

Month No : 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Open Spaces					
300 Salaries - Open Spaces					
4000	Salaries	35,644	88,000	52,356	52,356
4020	PAYE & NI	15,145	33,000	17,855	17,855
4030	Superannuation	15,053	33,500	18,447	18,447
4055	Travelling Expenses	662	1,580	918	918
4900	Misc Expenditure	35	350	315	315
	Salaries - Open Spaces :- Expenditure	66,539	156,430	89,891	0
	Net Expenditure over Income	66,539	156,430	89,891	
310 General Open Spaces					
4500	Equipment & Tools	304	1,050	746	746
4501	Equipment Fuel	1,622	1,785	163	163
4502	Vehicle Maintenance	998	3,725	2,727	2,727
4510	Skip Hire	400	1,680	1,280	1,280
4515	Refuse Collection	1,386	975	-411	-411
4520	Mobile Telephone	290	480	190	190
4540	Parish Paths Expenditure	0	500	500	500
4545	Parking Meters	527	2,850	2,323	2,323
4900	Misc Expenditure	743	1,150	407	407
	General Open Spaces :- Expenditure	6,270	14,195	7,925	0
1300	Grants Received	2,460	5,800	-3,340	0
1310	Parish Paths Grant Received	0	2,000	-2,000	0
1390	Admin Fees	0	250	-250	0
1900	Miscellaneous Income	1,090	550	540	0
	General Open Spaces :- Income	3,550	8,600	-5,050	
	Net Expenditure over Income	2,720	5,595	2,875	
320 Allotments					
4600	Allotment Services	567	1,515	948	948
4605	Allotment Maintenance	280	1,265	985	985
4610	Allotment Competition	0	350	350	350
	Allotments :- Expenditure	847	3,130	2,283	0
1400	Allotment Rents	3,003	3,570	-567	0
1410	Allotment Keys	0	25	-25	0
	Allotments :- Income	3,003	3,595	-592	
	Net Expenditure over Income	-2,156	-465	1,691	

Month No : 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
330. <u>Lawn Cemetery & Churchyard</u>					
4660 Cemetery Rates	433	850	417		417
4665 Cemetery Services	47	65	18		18
4670 Cemetery Maintenance	925	1,240	315		315
4675 Christchurch Cemetery	1,098	6,250	5,152		5,152
4680 Memorial Plaques Costs	10,592	17,000	6,408		6,408
Lawn Cemetery & Churchyard :- Expenditure	13,095	25,405	12,310	0	12,310
1450 Interment Charges	12,393	34,600	-22,207		0
1460 Memorial Plaques Income	16,541	30,600	-14,059		0
Lawn Cemetery & Churchyard :- Income	28,934	65,200	-36,266		
Net Expenditure over Income	-15,839	-39,795	-23,956		
340. <u>Common</u>					
4700 Tree Surgery & Inspections	0	5,150	5,150		5,150
4705 Grounds Maintenance	213	5,150	4,937		4,937
4710 Grass Cutting/Grazing	1,235	6,300	5,065		5,065
4720 Litter Bins	0	1,000	1,000		1,000
4725 Maintenance of Horse Track	0	500	500		500
4730 Dog Bin Maintenance	1,199	3,875	2,677		2,677
Common :- Expenditure	2,647	21,975	19,328	0	19,328
1500 Common Lettings	1,350	1,800	-450		0
Common :- Income	1,350	1,800	-450		
Net Expenditure over Income	1,297	20,175	18,878		
350. <u>Professional Fees - OS</u>					
4355 Legal & Professional Fees	395	2,000	1,605		1,605
4370 Health & Safety	115	2,000	1,885		1,885
4760 Grovewood & Tree Inspection	0	1,575	1,575		1,575
4765 Surveys	0	500	500		500
4770 Chilterns AONB & CMS	1,033	2,000	967		967
Professional Fees - OS :- Expenditure	1,543	8,075	6,532	0	6,532
Net Expenditure over Income	1,543	8,075	6,532		
Open Spaces :- Expenditure	90,942	229,210	138,268		
Income	36,837	79,195	-42,358		
Net Expenditure over Income	54,105	150,015	95,910		

Date: TUESDAY 12TH SEPTEMBER 2017

Subject: OPEN SPACES OFFICERS REPORT

Committee Member:

Officer Contributors: Parish Ranger, Deputy Clerk, Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

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

1. BACKGROUND INFORMATION

1.1 LAWN CEMETERY

- Cutting of the hedge around the Cemetery has started and will continue over the next month.
- A new litter bin to compliment the new notice board has been purchased to replace the deteriorating wooden slatted bin by the main gates to the Cemetery.
- Grass regularly cut and strimmed, grave topped up and seeded, mole hills cleared.
- The drain to run the water pipe across the tarmac through to the Orchard was fitted following the removal of the arch in the hedge and the water pipe reconnected.

