,696.54**	**£81,525.46**			

Chorleywood Village Halls Cheque list

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee	Supplier	Details
W403314	758	12/12/14	£225.00	£0.00	£225.00	WMH	Hertfordshire County Council	Refund of deposit for hire of the WMH
W403315	759	12/12/14	£70.00	£0.00	£70.00	WMH	TRDC	Annual Licence for Hollybush
W403316	760	11/01/15	£40.04	£6.67	£33.37	WMH	Hertfordshire County Council	Eye wash & First aid equip
W403317	761	12/12/14	£75.71	£12.62	£63.09	WMH	Hertfordshire County Council	Air Freshener, cloths & Notice Board
W403318	762	16/12/14	£0.00	£0.00	£0.00		Spoilt Cheque	Spoilt Cheque
W403319	763	16/12/14					Putman M	Salary
W403320	764	16/12/14		Total Salaries December £2128.82				Watts L Salary
W403321	765	16/12/14					Sears Derek	Salary
W403322	766	16/12/14					Arnold M	Salary
W403323	767	16/12/14	£840.30	£0.00	£840.30	WMH	Hertfordshire County Council	Superannuation
W403324	768	16/12/14	£545.19	£0.00	£545.19	WMH	Inland Revenue	Tax & NI
W403325	769	16/12/14	£36.38	£4.81	£31.57		Petty Cash	Petty cash
W403326	770	22/12/14	£155.76	£25.96	£129.80	WMH	Right Maintenance Ltd	Bullsland hall, Lock Broken-13.06.14
W403327	771	22/12/14	£57.60	£9.60	£48.00	WMH	Right Maintenance Ltd	Water Investigation-Hollybush Hall
W403328	772	23/12/14	£117.00	£19.50	£97.50	WMH	Edge IT Systems	Online contract 11/05/14-10/05/15
W403329	773	23/12/14	£95.47	£15.91	£79.56	WMH	Bt Payment Services	internet Services-Bullsland Hall
W403330	774	23/12/14	£81.50	£0.00	£81.50	WMH	Petty Cash	Cleaning of WMH
w403331	785	12/01/15	£261.60	£43.60	£218.00	WMH	Right Maintenance Ltd	gutters- WMH
W403332	786	16/01/15	£820.00	£136.67	£683.33	WMH	Chess Valley Plumbing	Hall Refurb
W403333	787	16/01/15				WMH	Putman.m	Salary
W403334	789					WMH	Arnold M	Salary
W403335	790			Total Salaries January £1967.91			Sears Derek	Salary
W403336	791					WMH	Watts Mrs L	Salary
W403337	792		£435.86	£0.00	£435.86	WMH	Inland Revenue	Tax & NI
W403338	793		£714.91	£0.00	£714.91	WMH	Hertfordshire County Council	Superannuation
W403339	794		£110.00	£0.00	£110.00	WMH	Philec	Lighting at WMH
Total			**£8781.05**	**£275.34**	**£8505.71**			

Parish Council Direct Debits

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee	Supplier	Details
dd-14/12/29	3851	29/12/14	£24.00	£4.00	£20.00	P & R	Peninsular	Safety First Contract
dd-14/15/12	3824	15/12/14	£83.03	£3.95	£79.08	P & R	E.on	Electricity South lodge-02/11/14-30/11/14
dd-14/15/12	3825	15/12/14	£79.00	£0.00	£79.00	OS	TRDC	Cem Rates
dd-14/15/12	3826	15/12/14	£433.00	£0.00	£433.00	P & R	TRDC	NNDR-Office
dd-14/24/12	3850	24/12/14	£22.80	£3.80	£19.00	P & R	Bt Payment Services	Broadband for office
Total			**£641.83**	**£11.75**	**£630.08**			

Village Halls Direct Debits

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee	Supplier	Details
dd-14/12/29	788	29/12/14	£21.84	£3.64	£18.20	WMH	Bt Payment Services	Broadband for Bullsland
dd-14/15/12	782	15/12/14	£17.66	£0.84	£16.82	WMH	E.on	Hollybush hall elec-02/11/14-30/11/14
dd-14/15/12	783	15/12/14	£305.18	£50.86	£254.32	WMH	E.on	WMH- Gas-02/11/14-30/11/14
dd-14/23/12	784	23/12/14	£154.47	£25.75	£128.72	WMH	Bt Payment Services	Internet Services
Total			**£499.15**	**£81.09**	**£418.06**			

CHORLEYWOOD PARISH COUNCIL

FULL COUNCIL MEETING **Agenda Item 13**

Date: TUESDAY 10th FEBRUARY 2015

Subject: CRICKET CLUB ADVISORY COMMITTEE

Committee Member: Cllr Barbara Green – Chair of the Cricket Club Advisory Group

Officer Contributions: Clerk

Status: Public

Wards affected: All

Enclosures: Map of the Pavilion

Contact for further information: Cllr Barbara Green

1. RECOMMENDATIONS

1.1 The Committee recommend to Full Council that the cricket pavilion plans as shown in the enclosed documents are accepted and endorsed by the Parish Council.

