

REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 22nd SEPTEMBER 2015

MEMBERSHIP & ATTENDANCE

Chairman: **Barbara Green**

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

* Denotes members present

Cllr Jackie Worrall was also present for part of the meeting.

Officers present Yvonne Merritt – Clerk
 Claire James - Deputy Clerk

There were three members of the public present.

In the absence of the Chairman of the Open Spaces Committee Cllr Barbara Green, Cllr Martin Trevett chaired the meeting.

15/31 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr Barbara Green.

15/32 DECLARATIONS OF INTEREST

Cllr Martin Trevett declared a non-pecuniary interest in the allotments as an allotment tenant.

15/33 APPROVAL OF THE MINUTES

The Committee
RESOLVED

That the minutes of the meeting held on 14th July 2015 which had been discussed at Full Council with no changes made, be approved as a true and correct record.

15/34 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes of the meeting held on 14th July 2015.

Standing orders were suspended to allow two Members of the Public to address the Committee.

Greg Hill Chairman of Friends of the Common addressed the Committee on
Agenda Item 10 Four Year Vision – Nature trail,

Agenda Item 11 Request to use a Golf buggy on Chorleywood Common,
Agenda Item 12 Signage on the Common
Agenda Item 13 Request for seating outside the Old Shepherd Pub.

Billy Chuter Landlord of the Old Shepherd Pub addressed the Committee on

Agenda Item 13 Request for Seating outside the Old Shepherd Pub

Standing orders were re-instated at the end of the address.

With the agreement of the Committee, Agenda Item 13 was brought forward in the agenda for consideration.

15/35 REQUEST FOR SEATING OUTSIDE THE OLD SHEPHERD PUB

The Landlord had confirmed to the committee during his address that any seating, if permitted, would be removable and not fixed in any way. Cllr Trevett reminded the Landlord that as a District Councillor, he was a member of the District Council Licensing Committee and therefore he needed to make the Landlord aware that such a request would need to go to that Committee. Cllrs agreed that a precedent had been set with the Black Horse which had been allowed seating outside the pub. It was felt that the Landlord had been true to his word on all occasions in the past and many agreed that they would like to see the Old Shepherd continue as a community pub. Discussion covered whether the permission should be for the current landlord only and that if the licensees changed, the new licensee would need to come back to the Parish Council to re-seek approval.

The Committee

RESOLVED

To agree to the request for seating outside the Old Shepherd pub subject to it not being permanently fixed and on the basis that if any issues arose the benches would be removed. This was for the current Licensees only and if the licensees changed, the new licensee would need to come back to the Parish Council to re-seek approval

This was proposed from the Chair by Cllr Martin Trevett and carried unanimously.

15/36 FINANCIAL COMPARISON STATEMENT 2014/15

The Committee

RESOLVED

To note the report.

15/37 OPEN SPACES OFFICER'S REPORT

The Common Ranger provided further information on the finding of the species Eyebright on the Common mentioned in the report. A local botanist had looked at it but could not identify the specific species. Trevor James, the County Botanist had then identified it as a near threatened species.

The Ranger also advised that he had now seen a Clouded Yellow butterfly which brought the number of recorded species of Butterflies and day flying moths to twenty-seven.

In response to a question from a Councillor regarding sightings of yellow parakeets, he advised that he had seen them fly over the Common but did not believe them to be nesting on the Common.

Discussion then took place on the recent incursions onto the Common by Travellers. Cllr Barbara Dickens recorded her thanks to the Officers yet again for the way the incidents and issues had been dealt with. The Clerk advised that the Process Server wanted to address the Council in their role as Employers about the Health and Safety aspects. There was some disappointment expressed with the Police attitude to the incidents and it was suggested that a meeting needed to be held with District and Hertfordshire police. It was agreed that the specific pieces of land needed to be identified and there was a need to work with the District. The Committee was advised that this was on the agenda for the Joint parishes meeting with the District in October.

Recommendation 1 Travellers: To consider whether further measures need to be taken, including the installation of a height restriction barrier at Christchurch, beyond the extra measures taken, to deter further incursions of travellers onto the Common.

Members were advised of the possible way of working of the barrier with the school and Church taking responsibility for the locking and unlocking of the barrier in the same way that the barrier operated outside the Parish Office. It was agreed that any such barrier would need to be off the road and further negotiation was required with both the School and the Church. Recent Filming on the Common would pay for the barrier, it would not come from the public purse. It was agreed that officers would find out if it was a viable proposition with both the school and the Church and if so, obtain quotes.

The Committee

RESOLVED

That Officers should investigate further and report back with quotes to agree funding at the next meeting

This was proposed from the Chair by Cllr Martin Trevett and carried unanimously.

Recommendation 2 PONDS: To consider whether quotes are now sought based on the revised specification following consultation for the cleaning of the Top Common South Pond.

The Common Ranger described the revised specification in response to a question from a Councillor.

The Committee

RESOLVED

That quotes are now sought in line with the revised specification.

This was proposed by Cllr Tony Edwards, seconded by Cllr Alison Preedy and carried unanimously.

Recommendation 3 PONDS: To consider whether CMS are engaged to consult on the proposed location for the new pond adjacent to Darvells Pond.

The Committee

RESOLVED

To agree to the recommendation as written

Recommendation 4 Allotments: To consider whether the fly tipping at Copmans Wick is addressed and cleared and a robust high fence put up in conjunction with TRDC (who own the land adjacent to the Allotment site) to prevent further fly tipping from taking place.

The Committee

RESOLVED

That Officers discuss with TRDC how the issues could be addressed.

Recommendation 5 Allotments: To consider at what date, if any, the allotment rental be reduced for new allotment holders taking on a plot over half way through the year and if so, by how much the rental should be reduced.

The Committee

RESOLVED

That the allotment rental be reduced by 50% for new tenants taking on a plot after the 1st November of a municipal year.

This was proposed by Cllr Jane White, seconded by Cllr Raj Khuroya and carried unanimously.

In response to a question from a Councillor on the future of the log piles on the Common, Members were advised that a list of alternative saw mills had been provided to the Officers and that these would now be followed up.

The Committee

RESOLVED

To note the report.

ALLOTMENTS

15/38 OCCUPATION

Cllr Martin Trevett raised the difficulty of opening one of the padlocks at the gates to the Swillett and was advised that new padlocks were on order. Cllr Tony Edwards advised Member's that he had presented the Allotment Competition Winner's prizes at the recent Horticultural show. Horticultural Society Members had expressed their thanks to the Chairman that the Hall had been ready in time. He advised members that one of the Officers, Michelle Putman, her son and the Caretakers had worked hard on the Friday previous to the show to ensure that the hall was ready for the show.

Discussion took place on allotment plots not being maintained to the required standard. It was suggested that if plots were given up around the perimeter of the allotment sites they should be returned to grass and mowed by the Rangers when the rest of the allotments common grass areas were cut. If they were dotted around the site this would be more difficult and time consuming and also the nature of what was left on the plot could cause issues with the machinery used. It was agreed that it should be left to the judgement of the Rangers. It was noted that the Rangers save the Council a considerable amount of money in their care and maintenance of the machinery at their disposal. In response to a question from a Councillor, Members were advised that tenants were responsible for arisings on their plot, either by composting them on their plot or taking them away if composting was not possible.