1.2 CHRIST CHURCH CEMETERY

Christchurch Car Park

- The go-ahead had been given to the contractor to complete the tarmac repair works at Christchurch car park when the school advised that they would be able to complete the repairs. Unfortunately the school then advised us that this had not been possible. It was not then possible to programme the works with the original contractor before the end of the school holidays and the work will now have to take place in the school half term, weather permitting.
- The area of the car park has been strimmed.

Christchurch Event on the Common – Permission was given by Open Spaces in July for a 3 day children's activity event run by Christchurch on the Common on the cricket outfield. There were no complaints, no issues raised and the events appeared to be well attended. However a number of cyclists were seen in the same area at the same time and if the activity is found to have been associated with the event it will be followed up for any future events.

1.3 COMMON

- Height Barriers at the War Memorial Hall permissive parking area have now been installed. Initial complaints were received from builders working close by who could no longer use the parking area as a temporary parking facility. No other significant comments have been received. At the time of installation the barriers at the Cricket and Lorry Parking permissive parking were checked and repaired. Regular inspections will now need to be undertaken by the Rangers.

- Several threats of travellers in the area have so far only materialised in two fortunately very brief occupations of the Common with very little damage to the common being experienced. More logs have been used to block vulnerable access points. On the second incursion, a skip was used to block access by caravans to Christchurch Car park for the weekend following the incursion.
- A concrete path was laid without consent on the Common to a property at Artichoke Heights. The path has now been removed and alternative options have been offered due to resident's disability.
- It is apparent that cycling on the Common is becoming far more prevalent. Members will be aware that cycling is not permitted on the Common but notices to this effect put up around the Common seem to be having little effect.
- **Trees:** Lower limbs were removed from trees on Village Day fire ride. Fallen Hawthorn trees were cleared from paths by the May Bushes, in the May buses, birch from the central woodland ride and three small oaks from the path by the 1st golf tee, hung up limb on the Village Day fire ride was removed.
- Strimming and cut and collect have taken place in the amenity areas and to maintain sight lines etc.
- The annual pulling of the ragwort was undertaken initially leaving the plants with Cinnabar moth caterpillars. As the caterpillars have now finished feeding these remaining plants have now been removed prior to hay making.
- Brambles were cut back from the pavement at Chorleywood Bottom
- The path from Cherry Tree to Artichoke Heights has been strimmed and cut back.
- Woodland paths have been mowed
- Quotes have been arranged for the cut and lift, due to be cut in the first half of September. A different contractor is undertaking the work this year due to a lower price being offered by them.
- Bramble was removed from the heather in the Heathland
- Herts County Council (HCC) wish to upgrade drainage on the A404 and their plans will have an impact on the Common and possibly the ponds. A site meeting with HCC, their ecologists and contractors, Natural England and Parish Officers is being arranged to discuss the best way forward.
- Cut and collect of bracken has taken place around Gun Dell and behind Sladdys pond.
- Eyebright is present in small numbers in Larks Meadow for the third year running.

Nature Trail & Wildwood Dens

- The two Wildwood Dens were installed on the Common off the Village Day Fire Ride as part of the Nature Trail and completed for Village Day. Much use has been visible over the summer holidays. Newt fencing that had been used during the construction phase has been taken down and stored for future use.
- The Chainsaw carvings that have begun to appear around the Common have been well received with many positive comments being posted on social media. People who have registered for a memorial bench on the Common have been approached with the alternative of carvings and a memorial plaque on one tree to be designated a Memorial Tree and several families have expressed an interest.