2. RELEVANT PREVIOUS DECISIONS

ANNUAL MEETING 3RD June 2014
14/06 Members of the Cricket Club Advisory Committee were agreed.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

Nil

4. RISK MANAGEMENT ISSUES

4.1 None Specific at this time

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 A new lease will need to be renegotiated with the Cricket Club.

6. LEGAL ISSUES

6.1 As part of the process the Policy and Resources Committee are looking at the Lease Agreement for the land with a view to relinquishing the current lease and providing a new one with a longer time frame, giving security of tenure to allow the Cricket Club to seek funding from outside bodies.

7. BACKGROUND INFORMATION

7.1 The CC Advisory Committee has met on 3 occasions (two with members of the cricket club) to review proposed plans for a new cricket pavilion on Chorleywood Common. The following is a summary of our deliberations and in particular highlights the constraints under which the plans were finalised.

1. The present clubhouse is both substandard, does not meet current regulations, and is in a state of dilapidation.

2. The cricket club has been advised by the ECB that an average pavilion size for a club with their membership should be in excess of 300sqm.

3. The ECB lay down certain requirements in terms of facilities which should be adhered to. These are as follows;

   a) changing rooms currently undersized – an additional 10sqm needed
   b) separate showers and toilets for players and visiting teams – an additional 15sqm
   c) new building regulations for disabled toilet – an additional 5sqm
   d) umpire's room requires separate shower/toilet – an additional 5sqm

Other requirements for the club to function appropriately include an increase in the current equipment store which is too small for purpose (+12sqm)

In total this equates to a potential increase of 47 sqm on the existing building.

4. As the cricket pavilion is on Common Land, a Section 38 application via DEFRA and the Planning Inspectorate will be necessary. In line with DEFRA requirements, an increase in total footprint of no more than 20% is recommended for any replacement pavilion (which is 48 sqm increase on the existing building).

5. The pavilion is also situated within a Conservation Area and within the Green Belt and is also close to a significant population of great crested newt, which is a European Protected Species.

6. The cricket club has commissioned designs for a replacement pavilion bearing in mind the above constraints, but also to achieve best value for money as significant funds will need to be raised to cover the costs. The structure will also need to be built during the 'close' season.

7. The proposed design is a single story design with pitched roof to reflect surrounding buildings. The footprint has been kept to a minimum. **The overall increase in footprint is 11%.** The details are as follows,

   - The current building is 240 sqm including the veranda, all paths and hard-standing.
   - The proposed new pavilion will be 266 sqm, in effect a 26 sqm increase on the existing building.
   - The 47 sqm required for the extra facilities mentioned in point 3 above are included in this 266 sqm but the footprint has been reduced because steps to the veranda and back entrance are no longer required and paths around the building have been removed from the plan.
   - Any paths which might be required around the building will be finished in grass-crete, which should not be considered as 'development' by DEFRA.

8. Outline plans have been submitted to TRDC for their comments. The Conservation Officer had no objections to the proposed development. Planners' comments with regard to Green Belt suggested that the ridge height should be reduced where possible, specific shutter design would need to be submitted, and that the design needed to be as rural as possible to reflect the characteristics of the landscape.

9. As part of their pre-planning, the cricket club has obtained an independent Ecological Report which has advised them on mitigating actions with regard to great crested newts and bats, all of which are possible within the time frame.

7.2 In conclusion, the view of the advisory committee is that the cricket club has gone to considerable lengths to achieve a plan which meets all the requirements and constraints outlined. An 11% total increase in footprint is within the 20% recommendation from DEFRA. The design, which incorporates many site-appropriate features such as a pitched roof, cedar-wood cladding, and an attractive clock tower is considered by the committee to enhance the setting and will be a marked improvement on the current building.

CHORLEYWOOD PARISH COUNCIL

FULL COUNCIL MEETING **Agenda Item 14.**

Date: TUESDAY 10th FEBRUARY 2015

Subject: Membership to the Country Land Association

Committee Member:

Officer Contributions: Clerk

Status: Public

Wards affected: All

Enclosures: CLA information

Contact for further information:

1. RECOMMENDATIONS

1.1 That the Council considers taking our CLA Membership at a cost of £224.00 per annum which can be taken out of current budgets.

