

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Open Spaces					
300	Salaries - Open Spaces				
4000	Salaries	15,919	66,200	50,281	50,281
4020	PAYE & NI	4,294	22,780	18,486	18,486
4030	Superannuation	4,529	26,525	21,996	21,996
4055	Travelling Expenses	60	1,550	1,490	1,490
4900	Misc Expenditure	71	350	279	279
	Salaries - Open Spaces :- Expenditure	24,874	117,405	92,531	0
	Net Expenditure over Income	24,874	117,405	92,531	
310	General Open Spaces				
4020	PAYE & NI	2,085	0	-2,085	-2,085
4030	Superannuation	2,220	0	-2,220	-2,220
4500	Equipment & Tools	445	1,030	585	585
4501	Equipment Fuel	26	1,750	1,724	1,724
4502	Vehicle Maintenance	249	3,650	3,401	3,401
4510	Skip Hire	400	1,650	1,250	1,250
4515	Refuse Collection	438	885	447	447
4520	Mobile Telephone	108	400	292	292
4540	Parish Paths Expenditure	0	500	500	500
4545	Parking Meters	323	2,500	2,177	2,177
4900	Misc Expenditure	0	1,150	1,150	1,150
	General Open Spaces :- Expenditure	6,293	13,515	7,222	0
1300	Grants Received	0	5,800	-5,800	0
1310	Parish Paths Grant Received	0	2,000	-2,000	0
1390	Admin Fees	0	50	-50	0
1900	Miscellaneous Income	0	550	-550	0
	General Open Spaces :- Income	0	8,400	-8,400	
	Net Expenditure over Income	6,293	5,115	-1,178	
320	Allotments				
4600	Allotment Services	130	1,515	1,385	1,385
4605	Allotment Maintenance	0	1,240	1,240	1,240
4610	Allotment Competition	0	350	350	350
	Allotments :- Expenditure	130	3,105	2,975	0
1400	Allotment Rents	3,157	3,760	-603	0
1410	Allotment Keys	90	25	65	0
	Allotments :- Income	3,247	3,785	-538	
	Net Expenditure over Income	-3,117	-680	2,437	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
330 <u>Lawn Cemetery & Churchyard</u>					
4660 Cemetery Rates	163	975	812		812
4665 Cemetery Services	25	56	31		31
4670 Cemetery Maintenance	300	1,240	940		940
4675 Christchurch Cemetery	4,691	4,250	-441		-441
4680 Memorial Plaques Costs	3,869	17,000	13,131		13,131
4685 Refurbishment of Plaques	0	0	0		0
4705 Grounds Maintenance	1,218	0	-1,218		-1,218
Lawn Cemetery & Churchyard :- Expenditure	10,266	23,521	13,255	0	13,255
1450 Interment Charges	10,854	34,000	-23,146		0
1460 Memorial Plaques Income	5,738	28,950	-23,212		0
Lawn Cemetery & Churchyard :- Income	16,592	62,950	-46,358		
Net Expenditure over Income	-6,326	-39,429	-33,103		
340 <u>Common</u>					
4700 Tree Surgery & Inspections	0	5,150	5,150		5,150
4705 Grounds Maintenance	0	5,150	5,150		5,150
4710 Grass Cutting/Grazing	0	6,180	6,180		6,180
4715 Seats	0	0	0		0
4720 Litter Bins	0	1,000	1,000		1,000
4725 Maintenance of Horse Track	0	500	500		500
4730 Dog Bin Maintenance	436	3,800	3,364		3,364
4735 Vehicle Maintenance	865	0	-865		-865
Common :- Expenditure	1,300	21,780	20,480	0	20,480
1500 Common Lettings	245	1,770	-1,525		0
Common :- Income	245	1,770	-1,525		
Net Expenditure over Income	1,055	20,010	18,955		
350 <u>Professional Fees - OS</u>					
4355 Legal & Professional Fees	750	2,000	1,250		1,250
4370 Health & Safety	74	2,000	1,926		1,926
4760 Grovewood & Tree Inspection	0	1,545	1,545		1,545
4765 Surveys	0	500	500		500
4770 Chilterns AONB & CMS	984	1,925	941		941
Professional Fees - OS :- Expenditure	1,808	7,970	6,162	0	6,162
Net Expenditure over Income	1,808	7,970	6,162		
Open Spaces :- Expenditure	44,671	187,296	142,625	0	142,625
Income	20,084	76,905	-56,821		
Net Expenditure over Income	24,587	110,391	85,804		