The Committee

RESOLVED

To note the occupation

15/39 WAITING LISTS

The Committee

RESOLVED

To note the details on the waiting list, which stood at zero for all sites, a position that had not been achieved for some years.

LAWN CEMETERY

15/40 INTERMENTS

The Committee

RESOLVED

To note the number of interments that had taken place.

COMMON AND GROVEWOOD

15/41 FOUR YEAR VISION

It was agreed that the existing items should stay on the list and that the following be added:
to establish a firm protocol and budget for dealing with Travellers.

Signage – welcoming legitimate visitors to the Common

Copmans Wick – to establish a budget and long term solution. A site visit would be organised by the Allotments Officer.

To consider putting a budget forward for surveys on the common be undertaken. It was possible that some surveys may be possible using local qualified people. The new mapping tool purchased would assist in providing visual displays of the survey data. It was agreed that the Clerk should speak to the Environmental records and Natural History Society and request copies of all the records they held. It was likely that a fee would be payable but they would provide a starting point for further surveys undertaken.

It was noted that the next meeting would be discussing revised estimate and budgets for the forthcoming year.

15/42 REQUEST FOR A GOLF BUGGY ON CHORLEYWOOD COMMON

The contents of the report were considered along with a letter that had been received from the Golf Club. It was noted that to uphold the bye laws it was necessary to have a criteria in place to deal with any request on its individual merit and the Council would need to see some form of medical evidence. It was suggested that the Golf Club make this known to the clubs they play and that the Clerk be given the discretion for dealing with a request from a visitor to the Golf Club.

The Committee

RESOLVED

That upon medical evidence the Committee will consider every application on a case by case basis but that they would expect to see some form of medical evidence.

It was further agreed that permission was given personally to the individual making this request.

Councillor Jackie Worrall left the meeting at 8.50pm

15/43 SIGNAGE FOR THE COMMON

It was noted that Cllrs Barbara Dickens and Allison Preedy had been going to go round cleaning the signs for the permissive horse track but before they did they had walked round and identified that a number of signs required replacement, a number were missing and some were provided for other purposes. It was further agreed that some areas needed better signage with Larks Meadow and also by the lectern at the back of the Black Horse quoted as examples. The need for getting advice from the British Horse Society as an independent body was noted. If the route was not suitable, it was possible

that in some areas the track could be moved. It was further noted that the CLA would help with the legalities.

Signage had been looked at a couple of years previously but had not progressed due to lack of finance. It was agreed that there was currently a mixture of signs and the option of using wood from the saw mill to create new signage was discussed. It was felt that many used the permissive horse track as the circular walk and therefore the circular walk needed to be better signposted.

The Committee

RESOLVED

That the British Horse Society be asked to come out and advise on the Horse track and the associated signage before the next meeting.

This was proposed by Cllr Raj Khiroya, seconded by Cllr Martin Trevett and carried unanimously.

15/44 WATFORD MENCAP 10K EVENT AND REQUEST TO LICENCE NORDIC WALKING ON THE COMMON

The Clerk advised Members of two items that had come forward after the agenda had been issued:

Permission had been requested for a 10K run in aid of Watford Mencap to take place on the Common next year on the 2nd May 2016.

The Committee

RESOLVED

To agree to this in principle subject to the route being agreed with the Parish Ranger and the Clerk

A further request to use the Common under licence to set up Nordic Walking for exercise under referral from the medical profession had also been made.

The Committee

RESOLVED

To agree to this in principle under licence subject to an area/route being agreed with the Parish Ranger and the Clerk

GENERAL

15/45 HEALTH AND SAFETY

Members noted that there was nothing to report

15/46 CLOSURE

The meeting having commenced at 7.30 pm closed at 9.12pm.

Signed Agreed by email by Cllr Martin Trevett Date 08.10.2015

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

Signed..... Date.....

Open Spaces

Financial Budget Comparison

Comparison between 01/04/15 and 30/10/15 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/15

	2015/2016	Rev 2015/2016	Actual Net	Balance	
Open Spaces					
Income					
20	Allotment Rents	£3,650.00	£3,720.00	£3,716.25	-£3.75
21	Grants	£5,800.00	£5,800.00	£0.00	-£5,800.00
22	Interment Charges	£33,660.00	£33,660.00	£16,278.00	-£17,382.00
23	Memorial Plaques	£28,650.00	£28,650.00	£13,930.50	-£14,719.50
24	Miscellaneous	£250.00	£10,250.00	£10,175.72	-£74.28
26	Trade Concessions	£0.00	£250.00	£0.00	-£250.00
27	Wayleaves/Easements	£50.00	£5,000.00	£3,350.10	-£1,649.90
28	Allotments Keys	£25.00	£25.00	£0.00	-£25.00
29	Parish Paths Grant	£2,000.00	£2,000.00	£0.00	-£2,000.00
30	Common Lettings	£1,750.00	£5,000.00	£3,590.90	-£1,409.10
31	Memorial Benches	£0.00	£0.00	£0.00	£0.00
32	Admin Fees	£50.00	£50.00	£0.00	-£50.00
Total Income		£75,885.00	£94,405.00	£51,041.47	-£43,363.53
Expenditure					
200	Salaries	£65,500.00	£65,500.00	£36,699.20	£28,800.80
201	Income Tax & NI	£22,500.00	£22,550.00	£12,561.84	£9,988.16
202	Superannuation	£24,500.00	£26,250.00	£15,308.94	£10,941.06
203	Travelling Expenses	£1,550.00	£1,550.00	£722.15	£827.85
204	Cemetery Rates	£975.00	£975.00	£484.00	£491.00
205	Allotment Services	£1,500.00	£1,500.00	£254.45	£1,245.55
206	Allotment Maintenance	£1,225.00	£1,225.00	£396.00	£829.00
207	Cemetery Maintenance	£1,225.00	£1,225.00	£22.97	£1,202.03
208	Cemetery Services	£55.00	£55.00	£28.26	£26.74
209	Christchurch Cemetery	£4,200.00	£4,200.00	£1,098.00	£3,102.00
210	Contribution to Funds	£0.00	£0.00	£0.00	£0.00
211	Dog Bin Maintenance	£3,775.00	£3,775.00	£1,676.80	£2,098.20
212	Equipment & Tools	£1,020.00	£1,020.00	£1.66	£1,018.34
213	Seats	£0.00	£0.00	£0.00	£0.00
214	Grass Cutting/Grazing	£6,120.00	£6,120.00	£5,969.45	£150.55
215	Skip Hire	£1,635.00	£1,635.00	£600.00	£1,035.00
216	Tree Surgery & Inspection Reports	£5,100.00	£5,100.00	£200.00	£4,900.00
217	Ground Maintenance	£5,100.00	£5,100.00	£264.66	£4,835.34
218	Groveswood & Tree Inspection	£1,530.00	£1,530.00	£0.00	£1,530.00
219	Legal fees	£2,000.00	£2,500.00	£1,798.50	£701.50
220	Maintenance of Horse track	£500.00	£500.00	£0.00	£500.00
221	Memorial Plaques	£16,700.00	£16,700.00	£6,985.30	£9,714.70
222	Miscellaneous	£1,500.00	£1,500.00	£970.76	£529.24
223	Refurbishment of Plaques	£0.00	£0.00	£0.00	£0.00
224	Refuse Collection	£875.00	£1,300.00	£1,291.43	£8.57
225	Mobile Telephone	£400.00	£400.00	£225.00	£175.00
226	Vehicle Maintenance	£5,350.00	£5,350.00	£3,092.39	£2,257.61
227	Litter Bins	£1,000.00	£1,000.00	£828.00	£172.00
228	Chiltern AONB	£1,900.00	£975.00	£974.00	£1.00
229	Health & Safety	£2,000.00	£2,000.00	£348.32	£1,651.68
230	Parish Paths	£500.00	£500.00	£0.00	£500.00
231	Allotment Competition	£350.00	£350.00	£345.27	£4.73
232	Parking Meters	£1,580.00	£2,500.00	£1,279.50	£1,220.50
Total Expenditure		£182,165.00	£184,885.00	£94,426.85	£90,458.15