2. RELEVANT PREVIOUS DECISIONS

None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

4. RISK MANAGEMENT ISSUES

4.1 None specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 There is currently a Subscriptions and Donations Budget of £2500, with a surplus at year end of £350. Subscription to the CLA can therefore be made from current budgets

6. LEGAL ISSUES

6.1 The CLA have a number of officers who can give the Council expert, impartial free advice, however complex the query may be.

BACKGROUND INFORMATION

7.1 The Country Land Owners Association have advised that they are the first port of call for may land owners. They have a wealth of experience from over a century of providing advice to owners of land, property and businesses in rural England and Wales.

7.2 The CLA's advisory service is part of the membership and they are there to help land owners establish best practise and keep up with legal developments associated with land ownership.

7.3 Officers are here to give Members information which allows them to make informed decisions. A lot of Officer time can be spent on research. This offers, in the first instance a one stop shop place to get that advice or information to find out where to look.

7.4 Once a member, access is given to a website which has lots of Advisory Hand outs and Guidance notes to help officers and members find out information. A monthly email newsletter also advises of changes in legislation and best practice.

7.5 The CLA also have help and advise on how to make the most of the land owned.

7.6 The cost is £224.00 per annum which officers feel would be good value for money.

AGENDA ITEM 16

Chorleywood Parish Council

Internal Audit Report 2014-15 (Interim update)

Prepared by Adrian Shepherd-Roberts

Stuart J Pollard

Director
Auditing Solutions Ltd

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to apply an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process at the outset of the updated Regulations, appointing Auditing Solutions Ltd to provide its internal audit service.

This report sets out those areas examined during the course of our two interim visits for the financial year, which took place on 23rd & 24th September 2014 and 27th January 2015. At our first visit we also reviewed and verified detail of the War Memorial Hall Statement of Accounts for 2013-14, duly signing off the Independent Examiner's Certificate for submission to the Charity Commission.

Internal Audit Approach

As previously, we have employed a combination of selective sampling techniques (where appropriate) and detailed checks on a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls continue to be appropriate and fit for the purposes intended.

As the Council's Internal Auditor and under the revised audit arrangements, we have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas: this will be undertaken at our final visit for the year.

In continuing out our review for 2014-15, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts and Annual Return. As indicated in our first report for the year, we have updated our analysis of income and expenditure to include data for 2013-14, considering any significant variances that may exist compared with prior year detail feeding such into the planning of the current year's work programme. Consequently, we have continued our review of the Council's financial control systems and procedures, undertaking appropriate testing as deemed necessary, to afford suitable assurance as to the soundness of those systems for their intended purpose and to ensure reasonable accuracy in the disclosure of information in the Council's detailed year-end Statement of Accounts, as summarised in the Annual Return that now forms the statutory accounts.

Overall Conclusion

We are pleased to record that, in the areas examined to date, the Council continues to operate effective controls systems that should help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We are pleased to acknowledge that Council members and officers operate a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses Edge software to maintain its day-to-day accounting records, which also form the basis of the year-end Statement of Accounts and Annual Return. Our objective in this area is to ensure that the accounting records are being maintained accurately and in a timely manner and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Ensured that an appropriate income and expenditure coding structure remains in place;
- Agreed the year's opening balances to those reported in the closing Trial Balance and Annual Return for 2013-14;
- Reviewed the current account bank reconciliations as at 30th April, 31st August and 31st December 2014 ensuring that no long-standing "out-of-date" cheques or other anomalous entries exist:
- Reviewed transactions on the Council's other accounts where surplus funds are deposited in order to achieve a better rate of interest return;
- Tested a further sample of transactions for the year to date between the cashbook and Co-op bank statements and inter account transfers; and
- Checked and agreed each "sweep" transfer between the current and business premium accounts for the year to 31st October 2014. We were unable to check later transfers between the accounts as the December 2014 quarterly bank statement had not been received.

Conclusions

We are pleased to report that no significant issues have been identified in this area at present: we shall undertake further work in this area at future visits including ensuring the accurate disclosure of year-end balances in the Annual Return.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders, that financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable expectancy of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation.

We note that a further review of the Standing Orders and Financial Regulations is still being considered and should be completed by the financial year-end. We have also continued our review of the full Council and Standing Committee minutes for the financial year to date to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist.

Conclusions

Overall, we consider that the Council currently has sound corporate governance arrangements in place and will continue to monitor the Council's approach to governance at future visits.

Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To ensure compliance with the above criteria, we have selected a sample of payments processed in the financial year to December 2014 including all those individually in excess of £2,000 together with every 30th other non-pay related payment. Our test sample totals £140,423 and equates to 69% of total non-pay related expenditure to date.

