

# Open Spaces Financial Budget Comparison

Comparison between 01/04/14 and 03/03/15 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/14

	2014/2015	Rev 2014/2015	Actual Net	Balance	
<b>Open Spaces Income</b>					
20	Allotment Rents	£3,750.00	£3,580.00	£3,847.00	£267.00
21	Grants	£5,800.00	£5,800.00	£6,810.70	£1,010.70
22	Interment Charges	£33,000.00	£33,000.00	£25,057.00	-£7,943.00
23	Memorial Plaques	£24,500.00	£26,500.00	£21,935.65	-£4,564.35
24	Miscellaneous	£250.00	£250.00	£1,507.50	£1,257.50
26	Trade Concessions	£0.00	£0.00	£0.00	£0.00
27	Wayleaves/Easements	£50.00	£50.00	£1,030.50	£980.50
28	Allotments Keys	£25.00	£25.00	£5.00	-£20.00
29	Parish Paths Grant	£2,000.00	£2,000.00	£2,039.50	£39.50
30	Common Lettings	£1,500.00	£2,500.00	£2,649.70	£149.70
31	Memorial Benches	£0.00	£600.00	£715.00	£115.00
32	Admin Fees	£25.00	£50.00	£105.00	£55.00
<b>Total Income</b>	<b>£70,900.00</b>	<b>£74,355.00</b>	<b>£65,702.55</b>	<b>-£8,652.45</b>	
<b>Expenditure</b>					
200	Salaries	£64,000.00	£63,000.00	£53,054.74	£9,945.26
201	Income Tax & NI	£24,750.00	£22,000.00	£16,781.80	£5,218.20
202	Superannuation	£20,000.00	£24,000.00	£21,899.72	£2,100.28
203	Travelling Expenses	£550.00	£1,550.00	£643.50	£906.50
204	Cemetery Rates	£950.00	£950.00	£788.93	£161.07
205	Allotment Services	£1,500.00	£1,500.00	£1,003.90	£496.10
206	Allotment Maintenance	£1,200.00	£1,200.00	£138.00	£1,062.00
207	Cemetery Maintenance	£1,200.00	£1,200.00	£1,058.64	£141.36
208	Cemetery Services	£50.00	£50.00	£27.24	£22.76
209	Christchurch Cemetery	£4,120.00	£6,100.00	£5,039.54	£1,060.46
210	Contribution to Funds	£0.00	£0.00	£0.00	£0.00
211	Dog Bin Maintenance	£3,700.00	£3,700.00	£2,516.40	£1,183.60
212	Equipment & Tools	£1,000.00	£1,000.00	£1,142.16	-£142.16
213	Seats	£0.00	£0.00	£2.16	-£2.16
214	Grass Cutting/Grazing	£6,000.00	£6,000.00	£5,808.32	£191.68
215	Skip Hire	£1,250.00	£1,600.00	£1,200.00	£400.00
216	Tree Surgery & Inspection Reports	£5,000.00	£5,000.00	£450.00	£4,550.00
217	Ground Maintenance	£5,000.00	£5,000.00	£2,099.46	£2,900.54
218	Groewood & Tree Inspection	£1,500.00	£1,500.00	£0.00	£1,500.00
219	Legal fees	£2,000.00	£2,000.00	£75.00	£1,925.00
220	Maintenance of Horse track	£500.00	£500.00	£0.00	£500.00
221	Memorial Plaques	£15,450.00	£15,450.00	£11,638.10	£3,811.90
222	Miscellaneous	£1,500.00	£1,500.00	£708.49	£791.51
223	Refurbishment of Plaques	£0.00	£0.00	£0.00	£0.00
224	Refuse Collection	£860.00	£860.00	£833.58	£26.42
225	Mobile Telephone	£400.00	£400.00	£339.00	£61.00
226	Vehicle Maintenance	£5,250.00	£5,250.00	£4,541.49	£708.51
227	Litter Bins	£1,000.00	£1,000.00	£236.99	£763.01
228	Chiltern AONB	£1,900.00	£1,900.00	£958.00	£942.00
229	Health & Safety	£2,000.00	£2,000.00	£1,890.24	£109.76
230	Parish Paths	£500.00	£500.00	£0.00	£500.00
231	Allotment Competition	£350.00	£350.00	£311.25	£38.75
232	Parking Meters	£1,550.00	£1,550.00	£1,611.50	-£61.50
<b>Total Expenditure</b>	<b>£175,030.00</b>	<b>£178,610.00</b>	<b>£136,798.15</b>	<b>£41,811.85</b>	