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 6

Date: TUESDAY 10th NOVEMBER 2015

Subject: OPEN SPACES OFFICERS REPORT

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. **Allotments:** As the site visits to the Allotment sites have not yet taken place and there are a number of issues to be resolved, the allotment holders meeting that would usually be held before the November Open Spaces Meeting has been postponed. Previously this meeting commenced at 7pm giving an hour for the meeting before the Open Spaces Committee commenced at 8pm. As Council meetings now start at 7.30pm, members may wish to consider when such a meeting should be timetabled and the start time of this meeting. *(See para 5.5)*

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

Grass cutting, weeding of beds and topping of graves with mole hill soil continues .

Some of the Memorial Plaques have been lifted, the ground levelled and the plaques re-laid and levelled. Graves are also being topped up as required.

Cutting of the hedge around the Cemetery is about half way through.

The roses have been pruned and leaf clearing is now becoming an almost daily activity.

The process for letting out the holders for potted plants over the winter months (November to February) is being established. As agreed at a previous Open Spaces Committee, the pot holders will be charged at cost plus VAT which will result in a charge of £10 being made for the holders.

The first interments are due to take place this week in the new ashes area in Section D of the Lawn Cemetery. Two rows of Ashes plots will be placed alongside the path opposite the Ashes graves in Section E.

5.2 Christ Church Cemetery

The company due to undertake the works to the wall at Christchurch has been delayed by another job and has now advised that with the time of frosts fast approaching the rebuilding of the wall cannot take place. It has been agreed however that they will dismantle the wall and clean the flints ready for work to commence in the Spring. It is expected that this work will take place in the next few weeks. Temporary safety barriers will be put up by the company. The possibility of this happening was discussed and agreed at a meeting with Christchurch. As the delay in progressing the work has been down to the company they have agreed that the original quotation will hold.

The annual stress testing of the memorials in Christchurch Churchyard is due to take place in the next couple of months. A number of headstones identified on the last check were laid down following the meeting held with Christchurch and any that are within the remit of the Rangers will be laid down on the next check. Quotes to lay down any outside the safe working of the Rangers will be sought.

At the meeting with Christchurch in October the following topics were discussed:

- Possible installation of a height barrier into the Christchurch car park by the Parish Council with management of it by the school and church was favourably received.
- Holes in Christchurch car park
- Trees – the need for a survey of the trees in the Churchyard.
- Wall insurance – although the Parish council are responsible for the maintenance of the Churchyard wall, it is understood that the Church own the wall and therefore are responsible for the insurance of it. It was suggested that written clarification of the insurance situation and closed churchyard legislation would be useful moving forward.

5.3 Grovewood

Litter picking continues to take place regularly.

5.4 Common

General:

All the shelter belts adjacent to the woodland edges and the ponds have been cut and lifted where appropriate.

Mowing and cut and lift mowing has been completed in all areas specified either in the Management plan or Stewardship agreement.

Saplings have been removed in Larks Meadow, both by the Ranger and with help from Friends of Chorleywood Common (FoCC). However a large number are still present and little further work can now take place as the orchids present in the chalk grassland area will be starting their growth cycle.

Brambles have been cut back again at the path at Chorleywood Bottom.

The Common Ranger met with two organisations interested in using the Common. The first was the Park Run organiser, we offered predominantly the Fire Rides as they cannot be on the Stewardship land, the Permissive Horse track or the Golf Course. It seemed that a route would still be possible for the Park Run but as yet no further communication with either the Office or the Ranger has been received. The second was MENCAP who had wanted to hold their 10K charity run on the Common next year. Again they were offered the same areas for the same reasons but they felt it was not suitable for their needs and they will therefore not be using the Common for this event. A gentleman interested in using the Common under Licence for Nordic walking sessions, is due to meet the Ranger this coming week.

The Ranger met the Weed Control man who is dealing with three areas of Bamboo and Japanese Knotweed on the Common. The knotweed has now been treated and further treatment should not be required. At the time of the visit he could not find the area of bamboo, a re-visit will be required for the bamboo anyway which requires a number of treatments to eradicate it.

The Clerk and Ranger met with representatives of London Underground regarding the works at Shepherds Bridge – see separate report.

A meeting was held with the Golf Club to agree their winter works and discuss any issues they had. See separate report on their proposed winter works.

Work Placement Student:

We have been joined by a student on a work placement scheme from college studying Countryside Management. He will be with us for 150-200 hours concentrated in a couple of days at a time usually during the holidays. He has so far spent three days with us and been employed collecting heather seed for the Heath Regeneration project, reseeding of the scrapes done this year and trimming of the heather harvested to tidy it up and meet Stewardship targets. Brambles were also removed from the heather on Common Road and the heather seed will be sown in March. He assisted in the coppicing of the ditch opposite War Memorial Hall and has been involved in checking the cows etc. A number of items of Personal Protective Equipment (PPE) are being purchased to ensure his safety whilst out working with the Rangers. They will also be instructing him fully on any work he undertakes and he has qualifications for nylon line strimming and pedestrian (walk along) mowing.

Grazing:

The cattle returned at the end of August to graze the whole area provided. Grazing has gone well this time with very few issues either with the virtual fencing or the collars. The five cows have worked hard to keep up with the grass growing this time, the May bushes and neutral and acid sections have achieved the required sward height, however the chalk grassland has remained slightly under grazed again. This is due to insufficient cattle numbers but we have to work with what is available to us. After discussions with the Stockman, it is hoped that we may get eight cows next year, we may change the compartments slightly in the Autumn grazing to allow the cattle to graze the chalk grassland and May bushes prior to allowing them the whole area. This should ensure that the Chalk grassland is sufficiently grazed next year.

