

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the PARISH COUNCIL held in South Lodge, Rickmansworth Road, Chorleywood, on
Tuesday 5th September 2017**

MEMBERSHIP & ATTENDANCE

Chairman: * Jane White

Councillors:	* Jo Clarke	* Ken Morris
	* Tony Edwards	* Alison Preedy
	* Raj Khuroya	* David Raw
	* Rodney Kipps	Martin Trevett
	* Carol Kristian	* Steve Watkins
	* Jill Leeming	* Jenny Wood
	Geoffrey Liley	* Jackie Worrall
	* Stuart Marshall	* Sarah Wright

*Denotes Member present

Officers Present: Yvonne Merritt – Clerk
Claire James – Deputy Clerk
Laura Hamilton – Admin Assistant

17/35 PUBLIC FORUM

There were six members of the press and public present.

17/36 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

There were no representations from District and County Councillors

17/37 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Geoffrey Liley and Martin Trevett.

17/38 DECLARATIONS OF INTEREST AND DISPENSATION

There were no declarations of interest or requests for dispensation received.

17/39 NEIGHBOURHOOD PLAN ADVISORY COMMITTEE PRESENTATION

The Clerk responded to a question from a Member advising all Members that she had received advice from HAPTC that the Neighbourhood Plan would place the Parish Council in a stronger position when the Local Plan changes came in. Members were further advised that the National Planning Policy Framework from Government was broken down to District level providing the figures for the number of houses etc required to be built in any given area.

The meeting was suspended at 7.40pm to take a presentation from Neighbourhood Plan Advisory Committee Member Vivien Lantree supported by John Bishop.

Vivien Lantree ran through the documents previously circulated as part of the Full Council Agenda.

7.43 pm Cllr Jo Clarke joined the meeting

The meeting was reconvened at 7.55pm Item 14 on the agenda was then brought forward.

17/40 COMMUNITY/NEIGHBOURHOOD PLAN

The Clerk advised that consultation with Croxley Green Parish Council had resulted in the changes to the Terms of Reference (TORs) to protect both the Council and non-members of the Neighbourhood Plan Advisory Committee. Any expenditure required by the Advisory Committee would be voted on and invoices provided to the Parish Office. Cllr Jackie Worrall made the point that although a year had passed, meetings had taken place with TRDC and other Parishes and members of the Advisory Committee had attended Neighbourhood Plan (NP) training. As a formal Advisory Committee of the Council, it was agreed that not only should the minutes of the Advisory Committee meetings be put on the Parish Council Website, there should also be a schedule of meetings, also put on the website as with all other Council Committees. Members were advised that Croxley Greens NHP was not quite complete and was just about to go to referendum, members had visited Croxley Green and been given some useful information and contacts. It was noted that in terms of legal representation, the process was that TRDC would organise an independent examiner who would report to the Parish Council. The Clerk advised that Neighbourhood Plans were always on the agenda of the quarterly joint Parish Council meetings.

The Council

RESOLVED

To approve the Neighbourhood Plan Advisory Committee Terms of Reference as circulated.

This was proposed from the Chair and carried unanimously.

Members discussed the potential cost of a NHP, noting that funds were available. Croxley Green had put in place an initial budget of £10K which the Clerk suggested the Council might like to follow for Chorleywood, advising that this would be more than recouped by the increase in the percentage from 15 – 25% of Community Infrastructure Levy (CIL) monies that would be available to the Council when the plan was approved and in place. It was recognised that the Advisory Committee would need funds to move forward and undertake the task properly. Everything would have to be approved by the Policy and Resources Committee. The Clerk also advised that as the Proper Officer of the Council, it would be her job to present the plan ultimately to TRDC.

The Council

RESOLVED

To proceed with a Neighbourhood Plan for Chorleywood.

This was proposed from the Chair, seconded by Cllr Ken Morris and carried unanimously.

17/41 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Full Council Meeting of the 27th June 2017 amended to include Cllr Stuart Marshall in the list of Councillors.