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 6

**Date: TUESDAY 19TH
JULY 2016**

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 Christ Church Cemetery:

Members are asked to consider the two quotes for the laying down of the five memorials that failed the stress testing in Christchurch Churchyard *(See para5.2)*

2 PARKING SCHEME IN PERMISSIVE PARKING AREAS ON THE COMMON

Members are asked to consider whether to replace the parking machines at War Memorial Hall and Shepherds Bridge now or when parts are unable to be sourced. *(See para5.5.7.)*

3 DOG BINS & LITTER BINS ON THE COMMON

Members are asked to consider the issues of overflowing dog bins and litter bins on the Common and possible solutions. *(See para 5.5.2.)*

2. RELEVANT PREVIOUS DECISIONS

None

3. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

3.1 None Specific

4. LEGAL ISSUES

4.1 None Specific

5.BACKGROUND INFORMATION

5.1 CEMETERY

5.1.1 Grass cutting is taking place weekly. The usual topping up and seeding of sunken graves has continued often using the soil collected from mole hills. Water of the baby section has been required to ensure the health of the new planting arrangement. Weeding and general maintenance of all the other planted areas has taken place.

5.2 CHRIST CHURCH CEMETERY

5.2.1 Two quotes for laying down the five gravestones that failed the stress testing have now been received as follows:

Quote 1: £1000 plus VAT

Quote 2: £650 incl VAT

The Stone Masons providing quote two have also suggested that one of the headstones be re-levelled rather than laid down. (**Recommendation 1**)

5.2.3 Repairs to the wall at Christchurch damaged eighteen months ago are being progressed. It was not possible to undertake the work during the school holidays and the office is now awaiting confirmation that the work can be done during the school summer holidays when the level of inconvenience will be less.

5.3 GROVEWOOD

Litter picking continues to take place regularly.

5.4 TREEWORk – This has stopped during the summer months.

5.5 COMMON

5.5.1 General: Mowing and cut and lift mowing has been carried out when the weather has allow it. There is a lot of grass this year in comparison to previous years, probably due to the warm and wet weather conditions.

Two rope swings were removed from trees on Dog Kennel Lane following complaints of anti-social behaviour from residents.

Purchase of a length of strong rope has allowed the Rangers to remove hung up limbs from various trees around the Common. This has saved the Council from having to use contractors to cut and remove the branches.

Pot holes were filled in by MOT Type 1 in Christ Church parking area following a complaint.

Cutting of the woodland paths have commenced, some needed to be aborted due to the wet and muddy conditions but these will be returned to when the ground dries out.

The first Glow Worm survey was carried out on the evening of the 1st July, unfortunately non were found however two more surveys will be carried out this year on the 15th and 22nd July. Members are invited to attend.

5.5.2 Litter and Dog Bins: We have received complaints that some of the dog bins around the Common are not of sufficient size, or not being emptied frequently enough for the use that is being made of them, in particular the one in the Common Car park near the Golf Clubhouse.

Large black bags of domestic waste are now being dumped in the litter bins around the Common. This fills up the bins and then the litter bin beside the dog bin near the Golf Clubhouse is often full and contents scattered around the area by the wildlife. In the Lorry car park there were similar issues being experienced and the bin was replaced with a covered bin with slits in the side. This reduced the problem but has not completely eliminated it. Rangers now check the bins daily and are now routinely emptying the all litter bins three times per week. The Common Ranger has been monitoring the situation and will report back at the meeting.

It has also been suggested that any replacement bins allow for the recycling of rubbish.

Members are asked to consider the issues and possible solutions (**Recommendation 3**)

5.5.3 Ponds: The office has received a number of complaints and queries about the work on Top Common Pond and why the water is not clearing. As a result the Common Ranger has written an article about the process which has been circulated to all Councillors and placed on the website. It was also sent to Roger Foord writing an article for MyChorleywoodNews in response to a direct question on the subject. The key message is that it will take time to clear due to a number of factors but the project can be viewed as a success.