**CHORLEYWOOD PARISH COUNCIL**

**OPEN SPACES COMMITTEE MEETING**

**Agenda Item 6**

**Date: TUESDAY 10<sup>th</sup> MARCH 2015**

**Subject: OPEN SPACES OFFICERS REPORT**

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**Committee Member:**

**Officer Contributors:** Andrew Goddard, Parish Ranger, Claire James Deputy Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Parish Rangers, Deputy Clerk

**1. RECOMMENDATIONS**

- 1.1 **Christ Church Cemetery – Maintenance contract.** (para 5.2) – Members are asked to consider the increase of £123.92 in the annual Parish contribution to the charges for the maintenance of Christchurch Churchyard, noting the shared arrangements suggested.
- 1.2 **Trees next to the Railway line** (para 5.5) Members are asked to note the tree report from London Underground (provided separately to this report) and consider that in the interests of efficiency those identified as ‘reduce height,, ‘reduce height or fell’ are actually felled thus removing any possible future liability.
- 1.3 **Resurfacing works** (para 5.6): Cricket Club and War Memorial Permissive parking areas, the track leading to Cherry Tree Cottages and the area outside the Alms Houses. Members are asked to consider the works required at these areas following a number of complaints about the condition and the quote for the works that it is hoped will be available at the meeting.
- 1.4 **Bees** (Para 5.7) Following agreement from the Open spaces Committee Bee Hives are to be introduced at the Swillett allotment site on an area not used for cultivation as an allotment plot. Members are asked to consider clarifying whether bee hives are to be allowed on individual allotment plots or not following a number of questions from allotment holders.

**2. RELEVANT PREVIOUS DECISIONS**

- 2.1 None Specific

**3. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 3.1 None Specific

**4. LEGAL ISSUES**

- 4.1 None Specific

## **5.BACKGROUND INFORMATION**

### **5.1 Cemetery**

The Rangers have been busy carrying out the following duties:-

- Clearing molehills.
- Clearing the vases of old flowers and the Christmas wreaths left on the graves until the early part of February.
- Graves have been topped up.

The work to prepare the inside of the compound has been taking place and is almost complete. We are awaiting a quote for the planting of the whips around the perimeter.

### **5.2 Christ Church Cemetery – Maintenance contract.**

At a meeting earlier in the year between the Parish Council and Christchurch it was identified that the costs of maintenance of the Cemetery at Christchurch would be increasing in the new financial year. It was noted that the contractors who are employed by the Church to discharge the maintenance contract have not raised their price for a number of years. The need for two additional strims to be added to the contract was discussed in response to the complaints received about the churchyard at the height of the growing season. The increase in maintenance costs has been shared between the Church and the Council on the same basis as currently, with increase for the cost of the two additional strims being taken on by the Church. This would mean the annual Council contribution rising from £2,072.08 to £2,196.00, a difference of £123.92. This is within the budget cover allocation for 2015/16.

**5.3 Village Halls** – No work has been required at the Halls since the last meeting.

**5.4 Grovewood** - The perimeter has been cut and litter picking has been taking place regularly.

### **5.5 Trees next to the Railway line**

The Ranger and Clerk met with London Underground (LU) representatives as a result of one of the trees on the Common being blown onto their land damaging the cable running alongside the Metropolitan Line. A report was then undertaken by LU on the Council's behalf to assess the risk posed by the trees on the Common adjacent to the line. Substantial tree works have been identified which are required to be undertaken for safety reasons. The works will require conservation consent as they are not part of the approved Management plan. It has been recommended by LU that we use one of their approved contractors who obviously have an understanding of working on or near railway lines and have offered to provide 'lookers' free of charge if we use their contractors. Some of the works identified may be able to be carried out in house and this will be assessed but it is expected that the majority will have to be contracted out. It is suggested that in the interests of efficiency those identified as 'reduce height, 'reduce height or fell' are actually felled thus removing any possible future liability and the Committee's views on this are sought. Quotes will then be sought from their contractors and brought back to a future Open Spaces meeting.

### **5.6 Common**

The Rangers have cleared out the New Pond following the terms and conditions laid out in the Higher Level Stewardship (HLS) plan.

Fly tipping at the Cricket Club Permissive parking area of around 10 bags of compost was cleared. A bed and bed frame, bags of household waste and a few bags of rubble were cleared from War Memorial Hall parking area.

A small patch of Portuguese laurel was removed from the woodland. This is not a native plant to the Common and has a detrimental effect on the woodland.