These were duly signed by the Chair

17/42 MATTERS ARISING FROM THE PREVIOUS MEETING

Minute 17/27 Copmans Wick Allotments It was noted that the fencing had now been completed by TRDC making Copmans Wick a secure allotment site. The Clerk advised that the Open Spaces Committee would be considering a recommendation at the meeting the following week to consider how to progress the clean-up of the site with ideas being put forward by the Rangers. The appreciation of the Council was to be conveyed to Cllr Martin Trevett for expediting the completion of the fence.

Minute 17/28 Committee Minutes - Grant Funding: Members were advised that Cllr Jackie Worrall and the Clerk had met and that a paper was being prepared for the next Policy and Resources Meeting in October.

17/43 CHAIR'S ANNOUNCEMENTS

The Chair extended her thanks to Staff, Officers, Rangers and Volunteers for the best ever Village Day which had received amazing feedback. She also thanked Officers, principally the Clerk for the efforts in clearing the loft. She advised Members that all the papers had been gone through and some very interesting and useful documents had been unearthed which will now be properly filed and referenced. A few curios had also been found.

Meetings attended:

3rd July 2017: The Chair and Clerk had attended a Joint Parish meeting of six Parishes with similar frustrations being expressed at the difficulty communicating with TRDC. That said, the Clerks had been invited to a lunch meeting with TRDC in October

11th July 2017: Meeting with the Cricket Club at which it became apparent that the Cricket Club has no plan and no money for a new pavilion and it is up to them to resolve.

Dates for diaries:

9th September 2017 Horticultural Show – In the absence of the Chair and Vice Chair, Cllr Alison Preedy would be presenting prizes including the Allotment Competition and the Chair passed on her thanks for undertaking this task on their behalf.

20th October 2017- TRDC Charity Quiz: The Chair of TRDC had asked if the Parish Council would be interested in entering a team of eight, again anyone interested to speak to the Clerk.

22nd October 2017: Golf Club Community Day: The Parish Council had been invited to enter a team of three councillors to a twelve-team tournament which they hoped would become an annual event, cost to be £48 anyone interested to speak to the Clerk.

Citizens Advice Bureau (CAB): The Chair advised that CAB in Chorleywood have reported six people have been helped this period that otherwise would not have been able to access their services elsewhere.

New Parish Council Website: The Chair sought volunteers, principally, but not exclusively, Committee Chairs, to assist with providing new content or rewriting existing for the new website. She requested that the Deputy Clerk circulate the proposed structure of the new site out to all Cllrs.

17/44 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

17/45 CLERKS REPORT

The Clerk highlighted the following items:

Training- Planning Skills Seminar 5th October: Cllr Raj Khiroya would be attending together with the Planning Admin Officer.

Travellers – It was noted that the police had been very swift in removing travellers on their latest incursion onto the Common.

Height Barriers at War Memorial Hall permissive parking area were now installed.

Halls: Much work had been done over the summer to improve the condition of the Hall and contents.

Asbestos surveys would be undertaken at all Council Buildings between the date of this meeting and Christmas.

Quiz Night – Cllrs Steve Watkins, Tony Edwards and Jenny Wood all had tables for the forthcoming Quiz night and may welcome participants.

Council and Committee Meetings: These were now being held in the Common Room but with the Chair's approval this meeting had been moved back to the Parish Offices as a very large event was taking place in the War Memorial Hall. As officers had received some criticism of this move, the Clerk sought guidance for the Halls Booking clerk on whether a lucrative booking should be refused or that Council/Committee be moved. It was noted that the Bullsland Hall would be an alternative if the improvements went ahead at South Lodge rendering it unavailable for meetings.

The Council

RESOLVED

That bookings for the War Memorial Hall should be taken for Tuesday evenings and any Council or Committee meetings moved as required

This was proposed from the Chair and carried unanimously bar one abstention.