Prices have been obtained for the removal of the waste which unfortunately are much higher than anticipated. Ranging between £11,500 to £29,500. However consideration may be necessary on how the waste is dealt with.

5.5.4 Butterflies and Plants:

Butterflies: 18 species of butterfly and day flying moths have now been noted on the Common so far this year. However numbers of some species seem less than last year. The most likely cause if the poor weather we have experienced.

Plants: With the Heather wet weather has allowed some seed to germinate in this year's scrapes and heather seedlings are also present in last year's scrapes. If this success continues with this project we are likely to meet our stewardship targets.

The Common spotted orchid noted on the Common Road side is again present this year however it has produced no flower spike. A pyramidal orchid was found on the Chorleywood Bottom slope for the first time. Pyramidal orchids are again flowering near The Paddocks in Dog Kennel Lane and the individual orchid near Cedars Cottage is flowering this year. The two Pyramidal Orchids growing on the triangle opposite Clements Road send out flower spikes however these were eaten by slugs. Pyramidal Orchid numbers on Larks Meadow seem lower than in previous years, however many persist with one area containing 130+ individuals. It is quite likely that many have suffered through slug damage due to the wet weather this year.

The Bee Orchids have suffered greatly this year. One individual reached flowering stage on Larks Meadow; however this was also the victim of slugs. Of the 14 which reach flowering stage on the lower slope, 8 were trampled, 5 were eaten and only one individual remains. This only has one seed pod left on it as the other seed pods have been eaten. It is quite possible that this individual will be trampled or eaten prior to setting seed. SO a very poor result as around 90 were counted over the winter. Careful consideration needs to be given to protect any individuals from damage next year if the Council wishes this species to survive on the Common.

On a lighter note, Common Milkwort has been found on the lower chalk slope. It is a species whose numbers have been dramatically reduced in Herts since the 1960's with the population size down over 40%. It is only present in 7% of Herts. Having looked at the distribution maps of the species the Common now appears to be the most southerly point in Herts where this species is present.

A local botanist has agreed to survey the chalk grassland during the summer months and the results will be available later in the year.

5.5.5 Cattle:

The Cattle returned briefly to the Common in June. However, despite training before they arrived, they proved to be too young and inexperienced for the Common and were returned home after a few days. Some remedial fencing work required in the Railway field was completed before the cattle returned and is therefore ready for when replacement cattle come back. A number of options are now being explored to ensure that grazing continues later in the summer.

5.5.6 Common Education: The Ranger took an adult group from Christ Church for a guided walk, looking at butterflies and flowers.

5.5.7 PARKING SCHEME IN PERMISSIVE PARKING AREAS ON THE COMMON

Parking outside the Old Shepherd Public House: We have had a very disappointing experience regarding the installation of the machine at the Old Shepherd Public House. The machine provided was not fit for purpose and, despite assurances by the supplier that it would be repaired; the parking contractor has now reached the stage where they have needed to request that the machine is removed. They have instructed another supplier to replace the machine. This will be at no extra cost to the Council

On another note, the machines at the other two locations are now obsolete and we have been informed that parts are no longer available for them. This means that if they fail, it may not be possible to source the parts and they will need to be replaced. This can either be done now, and replace all three machines in one go or we can wait until the machines fail. The parking contractor has said that they will replace the machines at cost as and when required. The cost to replace the machines would be £1500 plus VAT per unit with a turn round of 10 days. **(Recommendation 2)**

Resident's permits have been sourced and it is hoped to have the scheme up and running shortly

5.6 CHORLEYWOOD IN BLOOM

The Parish Rangers assisted the CWIB group by collecting all the old baskets, and delivering new ones. These now total 68 baskets. Soil and plants were also delivered to all the planters in the area. The Council have received a number of positive comments about the project.

5.7 ALLOTMENTS The grass cutting and clearing of vacant plots is continuing. Again the vegetation is growing fast and the Rangers struggle to keep up, however it is hope that they will be able to catch up in the near future. A fairly large apple tree fell onto a plot at Dog Kennel Lane causing minimal damage. This has now been cleared. However whilst on site it became apparent that dumping was taking place on the Common from the Allotment site. To stop this the small squeeze which adjoins both sites has been closed with rails.

Councillors, Rangers and officers met at Copmans Wick to look at the dumping of vegetation in the woodland area. This is detailed in Agenda item 9.