Difficulties have been incurred in the last few days when trying to remove the cattle from site with the stockman's trailer getting bogged down. Unfortunately the buggy was incapable of towing them out, as were the tractors due to lack of traction due to their turf tyres. Whilst the cattle have been contained in the railway field, for their ease of removal, they have caused damage to the stock fencing due to the posts now rotting. Also damage to the corral was sustained whilst

loading the cattle as again the posts are rotten. Obviously the virtual fencing also surrounds this area. Consideration now needs to be given to replacement of this fencing which has been in place over at least seven years. At the same time the Rangers will review possible alternative locations for loading the cattle although given that a structure is required options will be limited. Weather permitting the cattle should have left the Common by the end of the week.

Wildlife:

The Ranger has spotted a Wasp Spider Orb (a sack of eggs) on the heather along Common Road. It is hoped that if this remains undisturbed that the spiders will become more abundant on the Common (It is hoped that the finding of one means that there are others present). The spiders were seen in the chalk grassland and due to the slight under grazing it is hoped that orbs will remain in this area. It is also hoped that management of the original location will mean there are more present there.

Fungi:

It is suspected that there may be mushroom pickers out on the Common. Although pickers have not been spotted, there appears to be a decline in overall numbers of fungi present which is unusual given this year's weather conditions. Many of the fungi which remain appear to have been turned over, possibly to aid in identification. Picking fungi for financial gain on public land is illegal and therefore if this activity is spotted please advise the Office or the Rangers. However some inedible fungi species are still present in reasonable numbers, at the moment the species Parrot Wax Caps and Club Fungi can be found in the grasslands, along with Fly Agarics under the birch trees and Clouded Funnels around the woodland margins.

Butterflies:

Very few remain given the time of year and the weather conditions, however if the sun appears with some reasonable warmth to it, some Red Admirals and Small Tortoiseshells may be seen.

Ponds:

Water levels are slowly returning to the depth that would be expected at this time of year. To move forward with the creation of a new pond, a visit from CMS still needs to take place. Prices are being sought for the maintenance work on Top Common Pond South.

Education:

A habitats walk and talk was undertaken with Christchurch School which is becoming an annual event and is much enjoyed by the children.

5.5 Allotments

Fly tipping at Copmans Wick is becoming a big issue and needs to be addressed in conjunction with TRDC who own the land next to the site. A meeting date needs to be agreed for Councillors to attend a site meeting.

As the site visits to the Allotment sites have not yet taken place and there are a number of issues to be resolved, the allotment holders meeting that would usually be held before the November Open Spaces Meeting has been postponed. Previously this meeting commenced at 7pm giving an hour for the meeting before the Open Spaces Committee commenced at 8pm. As Council meetings now start at 7.30pm, Members may wish to consider when such a meeting should be timetabled and the start time of this meeting. **(Recommendation 1)**

The allotments are due their final cut which will need to be undertaken soon and the water will be switched off shortly for the Winter.

5.6 Office

A new flower fountain has been installed outside the Parish Office as part of the Chorleywood in Bloom project. To prepare for this the existing flower bed was filled and levelled and four slabs laid to place the container on.

The Rangers were a key part in changing over the summer and winter hanging baskets in the Village and also to the installation of two new planters, the planting of these and replanting of the existing planters. Hanging baskets have also gone up in the Cemetery, outside the Parish Office and will shortly be placed on the War Memorial Hall following completion of the building works.

Grass cutting and regular clearing of leaves outside the office continues to take place.

5.7 Parish Paths

Strimming and trimming has now finished and an invoice for the work carried out will be submitted to Herts CC.

5.8 Health and Safety (H&S)

A H&S audit was undertaken in October concentrating on the Rangers and outdoor activities. A new jack, salt spreader and strop were required to meet current health and safety obligations and these have now been put in place. It has been recommended that the Fire Extinguisher in the Mess room is changed from a powder to a CO2 one on the next inspection. Signs stating 'Danger Fragile Roof' are required to be put on the doors to the garages and the Mess Room as a warning. A full report will be received in due course.

The Rangers Personal Protective Equipment (PPE) is currently being reviewed as part of the annual check and any necessary replacement equipment or clothing will be ordered.

5.9 Equipment

- The usual maintenance of the vehicles and machinery has taken place.
- Browns had to come out twice to repair the hydraulics on the tractor.
- A quote is awaited to replace the side panels on the rear of the RTV which have rusted away.

Date: TUESDAY 10th NOVEMBER 2015

Subject: FOUR YEAR VISION

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 Members are asked to agree items for this Committee as part of the Four Year Vision.

2. RELEVANT PREVIOUS DECISIONS

2.1 Open Spaces 22nd September 2015

15/41 FOUR YEAR VISION

It was agreed that the existing items should stay on the list and that the following be added:

To establish a firm protocol and budget for dealing with Travellers.

Signage – welcoming legitimate visitors to the Common

Copmans Wick – to establish a budget and long term solution. A site visit would be organised by the Allotments Officer.

To consider putting a budget forward for surveys on the Common to be undertaken. It was possible that some surveys may be possible using local qualified people. The new mapping tool purchased would assist in providing visual displays of the survey data. It was agreed that the Clerk should speak to the Environmental records and Natural History Society and request copies of all the records they held. It was likely that a fee would be payable but they would provide a starting point for further surveys undertaken.

It was noted that the next meeting would be discussing revised estimate and budgets for the forthcoming year.

2.2 The following was agreed as part of the Four Year Vision for the period up to 2015

Item	Detail	Resource required (PC Staff/Councillors/External)	Anticipated Cost
Establish a 10 year calendar of surveys	Surveys to be undertaken on the Common	Consultation required with CMS – type and frequency of surveys needed (Clerk to action) A number of surveys have taken place, grassland, birds, reptiles and annual flower surveys by the Rangers. All catalogued.	

Investigation of a leisure trail	An informal nature trail on the Common –	To establish a nature trail on Chorleywood Common with educational resources on the website. Seek funding opportunities through Grant Funding and CIL	
Allotment water harvesting & storing	Facilitating the harvesting and storing of water at the allotment sites	Understand costs with Affinity water If nothing available directly through water companies, other avenues being investigated.	
Copmans Wick Allotments	To clear areas of dumping To discuss with TRDC a new fence to secure site To carry out necessary tree work	Parish Rangers can carry out some of the tasks, but tree surgeons will be required. Fencing liabilities yet to be discussed.	
Surveys on the Common	To consider putting a budget together for surveys on Chorleywood Common	These will be carried out by outside specialists and therefore may have a cost implication.	
Security of the Common	To look at defences of the Common to stop encroachment and to form a protocol for dealing with the removal of travellers.	This will have cost implications – however some of the money could be used from Easement fees.	
Signage	The Committee agree that the signage on the Common is in need of updating including the horse track signs, and welcome boards	There will be cost implications, however some signage will be required urgently due to H&S implications.	

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None specific at present.

4. RISK MANAGEMENT ISSUES

4.1 None specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Part of the funding from the grant given annually as part of the Stewardship Agreement is for the Council to educate people about our Common. The Nature Trail would be a perfect resource to facilitate new and interesting ideas.

5.2 Help would be required for any applications for grant funding and also would be appreciated in the setup of the trail. The Committee may wish to consider using some of the grant funding towards employing a temporary officer with the relevant experience to help move this project forward.