The Clerk also requested that as nights were now drawing in, that the Chair of all Committees ensures that the Officers are not left alone to tidy the rooms and lock up after meetings. The Chair stated that she would make

Wildwood Dens and Nature Trail- in response to a Member's question, all Members were assured that signage for both the Dens and the Nature Trail were to be provided in due course when more of the sculptures were in place. Permission for works to two trees as part of the sculptures was awaited from TRDC.

TRDC Play space for Chorleywood: It was noted that there had been some movement on the TRDC proposals for a play space in Chorleywood. TRDC Officers had recently changed report recommendations to favour the installation of Wildwood Den type facilities at site 15A on the Common rather than brightly coloured equipment. This was to be considered the following night by TRDC Cllrs. Members felt that there was still a long way to go with safety and risk concerns still apparent but were encouraged that TRDC was now consulting with the Parish. The Clerk was praised for her efforts in negotiating the change. It was noted that the move to site 15A had been prompted by the impracticality and cost of moving the grassland of significant importance at Site 15. It was strongly suggested that Members visit Site 15A to understand the area under consideration by TRDC. It was noted that the fact that TRDC were now talking to the Parish **in no way implied consent of the Parish Council** but was a major step forward.

Dates for the Diary: The Clerk reminded Members of the Service of Remembrance at Christchurch on the 12th November and the Parish Council Charity Quiz night on the 18th November.

The Council

RESOLVED

To note the report.

17/46 COMMITTEE MINUTES

Planning 4th July 2017: Cllr Raj Khiroya presented the minutes with no matters arising

Open Spaces & Allotment Users Meetings 11th July 2017: Cllr Tony Edwards presented the minutes. It was suggested that requests for Parish Path volunteers and the Community Infrastructure levy (CIL) article by Cllr Raj Khiroya be included in the next issue (November) of Chorleywood Matters.

Planning 1st August 2017 Cllr Raj Khiroya presented the minutes with no matters arising.

Planning 29th August 2017: Cllr Raj Khiroya presented the minutes.

Recommendation 1 Local Plan

The Council

RESOLVED

That the paper put forward by Cllr Stuart Marshall in response to the Local Plan issues and Options and Call for sites be adopted by Full Council as the Council's formal response to the consultation.

This was proposed by Cllr Raj Khuroya, seconded by Cllr Steve Watkins carried unanimously.

Thanks were expressed to Cllr Stuart Marshall for the efforts put in to produce the document.

17/47 ACCOUNTS FOR PAYMENT

In response to questions from Members the following points were noted:

Falon Nameplates – these are payments for cemetery memorial plaques.

TNP is a transfer between accounts to keep the parish current account in credit at all times

Allotment keys – these are recharged to allotment holders

Wildwood Dens – All expenditure was approved by the Open Spaces Committee. Cllr Raj Khuroya stated that in his view taking everything into consideration the money had been well spent.

Hollybush Electric bill – The Clerk explained that under the terms of the lease of the Hollybush Hall, the hirer pays rent and the Parish Council the Utility bills with a review to take place two years after the commencement of the lease. From the usage to date it would cost more to put a meter in than would be recovered.

The Council

RESOLVED

To note the report.

17/48 VILLAGE DAY UPDATE

The Admin Assistant went through the report circulated to all Members as part of the agenda giving an update on Village Day 2017 which had been a very successful event. The zoning had worked well and been well received. Parking in Chorleywood House Estate had worked well although there had been a lack of volunteers on the day to assist with this. The Birds of Prey had gone down well although a few teething problems had been experienced and overcome on the day and would be addressed in arrangements the following year. Clarification on costs of attendance at other events was sought with respect to any review of charges going forward. It was noted in response to suggestions that the day be extended that it was already a long day already for Officers with the Rangers attending from 5am and officers from 8am till 6pm to set up and clear up after the event. As volunteers could not be guaranteed to assist it was felt that extending the day was not acceptable and unlikely anyway to bring in many more people or revenue. It was suggested that the letter to stall holders go out a little earlier and more than one plot number card be sent. It was felt that this should be possible with use of the mapping system meaning that stalls could be allocated much earlier. It was also suggested that recycling options for rubbish be investigated.