Some coppicing and bramble clearance was carried out in the Gun Dell.

The bank at the top of Artichoke Dell has been cut back with the side arm flail after residents expressed concern about shading.

Further felling and clearing of the timber and burning of the brush have taken place at the May bushes. Some dangerous trees were felled around the Fire rides and one south of Cherry Tree Cottages for safety reasons. No further tree work will now take place until the winter due to the birds nesting. In general the only tree work that will now take place will be for Health and safety reasons. Two oak trees were felled behind the gorse on the fifth fairway as part of the works agreed by the Council with the Golf Club last year. The gorse has now been coppiced by the Golf Club as part of that agreement. As part of that agreement there are a lot more trees to come out in that area, again this will not be done until next winter at the earliest.

The willows have been thinned and coppiced around the Top Common ponds. Some smaller stems have been retained to provide a screen from the road for the neighbouring properties following feedback from residents when the work was done previously. Some ash and elder was coppiced at the Church Pond. A willow at Sladdys pond has also been coppiced. The Volunteers have done an amount of coppicing, hedge laying and dead hedging between Larks Meadow and the Railway Field. This is an ongoing project that they will hopefully continue in the Autumn/Winter next year. Our thanks to the Volunteers for undertaking this work, helping release the Rangers to carry out the bigger works, not possible by the volunteers.

We have arranged for a mobile sawmill to come on to the Common after Easter Weekend. This to deal with the timber felled in the May bushes area. The mill operator will be sawing the timber into planks and will also be making posts for the Parish Council to use in Christchurch car park to delineate the different surfaces of the car park. For health and safety reasons it will be necessary to close a small portion of the permissive horse track during the times that the saw mill will be operating, expected to be between 8am and 4.30am on the three days April 8<sup>th</sup> – 10<sup>th</sup>. This will be publicised via the Parish Council website, notices in the affected area and letters to local stables. An article will also be going into Chorleywood Matters. We are also planning to have a scavenger hunt on the Common during this time. The PCSOs have been made aware and will look in at intervals over the three days.

The Ranger and Clerk met with Ringway, together with a local resident to discuss surfacing of the Old Common Road. Temporary repairs have since been carried out with a more permanent solution to follow. The resident expressed concerns regarding possible movement of the bank over a period of time. This may require future investigation. Advice was sought from the Ringway contractor regarding the tarmacked ramps leading from the road to the War Memorial Hall permissive parking area. We are awaiting a specification and possible contractors to undertake the work to a highways standard.

We have had a number of complaints about the condition of the surfaces of the Cricket Club and War Memorial Permissive parking areas, the track leading to Cherry Tree Cottages and the area outside the Alms Houses. It is hoped to have a quote for the necessary works for the meeting.

The ongoing saga of the re-instatement works following work on the Common on behalf of Affinity Water continues. The Ranger and a Commoner met with the Contractor to discuss the further work that is required. They suggested that the Parish Council quote to undertake the work which would ensure that the work is carried out to our specification and standards. This quote has been submitted and we are awaiting confirmation of their acceptance before the Rangers undertake the work. There is some concern that if the work is not undertaken soon, the necessary grass seeding may not germinate.

Two of the three Interpretation Boards have been installed and the third is expected within the next few weeks. They are located at Christchurch Pond and Larks Meadow area with the third due to be placed at the air raid shelters on Common Road.

Damage has been caused to the fence on one side to the cattle gate leading to Larks Meadow. This will need to be repaired before the cattle come back onto the Common.

The Chairman of the Council and the Common Ranger attended the Friends of Chorleywood Common AGM at the end of February. After the meeting some concerns were expressed about the condition of and information contained on the permissive horse track signs.

The Common Ranger has been going through what is known as a red data list for vascular plants for England which identifies how threatened each plant is. This has been compared with surveys that have been done together with lists of plants compiled at various times to understand the status of these plants. He has identified seven species that are 'near threatened' on the England data list, one species is 'Near threatened' on the UK, and three species that are classed as 'vulnerable' on the England list. Only two of these species have been picked up by surveys undertaken on the Common by outside bodies. This highlights the need for further surveys to be undertaken on the Common to find out in greater detail what is present. Also of note, of the ten species on the England list, seven species are confined to grassland. Extracts of the red data list relevant to the Common and its Management will be made available at the meeting.

## **5.7 Allotments**

The hedge along the edge of the Dog Kennel Lane allotments has had its annual cut. Work is yet to commence in earnest at the allotments in general.