5.8 OFFICE Grass cutting outside the office has been undertaken on several occasions.

5.9 PARISH PATHS: Again due to the weather conditions, the vegetation has grown at a considerable rate this year. Rangers are trying to keep up with the cutting and maintenance of the Parish paths, however this is proving difficult and some complaints have been received. It is hoped that the first cut will be completed in the near future.

5.10 HEALTH AND SAFETY (H&S)

5.10.1 Height Restriction Barriers:

The two replacement height restriction barriers at the Cricket Club and Lorry permissive parking areas have now been replaced. The warning signs advising of the maximum height of vehicle have been ordered.

5.10.2 Parish Ranger Andrew Goddard has retaken his First Aid Certificate.

5.11 HALLS

The grass was cut at War Memorial hall.

5.12 EQUIPMENT

The usual maintenance of the vehicles and machinery has taken place.

Date: TUESDAY 19TH JULY 2016

Subject: COPMANS WICK ALLOTMENTS

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Allotment disposal guidance: Safeguards and alternatives

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 The Committee consider how to move this project forward taking into account the suggestions detailed within the report.

2. RELEVANT PREVIOUS DECISIONS

Open Spaces 17th May 2016 16/6 Officers Report

Mr and Mrs Taylor had written in to the Council regarding the wooded area at the edge of Copmans Wick which their property backed on to, suggesting either a long term let or possible purchase in order that the woodland area be managed and preserved. They had experience of woodland conservation and wanted to offer practical support to the Parish Council.

The Clerk confirmed, in response to a question from a Member that the Parish Council did have the mandate to lease and sell land. It was suggested that the land in question was about half an acre and noted that the fences on both the allotments side and the boundary with TRDC land were an issue. It was noted that the woodland area was contiguous with the resident's property. The question was raised as to why the Council should let or sell the land and why not just take up the offer of help. This had been answered by the residents who felt that if they were going to invest time and money they needed some longevity to the plan. Members agreed that a site visit was required.

Standing orders were re-instated at the end of the address at 7.58pm.

The Committee

RESOLVED

That a site visit to Copmans Wick would be arranged.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

None

4. RISK MANAGEMENT ISSUES

4.1 None specific at this time

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 None specific at this time

6. LEGAL ISSUES

6.1 Allotment Land cannot be sold without the approval of the Secretary of State. Attached in Appendix 1 of this report are the guidance notes on Allotment disposal: safeguards and alternatives.

7. BACKGROUND INFORMATION

7.1 At the last meeting the Committee heard representation from local residents who were seeking approval to purchase the woodland area at Copmans Wick.

7.2 The area of woodland was inspected by Cllrs Watkins and Preedy together with the Clerk and Admin Assistant.

7.3 It is evident that there is a great deal of dumping of rubbish from allotment holders and local residents in this area.

7.4 The Boundary fencing is damaged beyond repair which allows access from local residents into the allotment site.

7.5 It is evident that gates into the site have been erected without the Councils permission, giving access into the allotment site.

7.6 There are a number of issues relating to this site which will need to be addressed. It is unlikely that a decision on the way forward can be decided at one meeting but there are a number of proposals for consideration.

1. That the area is cleared of all rubbish and burned on site – this will cost a considerable amount of Ranger time and will not in itself stop the illegal dumping. It has been suggested that signs are put up in the interim advising that fly tipping generates a £1,000 fine. TRDC have covert filming devices which may be able to be borrowed to stop the perpetrators. Litigation however is costly.
2. That the Committee considers using the Prison Service to use young offenders to carry out their Community Service, under supervision to remove the rubbish and clear the site of debris.
3. That the Committee considers trying to set up a 'Friends Group' to clear and care for the site.
4. That the Committee considers sale of the site to under a closed tender agreement

7.7 If the site is to be cleared new fencing will be required to ensure that the site is secure and that a repeat of the current situation does not occur again. The allotment site joins land owned by TRDC and investigations are underway to determine who is responsible for the boundary fencing. A previous site meeting with a representative from TRDC indicated that they were responsible for the boundary fence; however this was not followed up in writing.