5.3 The Common has been the victim of encroachment a number of times over the past year. The Council has a legal obligation to protect the Common from encroachment and therefore a full assessment will be required. There is a separate budget of income derived from easements, which is ring fenced. This money could however be used for protection of the Common.

6. LEGAL ISSUES

6.1 None specific at this time

7. BACKGROUND INFORMATION

7.1 Listed above are the priorities for the agreed Four Year Vision for this committee. Members will now need to prioritise the items and set the relevant budgets to each project.

7.2 For staff PDR's to be meaningful – the council should be setting targets, or key objectives/tasks which can be measured and achievable.

7.3 Members need to be mindful that this document will be fluid, and can be added to or projects put on hold depending on priorities. Therefore anything coming out of the Community Plan could be added at a later stage and should not hold up the current process.

Date: TUESDAY 10th NOVEMBER 2015

Subject: REVISED BUDGET

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Revised Budget calculation

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee approve the Revised Budget for Open Spaces for 2015/16 with a net decrease of £7726

2. RELEVANT PREVIOUS DECISIONS

2.1 Approval for the purchase of the parking meters was not included in this year's budget

2.2 The income under the miscellaneous budget includes the insurance money towards the rebuilding of Christchurch wall.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.

4. RISK MANAGEMENT ISSUES

4.1 Non Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1

6. LEGAL ISSUES

6.1 None Specific.

7. BACKGROUND INFORMATION

7.1 Attached shows the revised budget calculation

7.2 Alterations to the budget are as follows

Income

- 20 Allotment rents increased due to additional lettings
- 24 Miscellaneous budget has the insurance payment for the rebuilding of the War Memorial Hall.
- 26 Trade4 Concessions – increase in budget due to ice cream concession.
- 27 Easements – two new easements have been agreed and an additional easement for utilities supply to new property.
NB – This money is ring fenced for improvement to the Common.
- 30 Common Lettings – increased due to filming on the Common

This gave a net increase in income of £10143.00.00

This figure does not include the insurance contribution.

Expenditure

- 202 Superannuation – increase due to change in legislation as superannuation is paid on total salary including overtime payments.
- 228 Chiltern AONB – decrease of £1000 due to the end of the Heritage Project
- 232 Parking Meters – increase due to purchase of machines – previously authorised.

This gave a net increase in expenditure of £2720.00

Open Spaces Financial Budget Comparison

Comparison between 01/04/15 and 30/10/15 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/15

	2015/2016	Rev 2015/2016	Actual Net	Balance	
Open Spaces					
Income					
20	Allotment Rents	£3,650.00	£3,720.00	£3,716.25	-£3.75
21	Grants	£5,800.00	£5,800.00	£0.00	-£5,800.00
22	Interment Charges	£33,660.00	£33,660.00	£16,278.00	-£17,382.00
23	Memorial Plaques	£28,650.00	£28,650.00	£13,930.50	-£14,719.50
24	Miscellaneous	£250.00	£10,250.00	£10,175.72	-£74.28
26	Trade Concessions	£0.00	£250.00	£0.00	-£250.00
27	Wayleaves/Easements	£50.00	£5,000.00	£3,350.10	-£1,649.90
28	Allotments Keys	£25.00	£25.00	£0.00	-£25.00
29	Parish Paths Grant	£2,000.00	£2,000.00	£0.00	-£2,000.00
30	Common Lettings	£1,750.00	£5,000.00	£3,590.90	-£1,409.10
31	Memorial Benches	£0.00	£0.00	£0.00	£0.00
32	Admin Fees	£50.00	£50.00	£0.00	-£50.00
	Total Income	£75,885.00	£94,405.00	£51,041.47	-£43,363.53
Expenditure					
200	Salaries	£65,500.00	£65,500.00	£36,699.20	£28,800.80
201	Income Tax & NI	£22,500.00	£22,550.00	£12,561.84	£9,988.16
202	Superannuation	£24,500.00	£26,250.00	£15,308.94	£10,941.06
203	Travelling Expenses	£1,550.00	£1,550.00	£722.15	£827.85
204	Cemetery Rates	£975.00	£975.00	£484.00	£491.00
205	Allotment Services	£1,500.00	£1,500.00	£254.45	£1,245.55
206	Allotment Maintenance	£1,225.00	£1,225.00	£396.00	£829.00
207	Cemetery Maintenance	£1,225.00	£1,225.00	£22.97	£1,202.03
208	Cemetery Services	£55.00	£55.00	£28.26	£26.74
209	Christchurch Cemetery	£4,200.00	£4,200.00	£1,098.00	£3,102.00
210	Contribution to Funds	£0.00	£0.00	£0.00	£0.00
211	Dog Bin Maintenance	£3,775.00	£3,775.00	£1,676.80	£2,098.20
212	Equipment & Tools	£1,020.00	£1,020.00	£1.66	£1,018.34
213	Seats	£0.00	£0.00	£0.00	£0.00
214	Grass Cutting/Grazing	£6,120.00	£6,120.00	£5,969.45	£150.55
215	Skip Hire	£1,635.00	£1,635.00	£600.00	£1,035.00
216	Tree Surgery & Inspection Reports	£5,100.00	£5,100.00	£200.00	£4,900.00
217	Ground Maintenance	£5,100.00	£5,100.00	£264.66	£4,835.34
218	Groewood & Tree Inspection	£1,530.00	£1,530.00	£0.00	£1,530.00
219	Legal fees	£2,000.00	£2,500.00	£1,798.50	£701.50
220	Maintenance of Horse track	£500.00	£500.00	£0.00	£500.00
221	Memorial Plaques	£16,700.00	£16,700.00	£6,985.30	£9,714.70
222	Miscellaneous	£1,500.00	£1,500.00	£970.76	£529.24
223	Refurbishment of Plaques	£0.00	£0.00	£0.00	£0.00
224	Refuse Collection	£875.00	£1,300.00	£1,291.43	£8.57
225	Mobile Telephone	£400.00	£400.00	£225.00	£175.00
226	Vehicle Maintenance	£5,350.00	£5,350.00	£3,092.39	£2,257.61
227	Litter Bins	£1,000.00	£1,000.00	£828.00	£172.00
228	Chiltern AONB	£1,900.00	£975.00	£974.00	£1.00
229	Health & Safety	£2,000.00	£2,000.00	£348.32	£1,651.68
230	Parish Paths	£500.00	£500.00	£0.00	£500.00
231	Allotment Competition	£350.00	£350.00	£345.27	£4.73
232	Parking Meters	£1,580.00	£2,500.00	£1,279.50	£1,220.50
	Total Expenditure	£182,165.00	£184,885.00	£94,426.85	£90,458.15

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 12

Date: TUESDAY 10TH NOVEMBER 2015

Subject: FEES and CHARGES 2016/17

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: None

Contact for further information: Deputy Clerk

1. RECOMMENDATIONS

- 1.1 That the Committee consider the proposed increase of 1% (rounded) to Fees and Charges for
- a) Cemetery
 - b) Memorial Plaques (noting the two increases)
 - c) Allotments
 - d) Licences for the Common

2. RELEVANT PREVIOUS DECISIONS

2.1 Policy & Resources Minute 15/42 BUDGET STRATEGY 2016/17

The Committee

RESOLVED

To advise all Committees to look at an inflationary increase of 1% on the budgets for 2016/17 for income and expenditure, informing Committees of the target of a zero increase on the precept. Spending Committees are also asked to consider any capital project for inclusion.