Following agreement from the Open Spaces Committee, Bee Hives are to be introduced at the Swillett allotment site on an area not used for cultivation as an allotment plot. Members are asked to consider clarifying whether bee hives are to be allowed on allotment plots or not following a number of questions from allotment holders.

## **5.8 Equipment**

- The Rangers took delivery of the new ride on mower in the first week of March. It will be used very soon both on the Common and at the allotments. It is possible that it may be able to be used on some of the wider Parish footpaths.
- The digger has had its first service as part of the warranty.
- The ride on mower used in the cemetery has had a new starter motor fitted.
- Chainsaws have been sharpened and inspected regularly.
- The Asset inventory has been reviewed and updated. Photographs have or are being taken of all the relevant items which will be logged against the inventory.

**Date: TUESDAY 10<sup>th</sup> March 2015**

**Subject: Changes to the Conditions of Tenancy of Council Allotments**

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**Committee Member:**

**Officer Contributors:** Laura Hamilton

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Appendix 1: Conditions of Tenancy of Council Allotments March 2014

**Contact for further information:** Finance Officer

## **1. RECOMMENDATIONS**

1.1 That Members consider changes made to the Conditions of Tenancy of Allotments and whether it is appropriate to charge a late payment fee on allotment rents due after 31<sup>st</sup> May.

## **2. RISK MANAGEMENT ISSUES**

2.1 Carpet on the allotment plots has got caught in machinery used by the Rangers when maintaining the allotment sites, which can be dangerous for them and also can cause damage to the machinery.

## **3. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

3.1 Late payment of allotment rental involves additional administration time to chase overdue payments.

## **4. LEGAL ISSUES**

4.1 All allotment tenants have a copy of the Conditions of tenancy and are required to sign and date a copy that the office holds on file.

## **5. BACKGROUND INFORMATION**

5.1 In a previous allotment user group meeting it was suggested that we should highlight that the dumping of rubbish and use of carpet to help prevent weed growth is not permitted on any sites. It was suggested that the Conditions of Tenancy undergo amendments with respect to the use of carpet. The existing wording in the tenancy agreement is:

Condition 7: The tenant shall not dump any rubbish or arising's from their plot on the allotment site.

It is suggested that this is changed to:

The tenant shall not dump any rubbish or arising's from their plot on the allotment site and should not use carpet on their plot to help with the control of weeds. The use of carpet on plots is strictly prohibited and may result in a charge for removal of it if used.

6.3 The Parish Council had 14 tenants last year who failed to pay before 31/05/14 resulting in administration time and postal charges. Several ultimately gave up the allotments.

**CONDITIONS OF TENANCY OF COUNCIL ALLOTMENTS**

1. The tenant will pay the full rent of the allotment garden before the last day of April in each year, *or* on taking possession of the allotment.
2. The tenant will use the allotment as an allotment garden and for no other purpose.
3. The tenant will keep the allotment garden clear of weeds and maintain it in a good state of cultivation and fertility, and will also keep any paths abutting the allotment clear of weeds and long grass. Failure to maintain your plot will result in the cancellation of this agreement and the reversion of the plot back to the Parish Council.
4. The tenant will not underlet, assign or part with the possession of an allotment garden, or any part of it, without the written consent of the Council.
5. If tenants find it necessary to have a bonfire on the allotment site then every precaution should be taken to ensure that neighbours are not subject to inconvenience or smoke nuisance. Tenants are reminded of the requirements under the Environmental Protection Act 1990 in relation to smoke from bonfires that constitutes a nuisance to the inhabitants of the neighbourhood, which are enforced by Three Rivers District Council.
6. Tenants shall not erect any shed or other building on an allotment garden but may site a locked box suitable for containing tools on their plot. The box not to exceed a size of 6 ' x 2 ' (1.8 m x .6 m).
7. The tenant shall not dump any rubbish or arisings from their plot on the allotment site.
8. The tenant shall not dump manure on any part of the allotment site unless previously agreed with the Parish Council.
9. Tenants are required to number their plots with a clearly visible marker.
10. A tenancy will be terminated on April 1<sup>st</sup> next after the death of any tenant, or by not less than six months' notice in writing given by the tenant or by the Parish Council, expiring on April 1<sup>st</sup> or October 1<sup>st</sup> in any year, or by re-entry of the Parish Council at any time after one month's previous notice in writing to the tenant:-
  - (i) If the rent or any part thereof is in arrears for more than forty days, or
  - (ii) If it appears to the Parish Council that there has been a breach of these conditions of tenancy on the part of the tenant.
11. Where the tenant of an allotment quits the land on the termination of the tenancy, the Council may recover compensation from the tenant equal to the cost of making good any deterioration of the land caused by failure of the tenant to maintain it in a clean and good state of cultivation and fertility.
12. Any notice may be served on a tenant either personally or by leaving it at his last known place of abode or by a recorded letter addressed to him there, or by fixing the same in some conspicuous manner on the allotment garden.
13. These conditions of tenancy have been prepared in the interest of allotment tenants generally and the Parish Council trust that they will be observed by all tenants in this spirit.