Grazing:

- Four cattle have been grazing on the Common for two months and have done a good job managing vegetation within the May Bushes area. Unfortunately they have now run out of good grazing in this area and now have to go back to the grazier as it has not been possible to get the remaining fencing working despite considerable effort trying. Larks Meadow will therefore have to be cut and collected this year. It is worth considering renewing the fence wire in Larks Meadow if the Council wish to graze this area in the future as all other options have been tried without success. **Recommendation 1**
- Other fencing wire has continued to be buried when exposed.
- A couple of collars have had to be replaced and a spare was held to minimise the time that the cattle need to be locked away although it is now in use.

Wildlife:

- Wasp Spiders have been noted again in the Cherry Tree area of the Common and the heathland on Common Road

- Also noted was the Common Crab spider
- The **Glow Worm** surveys were again rather wet events and none were found on any of the three dates in June and July. It is likely that this species no longer exists on the Common. Our thanks to Friends of Chorleywood Common (FoCC) for their persistence in looking
- **Butterflies:** This year's butterfly list stands at 23 species so far with 6 species of Day Flying moth also noted. Most of our resident species are present though numbers of some seem down on previous years. A Fritillary was noted in the May Bushes, thought to be a Dark Green by the Ranger and a local ecologist, although UK Butterflies believe it to be a Silver Washed . Both species are of conservation concern and have not been noted on the Common since the 1950's, if at all.
- A healthy population of **slowworms** exists in the area of Site 15 and have been noted regularly by the Ranger while the surveys were being carried out. Surprisingly none were noted near Site 13 although they have been noted by the Ranger in this area within the last two years.

PONDS:

- Plenty of Great Crested Newt and other newt larvae were noted in pond dipping sessions with Christchurch in Top Common South pond.

1.4 COMMON EDUCATION:

- The bookshop has once again held their Storytime sessions on the Common during late July and August.
- Sessions with Christchurch Forest School continued until the summer holidays where pond dipping activities were carried out.
- Children's Centre Bug Hunt was well attended
- FoCC Flower Walk on the Common with Martin Hicks 20th August
- U3A Flower Walk on the Common was undertaken Michael Hyde due to the Common Ranger being unavoidably unavailable at the last minute and our thanks go to Michael for leading this event.

1.5 COMMON MANAGEMENT PLAN

- The five year Common Management Plan is due for renewal. A quotation has been received from the Countryside Management Service.

Item	Number of Days
Update site map based on 2015 aerial photo	1
Management plan review including	
• Review of recent ecological survey information and recent management including within HLS agreement (including site visit)	1.5
• Review of woodland management objectives	0.5
• Update to management plan and management actions	1.5
• Production of annual management maps	1
Preparation for and attendance at two PC Meetings	1.5
Preparation for and attendance at a public engagement meeting	1.5
Total	8.5 days £3400 plus VAT

- As the Common is now under the management within the High Level Stewardship the Management Plan will need to reflect these environmental considerations.
- There is also new thinking regarding woodland management which will need to be explored.
- The CMS have experience and credibility and can produce an independent plan in line with the Parish Council and environmental specialist's priorities.
- Members will need to pass resolution under **Recommendation 2**

1.6 ALLOTMENTS

- A fallen branch of an Ash tree at Dog Kennel Lane allotments required a contractor to detach it as it was too high for the Rangers to deal with. It was being held up by the branches forming an arch which in high winds could have become dangerous.
- All Allotments have been cut regularly over the summer months
- The Swillett and Dog Kennel Lane sites both have allotment representatives but no interest has been received for this role from tenants at Copmans Wick.
- The Allotments have been judged for the annual competition and the winners announced. The prizes will be presented at the Chorleywood Horticultural show at the War Memorial Hall on 9th September 2017 by Cllr Alison Preedy.
- All allotment sites have some availability of plots. Late payment charges have been invoked for three tenants who have now paid up. A further three annual rental payments are outstanding; one at each site and the process of reclaiming these plots has now started.
- The Allotments Users meeting was held in July this year to see if the summer timing encouraged more tenants to come along. Unfortunately attendance was pretty much the same as when held in November. However it is suggested that the July timing of the meeting be continued.
- It is understood that the fencing at Copmans Wick has now been completed by TRDC. As the site is now secure the major task of clearing can be started. Members need to consider how this will be achieved.

Recommendation 3

1.7 PARISH PATHS:

- A number of paths have been highlighted for attention by local residents and the paths cleared. Notification by residents is a very useful tool to prioritise the maintenance of the paths.
- A meeting to discuss the proposed parish paths leaflets in early August had to be postponed due to lack of availability and is now set to take place later this month.