2.2 Open Spaces Minute 14/47 FEES AND CHARGES 2015/16

Cemetery: Members discussed the possibility of a three tier system for charges and were advised that about 80% of the interments that took place had some connection with Chorleywood. However a more detailed analysis would be undertaken for the Fees and charges exercise the following year.

(See Appendix 1)

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

None.

4. RISK MANAGEMENT ISSUES

None

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

None

6. LEGAL ISSUES

6.1 None

7. BACKGROUND INFORMATION

7.1 CHORLEYWOOD LAWN CEMETERY – FEES & CHARGES 2016/17

(Figures in brackets indicate the increase on current charges)

INTERMENT CHARGES 01/04/16 – 31/-03/17

EXCLUSIVE RIGHT OF BURIAL

2016/2017	Parishioners	Non-Parishioners
Exclusive Right of Burial Full Interment	£515.00 (£5)	£1030.00 (£10)
Exclusive Right of Burial Ashes/Infant	£361.00 (£4)	£722.00 (£8)

FULL INTERMENT

2016/2017	Parishioners	Non-Parishioners
Single Depth	£454.00 (£5)	£908.00 (£10)
Double Depth	£526.00 (£6)	£1052.00 (£12)

ASHES

2015/2016	Parishioners	Non-Parishioners
Single Depth	£201.00 (£2)	£402.00 (£4)
Double Depth	£201.00 (£2)	£402.00 (£4)

Notes:

1. For interment charges purposes people who have left the Parish within the previous five years are considered Parishioners.
2. Parishioner/non-Parishioner rates determined on the location of the deceased, not the purchaser of the Exclusive Right of Burial/grave.
3. Infants – One charge for Exclusive Right of Burial only (no interment charges due).

7.2 MEMORIAL PLAQUES:

The Foundry used by the Council for the supply of plaques has increased its charges to the Parish Council by 8% (0% for 7" x 2" plaques) which are effective from the 1st January 2016. Two phases of increase are therefore presented below:

PLAQUE CHARGES 01.01.2016 – 31.03.2016

Foundry increase of 8% effective from 1/1/16 (rounded up before VAT)

Plaque size	Current Charge	Proposed charge	Difference (excl VAT @ 20%)
12" x 12"	£474	£494	£20
24" x 12"	£847	£889	£42
7" x 2"	£67	£67	No change

PLAQUE CHARGES 01.04.2016 – 31.12.2016

Inclusive of Foundry increase of 8% effective from 1/1/16 and 1% proposed increase (rounded up)

Plaque size	Current Charge	Proposed charge	Difference (excl VAT @ 20%)
12" x 12"	£494	£499	£5
24" x 12"	£889	£898	£9
7" x 2"	£67	£68	£1

NB Plaque current & proposed charges do not include VAT (add 20%)

7.3 ALLOTMENTS

1% proposed increase rounded up to nearest 25pence

<u>2014/15 Proposed charges</u>	Allotment Charge	Water charge (no change)	Total Charge	Difference
Whole Plot	£35.25	£10.00	£45.25	£0.50
Half Plot	£17.75	£5.00	£22.75	£0.25
Pensioners Whole Plot	£23.75	£10.00	£33.75	£0.25
Pensioners Half Plot	£12.00	£5.00	£17.00	£0.25

Note that no increase has again been applied to the water charge.

Additional Charges (No Change)

New Tenant Admin Charge	£25
Key Charge for Copmans Wick, The Swillett & Dog Kennel Lane (non refundable)	£5
Late Payment charge	£10

7.4 LICENCE TO USE THE COMMON

The current charge to the two regular licensed users of the Common is £11.90 per hour. With a 1% increase this becomes **£12.27**, an increase of 13 pence.

APPENDIX 1

ANALYSIS OF BURIALS AT THE LAWN CEMETERY

Year	Chorleywood Parish	Outside Parish but within Three Rivers District	Outside Three Rivers District but within Hertfordshire	Outside Hertfordshire	Total Number of Burials
2012	20	14	2	13	49
2013	24	14	2	5	45
2014	22	10	3	6	41
2015 (to date)	15	8	1	14	37

Members may wish to be aware of the following points when considering the above table:

For burials of individuals from outside the Parish they are:

- Often re-opening of graves purchased when the owners lived in Chorleywood
- People who have moved from Chorleywood to Retirement or nursing homes or properties nearer their families
- Parents or relatives of people who live in Chorleywood

And therefore the majority of burials have strong links with Chorleywood.

Open Spaces Financial Budget Comparison

Comparison between 01/04/15 and 05/11/15 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/15

	2015/2016	Rev 2015/2016	Actual Net	Balance	2016/17	
Open Spaces Income						
20	Allotment Rents	£3,650.00	£3,720.00	£3,716.25	-£3.75	£3,760.00
21	Grants	£5,800.00	£5,800.00	£0.00	-£5,800.00	£5,800.00
22	Interment Charges	£33,660.00	£33,660.00	£16,278.00	-£17,382.00	£34,000.00
23	Memorial Plaques	£28,650.00	£28,650.00	£13,930.50	-£14,719.50	£28,950.00
24	Miscellaneous	£250.00	£10,250.00	£10,175.72	-£74.28	£250.00
26	Trade Concessions	£0.00	£250.00	£0.00	-£250.00	£250.00
27	Wayleaves/Easements	£50.00	£5,000.00	£3,350.10	-£1,649.90	£50.00
28	Allotments Keys	£25.00	£25.00	£0.00	-£25.00	£25.00
29	Parish Paths Grant	£2,000.00	£2,000.00	£0.00	-£2,000.00	£2,000.00
30	Common Lettings	£1,750.00	£5,000.00	£3,590.90	-£1,409.10	£1,770.00
31	Memorial Benches	£0.00	£0.00	£0.00	£0.00	£0.00
32	Admin Fees	£50.00	£50.00	£0.00	-£50.00	£50.00
	Total Income	£75,885.00	£94,405.00	£51,041.47	-£43,363.53	£76,905.00
Expenditure						
200	Salaries	£65,500.00	£65,500.00	£36,699.20	£28,800.80	£66,200.00
201	Income Tax & NI	£22,500.00	£22,550.00	£12,561.84	£9,988.16	£22,780.00
202	Superannuation	£24,500.00	£26,250.00	£15,308.94	£10,941.06	£26,525.00
203	Travelling Expenses	£1,550.00	£1,550.00	£722.15	£827.85	£1,550.00
204	Cemetery Rates	£975.00	£975.00	£484.00	£491.00	£975.00
205	Allotment Services	£1,500.00	£1,500.00	£254.45	£1,245.55	£1,515.00
206	Allotment Maintenance	£1,225.00	£1,225.00	£396.00	£829.00	£1,240.00
207	Cemetery Maintenance	£1,225.00	£1,225.00	£22.97	£1,202.03	£1,240.00
208	Cemetery Services	£55.00	£55.00	£28.26	£26.74	£56.00
209	Christchurch Cemetery	£4,200.00	£4,200.00	£1,098.00	£3,102.00	£4,250.00
210	Contribution to Funds	£0.00	£0.00	£0.00	£0.00	£0.00
211	Dog Bin Maintenance	£3,775.00	£3,775.00	£1,676.80	£2,098.20	£3,800.00
212	Equipment & Tools	£1,020.00	£1,020.00	£1.66	£1,018.34	£1,030.00
213	Seats	£0.00	£0.00	£0.00	£0.00	£0.00
214	Grass Cutting/Grazing	£6,120.00	£6,120.00	£5,969.45	£150.55	£6,180.00
215	Skip Hire	£1,635.00	£1,635.00	£600.00	£1,035.00	£1,650.00
216	Tree Surgery & Inspection Reports	£5,100.00	£5,100.00	£200.00	£4,900.00	£5,150.00