Conclusions

We are pleased to report that the controls in place relating to the payment of invoices continue to operate effectively. We shall examine future payments covering the remainder of the year applying the same criteria at future visits, also ensuring the accuracy of VAT returns prepared and submitted for the year.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health / safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note that an overall strategy, linking risk assessments to policy or strategic objectives has been put in place, together with an updated Risk Assessment, which was approved by Council in February 2014;
- We also note that there is a Strategic Management Assessment remains under review;
- We have examined the Council's insurance policy with Aviva for the financial year and confirmed that appropriate cover is in place in each relevant area.

Conclusions

No issues have been identified in this area currently: we shall continue to assess the appropriateness of the Council's approach to risk management at future visits.

Budgetary Control & Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority and that effective arrangements are in place to monitor budgetary performance throughout the financial year. We will also confirm that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We have been advised that the Council were due to review the Budget proposals for 2015-16 at Policy & Resources Committee on the day of our visit and subsequently by Full Council in early February 2015 and will review the outcome at our final visit for the year.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process currently: as indicated above, further work will be undertaken at our final visit.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources; that all such income is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies.

At our first visit we examined the controls in place over the identification and recovery of income due to the Council from the 3 allotment sites, examining receipts from the plot holders, the recording of rents due and subsequent banking of income received. We ensured that, for each allotment plot, hirers have completed and signed a "Hire Agreement Form" and that appropriate fees have been charged and recovered accordingly.

At this update visit, we have reviewed the procedures and processes in respect of the Village Day event, examining the booking procedures and allocation of stall pitches and also the advertising receipts for the Events Programme. We have also checked the banking of the pitch fees and the advertising revenue together with expenditure for the event.

Conclusions

We are pleased to report that no issues have been identified in the areas of review examined to date: further income streams will be examined at future visits, together with the update of our year-on-year analysis of income across the carious headings.

Petty Cash Account

We are required, as part of the annual Internal Audit Certification process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that an imprest style petty cash scheme operates at the Council office with a maximum holding of £200. We have reviewed the Petty Cash file for both the Parish Council and the War Memorial Hall at this visit to ensure that the systems continue to operate effectively, also verifying the physical cash held against the control records maintained.

Conclusions

Wee pleased to report that no matters arise warranting formal comment or recommendation.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, as regards employee contribution bandings. To meet this objective, we have:

- Reviewed the Council's payroll preparation procedures;
- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff;
- Checked and agreed the amounts paid to individuals by reference to the approved pay rates, examining payments made in August 2014;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the HMRC software and revised pension contribution bands;
- Ensured that the appropriate month's deductions and contributions have been paid over to HMRC and the County Pension Fund in a timely manner and in accordance with the revised contribution bandings, etc implemented from 1st April 2014;
- Checked that any overtime paid is properly supported by authorised timesheets; and
- We have at this interim update visit reviewed and checked the calculations in respect of the recent NALC/SLCC pay increases for the staff which included the non-consolidated payments made in December 2014 and the revised pay scales commencing January 2015.

Conclusions

We are pleased to report that no significant issues have been identified in this area:

Investments and Loans

The Council "invests" surplus funds in a Co-op Instant Access account, a National Westminster account and a Scottish Widows "60 day investment account". We have reviewed and verified detail of these deposits and their subsequent repayment to the Council for the year to date, together with accumulated gross interest for the year to date with no issues arising.

The Council has no loans either repayable to or by it.

Conclusions

No issues have been identified in this area to date: we shall extend our examination of the deposits/investments again at future visits, also ensuring the accurate and appropriate disclosure of any such funds in the year-end Accounts and Annual Return.

CHORLEYWOOD PARISH COUNCIL

CALENDAR OF MEETING 2015 - 2016

Council/Committee	May 2015	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May 2016
Open Spaces	19th		21st		22nd		10th		12th		8th		
Village Halls Trust	26th		28th		29th		24th		19th		15th		
Planning	12th	2nd 23rd	14th	4th	1st	6th 27th	17th	8th	5th	2nd	1st 22nd	12th	10th
Policy & Resourses		30th			8th		3rd		26th			5th	
COUNCIL	5th Annual & Annual Parish		7th		15th			1st		9th		19th	3rd Annual & Annual Parish

All meetings to be held at the Parish Office, South Lodge, Rickmansworth Road, Chorleywood, Herts WD3 5SL and start at 8.00pm unless otherwise stated.

MEETINGS ARE OPEN TO THE PUBLIC

For Information Only

TRDC	May 2015	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May 2016
Planning Meetings	21	18	16	20	17	15	19	10	21	25	17	21	26
Chorleywood & Sarratt Local Area Forum					28th (S)						7th (CW)		
General Election District Councillors	7th 7th												