**I have read and understand the foregoing "Conditions of Tenancy" of Council Allotments, which I undertake faithfully to observe during my tenancy of allotment plot at the Dog Kennel Lane / Copmans Wick / Swillett Allotment site**

**I agree to pay the rent of this allotment: £ (Cheques made payable to Chorleywood Parish Council)**

**SIGNED ..... DATE: ..... NAME**  
.....

**Email address .....TELEPHONE NO**  
.....

**ADDRESS (incl Postcode).....**

**I agree to my telephone number/ email address (delete as appropriate) being passed on to the allotment reps: Yes**   
**No**

**Date: TUESDAY 10<sup>th</sup> MARCH 2015**

**Subject: ICE CREAM CONCESSION**

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**Committee Member:**

**Officer Contributors:** Claire James Deputy Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** None

**Contact for further information:** Claire James Deputy Clerk

## **1. RECOMMENDATIONS**

1.1 That the tender of £250 to sell Ice Creams on Chorleywood Common at weekends only be taken up.

## **2. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

## **3. LEGAL ISSUES**

3.1 None

## **4. BACKGROUND INFORMATION**

Following the tender exercise two years ago, Four Ice Cream sellers were approached this year. Once again it has been difficult to find ice cream vendors interested in selling ice creams on the Common at any other time than Village day. The tender for the licence to sell ice creams on the Common was again offered as a choice of three options as follows:

**Option 1:** Five days per week Monday to Friday (which will include any bank holidays falling on these days).

**Option 2:** Two days per week i.e. weekends only – Saturday and Sunday (will also include Chorleywood Village Day – for an additional charge).

**Option 3:** Seven days per week Monday to Sunday (which includes all Bank Holidays and Chorleywood Village Day – Village day to be for an additional charge).

The following notes were included in the tender:

- Option 1 and 2 will be on the understanding that another seller will be operating on the other days of the week.
- Under Option 2 and 3 an additional charge will be payable for the selling of ice creams on Chorleywood Village Day which is a Saturday in July (Option 1 does not include this day)
- Options 1, 2 and 3 are for the period 1<sup>st</sup> April or Easter (whichever is the earlier) to 30<sup>th</sup> October in each year of the contract

Two sellers were not interested in putting in tenders and one failed to return a bid. The fourth has put in a tender for Option 2 ie weekends only at £250. The Office has confirmed that he is not interested in weekdays at all. This tender is for slightly more than in previous years, given the difficulty in getting an Ice cream seller it is recommended that this tender be taken up.

**CHORLEYWOOD PARISH COUNCIL**

**OPEN SPACES COMMITTEE MEETING**

**Agenda Item 12**

**Date: TUESDAY 10<sup>th</sup> MARCH 2015**

**Subject: FITNESS CLASSES ON THE COMMON**

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**Committee Member:**

**Officer Contributors:** Claire James Deputy Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** None

**Contact for further information:** Claire James Deputy Clerk

**1. RECOMMENDATIONS**

- 1.1 Members are invited to consider the possibility of a discount for the up front payment of a year's licence fee for Fitness Classes on the Common.

**2. RELEVANT PREVIOUS DECISIONS**

**Open Spaces 09.09.14 Minute 14/26 Request for permission to run outdoor fitness sessions with equipment on Chorleywood Common**

Members discussed their concerns of possible damage to the Common by the equipment being proposed, areas of the Common where fitness sessions should not be allowed, and experience from elsewhere of noise and disturbance to other users of the Common.

The Committee

**REOLVED**

To grant a trial period of six weeks with the caveats of

- Areas to be used to be limited to the Fire rides
- To exclude any equipment which is dragged along the ground eg. Car tyres.
- To limit the number of people in any one session to ten plus the trainer

It was also agreed that users be encouraged to use the Lorry Permissive Parking Area to minimise disruption to other users of the Common. It should also be advised that the Council reserved the right to give advance notice of any closures due to filming or ground condition concerns. All would be subject to the provision of suitable risk assessment, public liability and First aid documentation.