Financial Budget Comparison

Comparison between 01/04/15 and 05/11/15 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/15

		2015/2016	Rev 2015/2016	Actual Net	Balance	2016/17
217	Ground Maintenance	£5,100.00	£5,100.00	£264.66	£4,835.34	£5,150.00
218	Groewood & Tree Inspection	£1,530.00	£1,530.00	£0.00	£1,530.00	£1,545.00
219	Legal fees	£2,000.00	£2,500.00	£1,798.50	£701.50	£2,000.00
220	Maintenance of Horse track	£500.00	£500.00	£0.00	£500.00	£500.00
221	Memorial Plaques	£16,700.00	£16,700.00	£6,985.30	£9,714.70	£17,000.00
222	Miscellaneous	£1,500.00	£1,500.00	£970.76	£529.24	£1,500.00
223	Refurbishment of Plaques	£0.00	£0.00	£0.00	£0.00	£0.00
224	Refuse Collection	£875.00	£1,300.00	£1,291.43	£8.57	£885.00
225	Mobile Telephone	£400.00	£400.00	£225.00	£175.00	£400.00
226	Vehicle Maintenance	£5,350.00	£5,350.00	£3,092.39	£2,257.61	£5,400.00
227	Litter Bins	£1,000.00	£1,000.00	£828.00	£172.00	£1,000.00
228	Chiltern AONB & CMS	£1,900.00	£975.00	£974.00	£1.00	£1,925.00
229	Health & Safety	£2,000.00	£2,000.00	£348.32	£1,651.68	£2,000.00
230	Parish Paths	£500.00	£500.00	£0.00	£500.00	£500.00
231	Allotment Competition	£350.00	£350.00	£345.27	£4.73	£350.00
232	Parking Meters	£1,580.00	£2,500.00	£1,279.50	£1,220.50	£2,500.00
Total Expenditure		£182,165.00	£184,885.00	£94,426.85	£90,458.15	£186,796.00

Date: TUESDAY 10th NOVEMBER 2015

Subject: DRAFT CAPITAL AND REVENUE BUDGET 2016-17

Committee Member:

Officer Contributors: Yvonne Merritt Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Draft Budget, Appendix 2 Capital budget

Contact for further information: Clerk

1. RECOMMENDATIONS

- 1.1 That the Committee consider the draft budget for 2016 – 2017
- 1.2 That the Committee consider items from the Four Year Vision for capital projects.

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Policy and Resources Minute 15/42

The Committee

RESOLVED

To advise all spending committees to look at an inflationary increase of 1% on the budgets for 2016/17 for income and expenditure, informing Committees of the target of a zero increase on the precept. Spending Committees are also asked to consider any capital items for consideration

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1

4. RISK MANAGEMENT ISSUES

- 4.1 Nil

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 Income has been raised by 1%
- 5.2 The salary increase for 2015/16 has not yet been considered, therefore for budget purposes and increase of 1% has been used.
- 5.3 The figures assume that the Committee agree the proposed fees and charges detailed within the relevant report.

6. LEGAL ISSUES

6.1 None Specific

7 BACKGROUND INFORMATION

7.1 The draft budget assumes that the Committee have agreed the draft fees and charges.

7.2 Income for the cemetery has to be an estimate for obvious reasons.

7.3 Superannuation has been increased to take into account the new legislation

7.4 All other items have been increased by 1% or in fact stayed the same.

7.5 The current increase from the original 2015/16 revenue budget is therefore £3611.00 which equates to 3.39% (1.57% of revised budget)

7.6 Attached in appendix 2 of this report is the current capital budget allocation, again this has been increased by 1% equating to a total increase of £112.00

7.7 This gives a total of £3723.00 increase for this Committee

7.8 Members will also need to consider any capital projects for the next financial year, taken from the agreed four year vision. Once these priorities are agreed costs will be obtained for consideration at the January Meeting.

OPEN SPACES MACHINERY

Appendix 2

	Replacement Cost	YEAR 8 2008/09	YEAR 9 2009/10	YEAR 10 2010/11	YEAR 11 2011/12	YEAR 12 2012/13	YEAR 13 2013/14	2013 valuation Excl VAT	YEAR 14 2014/15	YEAR 15 2015/16	YEAR 16 2016/17
Tractor	£22500	£2175	£2250	replaced	£2250	£2250	£2345	20,000.00	£2415	£2465	£2490
SideArm Flail Hedgecutter	£5,600	£600	£620	£620	£620	£620	£645	4000.00	£665	£675	£680
Major Flail/Topper	£					Replaced 2500	£250	2250.00	£260	£265	£267
Kubota KX019 Tractor									Replaced 18500.00	£1890	£1900
Harrows		£280	£290	£290	£290	£290	£300	450.00	£310	£315	£318
Trailers		£165	£170	£170	£170	£170	£180	1000.00 850.00	£185	£190	£192
Replacement Buildings Costs		£1085	£1125	£1125	£1125	£1125	£1175	Review?	£1210	£1235	£1245
Bomford Rear flail mower		£420	£435	£435	£435	£435	£450	1750.00	£465	£465	£470
Kubota Ride On	£10,000	£1055	£1090	£1090	£1090	£1090	£1135	3650.00	£1170	£1170	£1180
Grave Digger	£15,000	£1630	£1690	£1690	£1690	£1690	£1760	7000.00	Replaced 15,000	£1530	£1545
RTV	£9,657	NEW	£1000	£1000	£1000	£1000	£1050	6850.00	£1080	£1080	£1090
Heavy Duty Flail Collector	9000.00							9000.00	Replaced 5500	£560	£565
Shoring	6884.00								NEW £6885.00	£700	£710
Total						£9595	£10540		£11270	£12540	£12652

Date: TUESDAY 10th NOVEMBER 2015

Subject: WINTER WORKS 2015-16

Committee Member:

Officer Contributors: Parish Rangers, Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 – List of Works

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 Members are asked to consider the programme of winter works to be undertaken by the Parish Rangers, with the possible completion of some by Volunteers and Contractors

2. RELEVANT PREVIOUS DECISIONS

2.1 None specific to this request

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None specific at present.