1.8 Chorleywood House Estate

- The Rangers assembled and installed a memorial bench on the Chorleywood House Estate following a request from the Friends of Chorleywood House Estate.

1.9 Office

- Grass cut regularly
- Bollards to prevent lorries churning up the grassy area outside the office delivered and will be installed when time permits.

1.10 HALLS

- The Coal Shed at the War Memorial Hall was cleared by the Rangers.

1.11 EQUIPMENT

- Ongoing maintenance and cleaning of plant, tools and machinery.
- Due to fatigue welding had to be carried out on the cut and collect machine, this was undertaken by a contractor.

2. RELEVANT PREVIOUS DECISIONS

None

3. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

4. LEGAL ISSUES

4.1 None Specific

5. RECOMMENDATIONS

1. **Cattle Fencing:** Members may wish to consider the complete replacement of the cattle fence wire in the Larks Meadow area to allow grazing to take place in the future as opposed to the more expensive option of cut and lift. *(See Para 1.3 Grazing)*
2. **Common Management Plan:** The Members agree to the CMS carrying out the Common Management Plan for Chorleywood Common. *(See Para1.5)*
3. **Copmans Wick Allotments:** Members to consider how to achieve the clear up at this site now that the fencing has been completed making the site secure. *(See Para 1.6)*

Date: TUESDAY 12TH SEPTEMBER 2017

Subject: Organised Activities on Chorleywood Common

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Deputy Clerk

1. BACKGROUND INFORMATION

1.1 The Council have a policy to grant licences for users of the Common carrying out regular organised events and along with the need to have public liability insurance and risk assessments in place.

1.2 The Parish Council makes a charge for these type of events which has been agreed at £12.50 per hour with classes limited to 20 people at any one time.

1.3 The licence enables the users to understand the rules of Common Land, the area to be used can be formally agreed to ensure that protected species are not endangered and the Council has control against over use in certain areas, preventing erosion or potential conflicts between user groups.

1.4 The Council has recently agreed to three requests from groups wishing to use the Common – Christchurch Youth, Outdoor playgroup and a boot camp subject to the usual caveats and has now been approached by another individual who is researching the possibility of using the common on Wednesday mornings 10.30 to 11.30am for an outdoor parent and toddler group. The individual would be charging each family a small fee to attend the group and the children would remain under the care of their parents for the duration of the class. She has therefore been made aware that the licence fee would be applicable for this type of charged for activity.

1.5 The requestor has supplied the following information in response to questions asked:

1.5.1. The age range of the children

The class will be aimed at pre-school children from walking to age four, though families would be welcome to bring younger siblings (babies) along too if they wish.

1.5.2. Will the group be OFSTED Approved

No. Since the children attending will remain under parent responsibility for the duration of the class, OFSTED approval is not required.

1.5.3. How many attendees are likely

I cannot be sure of demand at this stage but other popular parent and toddler classes do not attract more than twenty families per class, so I would have thought this would be the maximum.

1.5.4. Will this be all year round , weekly etc.

Yes, I would like the class to be weekly throughout the year.

1.5.5. What activities you plan. For any organised activity we would need to have public liability insurance and a full risk assessment.

The kind of activities the class would offer would include: teddy bear's picnic, singing, stories, games such as treasure hunts and hide and seek, playing musical instruments, examining sticks and leaves and minibeast hunting/nest building etc.

1.5.6. Would this be term time only?

If there was a demand for classes during school holidays I would be happy to offer them, subject to council consent.

1.5.7. What area of the Common you have in mind

The area of the common I would like to use is marked on the image at the end of the document. This location would allow attendees to park at the car park on Rickmansworth Road.

1.5.8. Proposed timings of the group.

I would like to hold the class on Wednesday mornings at 10.30 to 11.30am, though I could be flexible on this if necessary.

1.5.9. Additional Information

I am a qualified primary school teacher with experience of teaching in both state and independent schools, the Early Years Foundation Stage, Key Stage One and Key Stage Two. Before commencing parent and toddler classes on the Common, I will be attending both the 12 hour paediatric first aid course and an outdoor first aid course. If granted permission to use the Common, I will go ahead and arrange public liability insurance as you instruct, and complete the necessary risk assessments.