Open Spaces Item	Detail	Other Committees affected	Prioritisation Level (rank 1-5, where 1 is the highest priority)	Resource required (PC Staff/Councillors/External)	Anticipated Cost	Date work is due to commence	Target date for completion
Security Improvements on the Common	To look at ways to protect the Common from encroachment	N/A		Officers, Rangers, legal position, Christchurch School and Church			
Parking Area improvements	Look at products that can improve the permissive parking area surfaced			Officers and Rangers, Cllrs Look at what happens at other Commons, site visits may be required			
Establish a 10 year calendar of surveys	Surveys to be undertaken on the Common	NA		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.		Summer '12	Ongoing
Investigation of a leisure trail	An informal leisure trail on the Common – feasible and/or in demand	NA		WB to research other nature/leisure trails on other commons/similar sites Insurance & DEFRA structure check (Clerk to action) Awaiting outcome of application to the Heritage Lottery Fund. Finance secured for two information boards from Chiltern Conservation Board.	Rangers' time and research Possible use of CIL Monies		
Allotment water harvesting & storing	Facilitating the harvesting and storing of water at the allotment sites	NA		Understand costs with Veolia water (Office to action). Nothing available directly through water companies, other avenues being investigated.	TBC with Veolia	June '12	Ongoing
Copmans Wick Allotment Improvements	Look at dumping/access and security of site			Prices for fencing, signs, letters to residents, ways to stop illegal dumping, clearance of the site. Possible creation of compost site			
Signage on the Common	Look at the improvements to all signage on the Common			Signage for all aspects on the Common. To include 'positive signage' and interpretation boards			

Date: TUESDAY 19TH JULY 2016

Subject: REQUEST FOR PERMISSION FOR A MIRROR ON CHORLEYWOOD COMMON NEAR COMMON ROAD

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 The Committee are asked to consider a request from a resident of Darvells Yard for permission to install a mirror on the Common near the corner of Common Road opposite Darvells Yard.

2. RELEVANT PREVIOUS DECISIONS

When the plans for Darvells Yard were first considered, the Parish Council expressed concerns over the entrance way to Darvells Yard which at the time was not shared by the Highways department.

Following consideration of a petition from the Residents of Darvells Yard in 2008:

Open Spaces 02.09.08 Minute 08/42 ENTRANCE TO DARVELLS YARD

Members stated that they wished, for the record, to minute that they were concerned about road safety at the entrance to Darvells Yard. Whilst it was recognised that the Parish Council did not have any powers or a duty for road safety Members were keen to support local residents. It was suggested that perhaps the two street lights currently in the area could be replaced with conservation area street lights which would increase visibility at night.

The Committee

RESOLVED

That the Clerk writes to the Herts Highways supporting the residents' concerns and also to ask about the possibility of upgrading the current street lights.

Since then the council has received two further requests for mirrors on their land in different locations in Chorleywood:

Open Spaces 13.09.11 Minute 11/52 Opposite Betjeman gardens

Open Spaces 13.11.12 Minute 12/82 Clements Road

and at the times of consideration of these requests were advised by the Highways Department that

“Hertfordshire Highways do not support the use of mirrors on the Public Highway as they will give a false impression of vehicle speed and distance. As they do not comply with the Traffic signs and General Directions they are considered an unauthorised sign and should not be erected on the Highway”

and therefore rejected the requests.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

None

4. RISK MANAGEMENT ISSUE

When deciding if permission be given, Members need to consider the health and safety implications, insurance implications and the recommendations from the Highways Department.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The resident has stated that the purchase of the mirror, installation and maintenance would be paid for by the residents of Darvells Yard.

5.2 The mirror would be installed on Chorleywood Common, and therefore become the liability of the Parish Council

6. LEGAL ISSUES

Hertford County Council Highways signage Guidance November 2010

14. Traffic Mirrors Hertfordshire County Council advises against the use of traffic mirrors, if wanted they will be used only with the approval of the Department for Transport which will be requested only if the requirements of Department for Transport Internal Advice Note 3/81 are met. Any authorised mirror will be financed by the applicant. Mirrors erected off the highway are not the responsibility of the Highway Authority.

Legal implications – if the mirror is placed on the Parish Land it will become the responsibility of the parish, any claim for an accident due to road blindness would fall to the Parish Council– this will be confirmed prior to the meeting with the Parish Council Insurers.