The Council

RESOLVED

1. The Zoning and greater focus on the environmental aspects be continued
2. The funding to be allocated to sponsor attractions and crafts be deferred to the P&R Committee
3. Cake off should be discontinued
4. Stall Hire costs be reviewed in line with other local events and Officers advice taken

This was proposed from the Chair and carried unanimously.

17/49 COMMUNITY INFRASTRUCTURE LEVY MONITORNG REPORT 2016/17

It was noted that this was a legal requirement to be published by 1st December for the period ending the previous March and if agreed would be produced by the Clerk each year.

The Council

RESOLVED

That the Community Infrastructure Levy Monitoring report 2016/17 be accepted.

This was proposed by Cllr Tony Edwards, seconded by Cllr Jackie Worrall and carried unanimously.

17/50 SOUTH LODGE

It was noted that under 3.1 of the report 'employee' should read 'employer'. On the plan put forward concerns at the lack of easy access to a fire exit from the kitchen would be addressed by making the window a fire exit. A few small changes were noted on the plan. The requirements of making the building disability compliant were outlined and Members advised that widening of doorways and the provision of disabled toilet facilities would be required. In response to a Member's question the Clerk advised that the budget figure of £30K was a guesstimate based on a quotation two years ago. It was noted that the Council should not commit to spending the money until the lease for the building was renewed. Members were advised that the current building and its facilities had failed Health and Safety Assessments for over eight years and that something needed to be done to address this.

The Council

RESOLVED

1. To accept the proposed design of the South Lodge refurbishment in principle
2. That the Council agrees to Officers and the Surveyor going to TRDC to seek permission from TRDC that the works can go ahead
3. That the specification and tender process be delegated to the P&R committee to oversee with Cllr Raj Khuroya as the lead Cllr.
4. That two quotes for the work be obtained, on including the disability requirements, one excluding these requirements

This was proposed from the Chair and carried unanimously.

17/51 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 18 and they are instructed to withdraw.

9.30pm the two remaining Member so the public left the meeting

17/52 ACQUISITION OF ASSETS

After full discussion of the terms of the deed of gift of the asset under discussion

The Council

RESOLVED

1. That the asset be accepted as a deed of gift.

This was proposed by Cllr Raj Khuroya, seconded by Cllr Steve Watkins and carried unanimously

2. That a working party of Cllrs Tony Edwards, Raj Khiroya, Rodney Kipps, Jill Leeming and Jane White be created to look in more detail at the feasibility study and come up with recommendations reporting in the first instance to the P&R Committee.
This was proposed by Cllr Jane White, seconded by Cllr Jackie Worrall and carried unanimously.
3. As and when the asset is acquired, the terms and conditions of the lease would be drawn up.
This was proposed from the Chair and carried unanimously

17/53 CLOSURE

The meeting started at 7.30pm, closed at 9.55pm

These minutes have been checked by the Chairman.

Signedapproved via email Dated10th October 2017.....

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

SignedDated.....