This was proposed from the Chair and carried unanimously.

**Open Spaces 11.11.14 Minute 14/37 Matters Arising: 14/26 Request for Permission to run outdoor fitness sessions with equipment on Chorleywood Common:**

Members were advised that the six week trial that had been agreed at the previous meeting with a number of caveats was about to conclude. During that time no adverse reports or complaints had been received by the Office or by Councillors. The company concerned were interested in continuing with the classes at the same times as in the trial but had asked whether a discount could be given if payment was made annually.

The Committee

**RESOLVED**

That a licence be granted for the company to use the Common for Fitness Classes subject to the same conditions and 2 of the three caveats as for the trial i.e.:

- Areas to be used to be limited to the Fire rides
- To exclude any equipment which is dragged along the ground e.g. Car tyres.

The third caveat in place for the trial - to limit the number of people in any one session to ten plus the trainer - was removed.

With no discount for the remainder of the financial year but that this aspect would be reviewed for the next financial year.

It was also agreed that users continue to be encouraged to use the Lorry Permissive Parking Area to minimise disruption to other users of the Common. It should also be advised that the Council reserved the right to give advance notice of any closures due to filming or ground condition concerns. All would be subject to the provision of suitable risk assessment, public liability and First aid documentation.

This was proposed from the Chair by Barbara Green and carried unanimously.

### **Open Spaces 11.11.14 Minute 14/47 FEES AND CHARGES 2015/16**

The Committee

RESOLVED

That

- The increase of the licence fee for use of the Common for business purposes (not including filming) be rounded to £12.15

### **3. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

3.1 None

### **4. LEGAL ISSUES**

4.1 None

### **5. BACKGROUND INFORMATION**

- 5.1 The Parish Council currently have two licence holders for Fitness activity on the Common. One has been a user of the Common for a number of years running 2-3 classes per week, the second, referred to in the above section on Relevant Previous Decisions just for part of the current year running 3 sessions a week.
- 5.2 At the Open Spaces meeting on the 11<sup>th</sup> November 2014 the request to consider a discount if the licence fee for the year was paid in advance was considered and it was agreed that there would be no discount for the current year but that the situation would be reviewed for the next Financial year.
- 5.3 The longer user of the Common advises her classes on a term by term basis with breaks for half terms, some holidays etc. and is invoiced accordingly.
- 5.4 Consideration of the request from the newer user for a discount should be made in consideration of the longer term user who it is not believed has requested nor been approached on this subject but nevertheless has been paying her dues regularly for a number of years.
- 5.5 The licence fee is due to increase from £11.90 to £12.15 from 1<sup>st</sup> April 2015.

**Date: TUESDAY 10<sup>TH</sup> MARCH 2015**

**Subject: BINS AT SHEPHERDS BRIDGE PERMISSIVE PARKING AREA**

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**Committee Member:**

**Officer Contributors:** Claire James

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Appendix 1 Photographs of bin locations

**Contact for further information:** Deputy Clerk

## **1. RECOMMENDATIONS**

1.1 That Members consider whether to relocate the litter and dog bins at Shepherds Bridge permissive parking area.

## **2. RELEVANT PREVIOUS DECISIONS**

2.1 None

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 None

## **4. RISK MANAGEMENT ISSUES**

4.1 The Dog and Litter bins at Shepherds Bridge Permissive parking area are located on level ground just off the permissive horse track. In front of them is a grassy bank that leads down to the permissive parking area. During winter months and rainy days this bank can become quite slippery. It is used by some visitors as a short cut to and from the bins rather than going round the gentler sloping and less muddy surface of the horse track.

4.2 If the bins are moved, either one or both, the only level ground in the area is that used either for access or for parking and they will therefore run the risk of being damaged by vehicles. There have already been a number of instances of damage to the surrounds of this parking area due to large lorries attempting to turn here.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 If the bins are moved to a different location:

- it is unlikely that the litter bin would come out in one piece and therefore a replacement would be required.
- the dog bin would require a new post to be provided at the new location
- Rangers time would be used to move and relocate the bins.

## **6. LEGAL ISSUES**

None.

## **7. BACKGROUND INFORMATION**

**7.1** The litter bin has been in its current location for many years. The dog bin was previously sited on the other side of the parking area and following complaints of inaccessibility was moved to its current location next to the litter bin a year or two ago.