7. BACKGROUND INFORMATION

7.1 A resident of Darvells Yard has asked the Council for permission to install a mirror on the Chorleywood Common on the corner of Common Road opposite Darvells Yard. He proposes that the mirror would be bolted on the posts that already have two large chevron highway signs so in his view would not be obtrusive. In his request he states that there have been a number of near accidents to cars and pedestrian leaving Darvells Yard with cars coming from the village speeding around the corner and just avoided hitting a car or walker by then serving out across the road into the other side of the road. In his view such a mirror would allow seeing any cars coming round the corner.

7.2 The resident has subsequently advised that he is aware that Darvells asked for this 10 years ago but he had a near miss recently and has stated that he really thinks it is justified on safety grounds. He further states that if there was an accident and use of a mirror would have avoided it then one might argue the Parish Council in refusing was to some part at fault. He believes that there would be no visual impact from the Common as the reflective surface would face away from the Common and it would be among a large turn sign and a 40 mph repeater sign.

7.3 Herts Highways have been contacted to check that the guidance quoted previously is still their current guidance but a response has not yet been received.

Date: TUESDAY 19TH JULY 2016

Subject: PROPOSAL FOR ANNUAL 10K RUN ON CHORLEYWOOD COMMON

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 The Committee are asked to consider if an 'in principal decision' can be given for an annual 10K Run using Chorleywood Common.
- 1.2 That any decision will be subject to Highway and TRDC approval.

2. RELEVANT PREVIOUS DECISIONS

- 2.1 The Council has in the past granted similar requests subject to a meeting with the Common Ranger to determine a route avoiding Stewardship areas etc and the Council having the right to either divert the route or cancel an event subject to ground conditions. Previous applicants have subsequently decided not to go ahead.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

None

4. RISK MANAGEMENT ISSUE

Statutory Compliance:

- The Organiser has stated that he is fully aware of the risk assessment requirements for every event when there is public involved. That will be produced well in advance of the event.
- Public Liability Insurance for the event will be provided with a sum of between £5M to £10M.
- Medical Cover. The organiser has stated that he has an ongoing arrangement with a private company (Met Medical) who provide this service in Windsor for the Charity Walk.
- If there are other requirements from the Parish Council – the applicant has agreed to look into those too.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 Time will be needed by the Parish Ranger to show the applicant around to ensure that the correct route is agreed.

5.2 The applicant has at present given no indication of the numbers of people anticipated. Vast numbers could have a detrimental effect on the Common if weather conditions are not suitable.

6. LEGAL ISSUES

6.1 The applicant will need to discuss this proposal with the Highways Department and also TRDC before the Parish Council can give permission. As the proposed event will entail members of the public travelling on the highway, there are legal and H&S implications that will need to be addressed.

7. BACKGROUND INFORMATION

7.1 A proposal has been received from a regular user of Chorleywood Common with a passion for events and raising money for charities. He would like to organise a 10 k Run on an annual basis in Chorleywood Common area with a view to raise money for local charities. The Organiser has stated that funds raised from this event will be utilised to treat elderly and vulnerable people in the area.

7.2 The proposal is as follows:

An outline of the event:

- It will be a 10K Run event – the participants can run or walk.
- It will be held during the month of August each year – starting in 2017
- Event will start around 10 am and finish around 4pm.
- The proposed venue will be Chorleywood Common – where the Village Day is held.
- The Chorleywood Common ground will handle up to 5K run and the remaining 5K will be run on local roads and finishing at the starting point.
- Local Residents Association will be consulted and involved.
- The organiser proposes to get Chorleywood Golf Club involved in the event.

Organisation:

- To succeed in this event the organiser has stated that it will be essential to recruit volunteers from the local community to marshal the runners.
- An Organising Committee will be established with a task for each committee member.

Funding of the Event:

- There will be a registration fee – which will be based on the estimated costs and the number of runners expected. Generally speaking the registration fee should cover the cost of the event.
- In addition to this sponsorships will be sought both from local business organisations and other corporates.
- In the event of a loss – the organiser has stated that his company will bear those losses in the first year.
- In the event of profits – net profit will be saved for local charities or local events for the elderly.

Local Charities:

The Organiser has not yet identified a local charity and has stated that he is open to ideas from others but his interest lies for the elderly and vulnerable.