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTIONS

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
FC 16/29 Office Refurbishment	Action	A project plan for the planned activities for the refurbishment of the Office to be provided. <i>Superseded: Cllr Raj Khuroya appointed as lead councillor for the project. Now superseded by the resolution under 17/50</i>	The Clerk
FC 16/65 Committee Mins OS 17/1/17	Resolution	Chorleywood Common Nature Trail That the Council spend £45k on the Nature Trail as this stage to provide two Wildwood Dens, Notice Boards and Carvings with funding from the Community Infrastructure Levy. <i>Ongoing Wildwood Dens completed, carvings commenced, Notice boards to follow when carvings in place</i>	Clerk
FC 16/76 Matters Arising FC 17/28 Committee Minutes Open Spaces 16.05.17	Action	Minute16/57 Cllr Geoff Liley advised the meeting that he had received no information on the parking proposals from Cllr Martin Trevett and requested that he be reminded for the information. <i>Ongoing The Chair and the Clerk advised they had also been discussing the subject with the Residents Association and agreed to work together to pressure National Car parks (NCP). Cllr Martin Trevett expressed some doubt as to whether he would be able to get Transport for London interested but would persevere.</i>	The Clerk Cllr Martin Trevett
FC 17/28 Committee Minutes Open Spaces 16.05.17 Minute 17/06	Action	Cllr Martin Trevett to follow up the availability of surveillance equipment for the monitoring of the cattle fencing. <i>Completed: surveillance equipment was not available from TRDC.</i>	Cllr Martin Trevett
FC 17/28 Committee Minutes Open Spaces 16.05.17 Minute 17/06	Action	The availability of parking permits for purchase from TRDC for the Ferry Car Park in the Village to be made clear to Sky Vision in a letter that was being written to them regarding the parking abuse at WMH PPA. <i>Ongoing</i>	The Clerk
FC 17/28 Committee Minutes Planning 06.06.17		Cllr Martin Trevett advised that he would take the non-availability of plans for some planning application up at TRDC. <i>Completed – email sent and explanation from TRDC rec'd</i>	Cllr Martin Trevett
FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 1 Grant Funding	Resolution	That the Policy & Resources Committee consider amendments to the Grant Criteria and donations which may be required for the forthcoming years with a	Policy & Resources Committee / Cllr Jackie Worrall

		report back to the next P&R Committee with Cllr Jackie Worrall as the Lead Councillor <i>Ongoing: Cllr Jackie Worrall and the Clerk had met and a report would be presented to the October P&R meeting</i>	
FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 2 Local Council Award Scheme	Resolution	That the Council works towards accreditation at the Quality Award level of the Local Council Award Scheme with Cllr Jane White as the Lead Councillor Ongoing	Cllr Jane White , Officers
FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 3 Amendment to Standing Orders to reflect Change in HR Provision	Resolution	That the footnote as documented be added to Standing Order 1 Completed	The Clerk
FC 17/30 Height Barriers at WMH PPA	Resolution	To install Height Barriers at the War Memorial Hall permissive parking area with the final decision on the choice of supplier delegated to the Clerk and the Chair of Open Spaces. Completed	The Clerk, Chair of Open Spaces
FC 17/33 Neighbourhood Plan Terms of Reference	Resolution	Cllrs Jane White and Steve Watkins together with the Clerk to work on the Neighbourhood Plan Steering Group Terms of Reference and come back to Full Council when the Business Proposal was presented in September. Completed	The Clerk, Cllrs Jane White and Steve Watkins
FC 17/40 Neighbourhood Plan Advisory Committee	Action	Minutes and schedule of Neighbourhood Plan advisory committee meetings be added to website.	The Clerk
FC 17/42 Matters Arising	Action	The appreciation of the Council was to be conveyed to Cllr Martin Trevett for expediting the completion of the fence	The Clerk
FC 17/43 Chair's Announcements	Action	The Deputy Clerk to circulate the proposed structure of the new Website out to all Cllrs.	Deputy Clerk
FC 17/46	Action	Requests for Parish Path volunteers and the Community Infrastructure Levy (CIL) article by Cllr Raj Khiroya be included in the next issue (November) of Chorleywood Matters.	Cllr Raj Khiroya and the Deputy Clerk
FC 17/46	Resolution	That the paper put forward by Cllr Stuart Marshall in response to the Local Plan issues and Options and Call for sites be adopted by Full Council as the Council's formal response to the consultation.	The Clerk
FC 17/52	Resolution	That a working party of Cllrs Tony Edwards, Raj Khiroya, Rodney Kipps, Jill Leeming and Jane White be created to look in more detail at the feasibility study	Cllrs, Edwards, Khiroya, Kipps, Leeming and White

		and come up with recommendations reporting in the first instance to the P&R Committee.	
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Note: Completed actions will be removed one meeting after completion has been recorded.