**7.2** An old dilapidated notice that did stand in front of the bins was recently removed. This may have led to more people using the bank as a short cut.

**7.3** The office has received a number of complaints recently about the state of the bank and requests to put steps or a handrail in place. Neither of these requests can be met due to its location as part of the Common.

**7.4** It is understood that a resident recently slipped and fell in this area and injured herself on the parking ticket machine which sits at the bottom of the bank on the edge of the parking area in front of the bins.

**7.5** If the bins are moved there are cost implications of replacement bin(s) and posts.

**7.6** The Ranger has considered alternative locations for the bins and has identified only one possible location which is shown on the attached photograph in Appendix 1. It should be noted however that it would be more vulnerable in this location to damage or demolition by vehicles.



Existing location of bins showing access .



Bank in front of bins used as short cut to bins



Possible relocation option for bins

Date: TUESDAY 10<sup>TH</sup> MARCH 2015

Subject: PERMISSIVE PARKING AREA SCHEME CONTRACT RENEWAL 15-16

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Committee Member:

Officer Contributors: Claire James Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Nil

Contact for further information: Deputy Clerk

## 1. RECOMMENDATIONS

1.1 Members to consider whether to recommend to Full Council that the contract for the Permissive Parking Area Scheme be renewed for the forthcoming year at the same level as the current year.

## 2. RELEVANT PREVIOUS DECISIONS

2.1 Open Spaces meeting 12.03.12 minute number 12/115

The Committee  
RESOLVED

That the Clerk spends some time to investigate options to take the matter forward and come back with a proposal.

2.2 Open Spaces Meeting 12.11.13 Minute number 13/32 **Parking issues at the War Memorial Hall permissive parking area.** The Clerk advised that the idea of parking meters had not been rejected but was a financial issue for the Council as funding for the machines needed to be found. A member suggested that one or two Councillors be appointed to work with the Golf Club and sought information on the costs involved, details would be forwarded by the Clerk.

The Committee  
RESOLVED

That the Council start a dialogue with the Golf Club and appoint two councillors. Councillors nominated were Cllrs S Watkins and Mrs J Worrall with Cllr R Khiroya as a reserve.

2.3 Full Council Meeting 11.2.14 Minute number **13/63 Parking arrangements at the War Memorial permissive parking area**

The Senior Admin Officer explained the research she had undertaken. It was generally felt that Option 2 would be preferable. There was confidence that the signage would be in keeping. It was also advised only one machine would be required at each site, as usually it was the coin mechanism that failed. It was also considered preferable to have a lead in period when warning notices would be put on cars for the first offence.

The Council  
RESOLVED

That Option 2 was chosen as the contract for parking enforcement at the War Memorial and Shepherds Bridge permissive parking areas, subject to a contribution of £1,000 towards the capital costs and 50% of the revenue costs being paid for by the Golf Club.

This was proposed by Cllr Mahon-Daly, seconded by Cllr Watkins and unanimously approved.

### **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 Nil

### **4. RISK MANAGEMENT ISSUES**

4.1 Nil

### **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 The operating costs of the scheme for the current year are £1550.00, the costs for the forthcoming year have been confirmed at the same level for 2015/16. Budget cover is in place for 2015/16

### **6. LEGAL ISSUES**

6.1 Parking arrangements are permissible in the Scheme of Regulation.

### **7 BACKGROUND INFORMATION**

7.1 Parking regulations were introduced in 2001, which prohibited parking in the War Memorial Hall area between 8.00 am and 8.30 am. This reduced the amount of commuter parking taking place, however with more flexible working conditions and the advertisement of 'free parking' on social media sites, there was an increase in the number of commuters using the area, thus restricting the number of spaces available for genuine users.

7.2 To address issues of commuter parking at the War Memorial Permissive Parking area a parking scheme was introduced last year which requires anyone parking between 11 and 3 to obtain a free of charge ticket which is to be displayed in the windscreen during the enforcement period of 1 – 3. Anyone failing to do so is liable to receive a parking charge notice (PCN)

7.3 This scheme is managed by an enforcement company on behalf of the Parish Council with payment of an annual charge. Enforcement, ticket machine maintenance, any appeals etc are dealt with by the company.

7.4 There are two ticket machines, one located in the War Memorial Hall permissive parking area and one in the Shepherds Bridge Parking area.

7.5 Generally the scheme appears to have been well received and has had the desired effect of more spaces being available on a regular basis for genuine users of the Common.

7.6 Dealings with the company have been very professional and queries dealt with promptly and courteously. This has been in stark contrast to dealings with previous parking enforcement companies.