4. RISK MANAGEMENT ISSUES

4.1 None specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Completion of the works will be weather and resource dependent.

6. LEGAL ISSUES

6.1 Non Specific

7. BACKGROUND INFORMATION

7.1 The Rangers have identified the works listed in Appendix 1 that fall under the remit of the Common Management Plan and Higher Level Stewardship as appropriate to be undertaken over the winter, weather and resource permitting.

7.2 The works have been categorised High, Medium and low priority and suggestions made where appropriate that the work be undertaken by Contractors or Volunteers.

LIST OF WINTER WORK ACTIVITIES 2015 – 16

NB List is divided into High Medium and Low priority activities but is not ranked within each category

HIGH PRIORITY:

May bushes, continue to fell trees in line with Stewardship aims
Fell trees highlighted in tree report adjacent to Railway line in the corner of Larks Meadow **(C)**
Coppice Gorse Gun Dell in line with Stewardship aims
Clear Top Common Pond South **(C)**
Create scrapes for Heather seeding and seed – Common Road (Stewardship)
Coppice Memorial Hall ditch
Cut back laurel and fell small ash tree on boundary with Darvells Yard
Fell Oak by Cricket Pavilion **(C)**
Move bench to glade near Shepherds Bridge
Level and re-seed damaged ground Clements Road
Inspect Ash trees for faults to rear of Cedars Cottages **(C)**
Sifting of soil to be used in the topping up of sunken graves in the Lawn Cemetery
Planting of the Hedge and Flower bed in the Lawn Cemetery

MEDIUM PRIORITY:

Refurbishment of the benches in the Lawn Cemetery
Fell small trees on boundary with properties in SE corner of Larks Meadow
Coppice Gorse Common Road
Coppice Gorse Dog Kennel Lane
Fell damaged Oak Village Day Fire Ride
Coppice lower chalk slope bank – use arisings for dead hedge **(V)**
Raise crown of trees on grassland edges and Permissive Horse Track
Coppice and thin out trees on Cedars Cottages bank
Cut back foliage from track to Cherry Tree.

LOW PRIORITY:

Fell/coppice trees at Darvells pond
Coppice Woodland edges on Fire Rides
Coppice and thin trees in managed woodland
Clear Trees and restore grassland behind gorse on 5th Fairway
Coppice Trees at Church Pond
Coppice edges of scrub near Cherry Tree Dell
Coppice/restore gorse north of Permissive Horse Track between Cherry Tree and Larks Meadow.

(C) = Contractors, (V) = Volunteers, all other activities to be carried out by Parish Rangers

Date: TUESDAY 10th NOVEMBER 2015

Subject: REQUEST FOR TREE WORKS FROM CHORLEYWOOD GOLF CLUB

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee consider the request from Chorleywood Golf Club

2. RELEVANT PREVIOUS DECISIONS

2.1 None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The proposals fall within the Council's current management plans

3.2 The Golf Club use approved contractors who supply all the relevant paperwork and insurance documentation.

4. RISK MANAGEMENT ISSUES

4.1 Non Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 None Specific

6. LEGAL ISSUES

6.1 None Specific.

7. BACKGROUND INFORMATION

7.1 Following discussion and site meeting between Steve Robertson (Head Green Keeper) and Andrew Goddard(Common Ranger), Chorleywood Golf Club are seeking permission to carry out the following tree work around the golf course.

- 2nd Hole – tee area – remove damaged birch, pollard one oak, fell one oak and leave trunk approximately 10 – 15 feet as a wild life feature, and lift the crown of one oak. This will help to prevent over shading of the tee and create a more open aspect.
- 3rd Hole – fell two small oaks at rear of green, which will benefit mature holly, and the two remaining oaks behind. This will also help in reducing the shade on the playing surface and allow more air movement.
- 8th Hole – reduce crown by 25% on two oaks to the right hand side of the fairway, and to also raise the crown of one oak on the left hand side as well as benefiting the gorse and the heather it will also create a wider passage of play.

These issues are due to the encroachment, and non-management, over the years.

Chorleywood Golf Club propose to use the same tree surgeon as before and subject to the above being agreed will provide the Council with his name, his risk assessment and public liability insurance, in accordance with the Council's policies.

Date: TUESDAY 10th NOVEMBER 2015

Subject: SHEPHERDS BRIDGE

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Map and fence designs

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 Members are asked to consider the request from London Underground to erect a safety barrier on Common land

2. RELEVANT PREVIOUS DECISIONS

2.1 None specific to this request

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None specific at present.

4. RISK MANAGEMENT ISSUES

4.1 None specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Easement fees would need to be negotiated – any monies attained would be ring fenced for works on the Common.

6. LEGAL ISSUES

6.1 Should Members agree to the safety barrier being placed on Common Land, the Council should ask for a legal agreement to be drawn up for maintenance of the area.

6.2 It will also be necessary to have an easement agreement drawn up to compensate the Commoners for loss of amenity.

7. BACKGROUND INFORMATION

7.1 Members will be aware that a number of schemes have been discussed over the past few years for the safety and maintenance of Shepherds Bridge.

- 7.2 LUL have now decided that their priority for the bridge is for safety of the railway line and therefore no other infrastructure will be included.
- 7.3 The proposal is outlined in the attachments but in essence there would be a 30m wood effect barrier adjacent to the fence line running on the south side of Shepherds Bridge towards the Railway Field.
- 7.4 The alternative is to take down the existing fence and excavate the bank with pole drivers, which certainly in the short term will cause more damage to the area.
- 7.5 LUL has been informed of the Officers concerns with regard to maintenance of the area and have agreed in principal that they would be prepared to undertake the annual stimming and maintenance of the area and would agree to an easement.

Date: TUESDAY 10th NOVEMBER 2015

Subject: PARKING OUTSIDE THE OLD SHEPHERD

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Photograph of the parking area

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 Members are asked to consider the extension of the current parking scheme to include the area outside the old Shepherd Public House and nearby cottages to deter commuter parking.

2. RELEVANT PREVIOUS DECISIONS

2.1 None specific to this request

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None specific at present.

4. RISK MANAGEMENT ISSUES

4.1 None specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Costs for the installation of an additional ticket machine and extension of the scheme to include this area have been sought and it is hoped that they will be available for the meeting.

6. LEGAL ISSUES

6.1 The properties and public house have paid for an easement to park their own cars and for the pubs use and their use is being impeded by commuter parking. As they have paid for easements the Parish Council has an obligation to protect their rights.

7. BACKGROUND INFORMATION

7.1 The attached photograph shows the typical level of parking on a weekday.

7.2 The landlord puts tickets on all the cars on a daily basis, however this is not deterring the number of commuters parking in the area, in two days over 15 tickets were issued and the situation is getting worse.

7.3 All residents and pub have paid for an easement to park their own cars and for the pubs use and there access is being impeded by commuter parking. These cars arrive early in the morning and do not go until later in the afternoon therefore a parking system similar to that already in place should remove the majority of the commuter cars.

7.3 Consideration will need to be given to the possible provision of 'permits' for the residents with easements.



Agenda Item 17
Appendix 4