7.7 From the start of the Contract on the 22<sup>nd</sup> April 2014 to the end of February 2015, 137 PCNs have been issued, 85% of these at the War Memorial Hall parking area, the remaining 15% at Shepherds Bridge parking area.

7.8 There have been a number of independent appeals against ticketing but all so far have been found in favour of the enforcement company.

7.9 Reliability of the machines has been a concern although over the year there has been an improvement. The initial machines installed on site were not fit for purpose and quickly replaced at no cost to the Parish Council. The current machines have proved to be more reliable but the company have assured us that they are seeking to ensure the 'downtime' in minimised moving forward. They will be sending their Operatives on a maintenance course so as to fit minor faults on site. Also, the machines will be amended to send reports direct to the enforcement company to ensure quicker notification of problems. It is understood that the Company has good relations with the suppliers which should prove beneficial moving forward.

7.10 The Golf Club has been approached to see if they are prepared to contribute to the continued operation of the scheme

**Date: TUESDAY 10<sup>th</sup> MARCH 2015**

**Subject: POND CREATION- CAPITAL WORKS FOR HIGHER LEVEL STEWARDSHIP (HLS)**

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**Committee Member:**

**Officer Contributors:** Andrew Goddard Parish Ranger, Claire James Deputy Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** None

**Contact for further information:** Andrew Goddard Parish Ranger, Claire James Deputy Clerk

## **1. RECOMMENDATIONS**

1.1 Members are invited to consider the creation of a new pond on the Common as identified within the Higher Level Stewardship contract

## **2. RELEVANT PREVIOUS DECISIONS**

None

## **3. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

3.1

## **4. LEGAL ISSUES**

4.1

## **5. BACKGROUND INFORMATION**

### **5.1 Pond Creation – Capitals Works for HLS**

Our management plan suggests considering construction of new ponds. Also, as part of the capital works program in our HLS agreement we are required to create a 'new' pond on the Common, the size of which should be 100m<sup>2</sup>. All capital works set out in the HLS agreement must be completed by November 2015. Our agreement states "Failure to complete and submit a claim for items (Capital works) by the date shown (November 2015) may be considered by Natural England as a breach of your agreement and you may have to repay any grant received, including payments for annual options".

The financial implications of this statement mans if we have not completed pond construction by November 2015 we may have to repay all money received.

Legal advice about pond creation, in relation to access was received from the Open Spaces Society on a recent training day which staff attended. They stated any 'new' pond created on the Common would impede access and would be challenged in court unless a land exchange was completed. However, if the site for a 'new' pond was historically a pond then access would not be impeded as technically it would be an old pond restored.

The area originally chosen to site an additional pond has no historical records found to confirm it was a pond. It does lie naturally low within the landscape. Test pits were dug in this area, however they didn't collect significant amounts of water or hold the water, so this location may not be viable. If we consider still using this location we need to:-

1. Ensure it is capable of collecting and storing water
2. Carry out a land exchange
3. Or find historical records of old maps showing a pond in this area.

If the Council consider this unsuitable other options include:-

1. Using an alternative location we know was formerly a pond and marked as such on a map of other historical records. We have two known former ponds mapped, however the suitability of these two locations is debateable due to changes in the water table, flood alleviation scheme and the presence of fish in an adjacent pond.
2. Use a depression behind the Lorry parking area, which is known to collect water and either offer a land exchange or try to prove this was a former pond by use of historical records/maps.
3. Find another suitable site which was formally a pond, with records to show it was a pond, have the site surveyed to find out if it is viable and 're-create' a pond.
4. Find, with use of Surveyor, low spots able to collect water, offer land exchange and create pond.
5. Discuss problems of bring an open access site and lack of land to offer for exchange and try to negotiate the removal of pond creation from our HLS scheme.

To change the position of the new pond may be agreeable to N.E., depending on its location and size. We would also need to enquire about:-

- a. Planning permission for works in Conservation Area
- b. We may require an impound or abstraction licence from the Environment Agency.
- c. Permission from the Internal Drainage Board. .

Approximate cost of creating a pond could vary due to its location and sub soil. If sited in an area where clay is present then there is no need to buy and import clay to puddle line the pond. A man and large excavator would cost around £350 per day with £150 transportation cost. It is thought that two days would easily be sufficient to dig a 100m<sup>2</sup> pond.

However, tying in the project with the restoration of Top Common ponds could save costs as a machine would already be present to carry out this work.

An additional payment will be given by N.E for pond creation.