Above all else, I can assure the committee that I would leave the common each week in exactly the same state as I found it, and there would be no trace of the activities left behind.

- 1.6 The other playgroup given permission to use the Common operates on a Tuesday morning between 10.30 and 12 noon using the fairy ring near Christchurch school.
- 1.7 Chorleywood Bookshop use the Common on Tuesdays during the summer holidays for storytime sessions free of charge. This is on the understanding that no charge is made by the Bookshop for these sessions.

2. RELEVANT PREVIOUS DECISIONS

2.1 Open Spaces 11.07.17 Minute 17/25 Organised Activities on the Common

The Committee

RESOLVED

That permission be granted

- 1) for the Christchurch Youth use of the Common between the 30th August and the 1st September as documented in the paper
- 2) for a six month trial for the Playgroup using the fairy ring near Christchurch School on Tuesday mornings during which time litter would be monitored and the possible restriction of use by others reviewed. Their attention was to be drawn to the proximity of the horse track and dog walkers
- 3) for the Bootcamp subject to the usual conditions of use that applied to similar users and the application of the licence fee of £12.50 per hour.

This was proposed from the Chair and carried unanimously.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Currently there is a charging system, and licencing for organised activities on Chorleywood Common. This ensures that the Council remain in control and can monitor any damage caused to the Nature Reserve.

4. RISK MANAGEMENT ISSUES

4.1 The majority of risk management issues would be met with the public liability insurance, and risk assessment in place.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

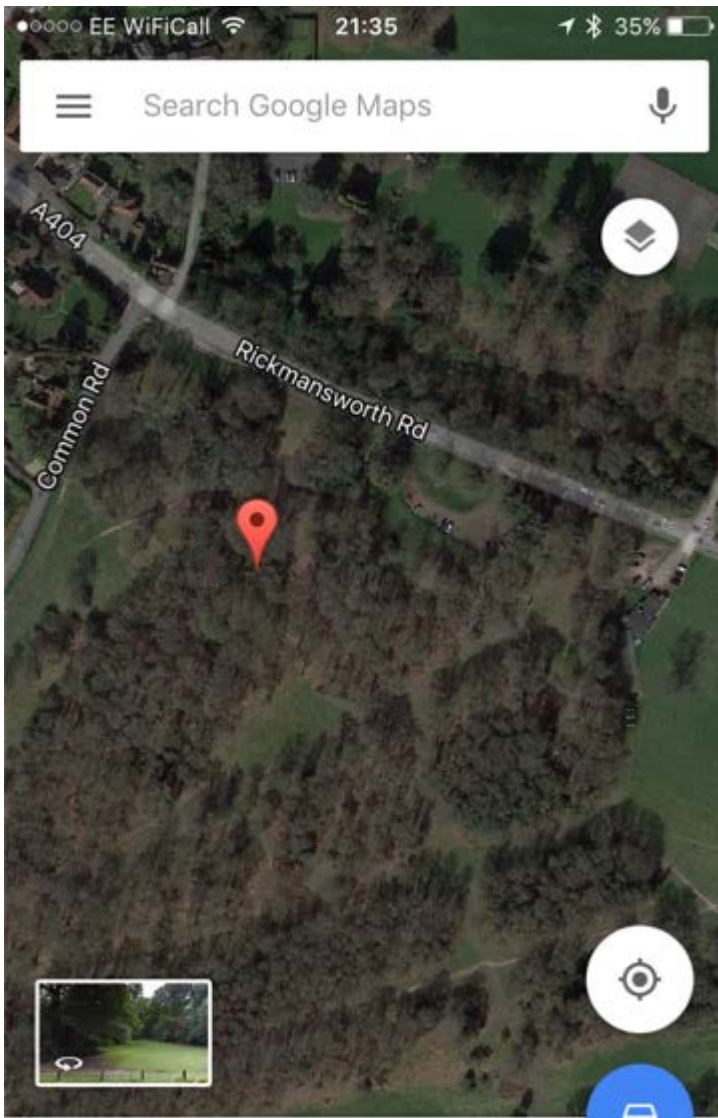
5.1 Precedent has been set in charging for activities on the Common. However permission was granted to another playgroup and the decision taken that the licence fee would not be applicable in that instance as the organiser was not charging parents for attendance. In this case a charge is being proposed.

6. LEGAL ISSUES

6.1 Chorleywood Common as a Local Nature Reserve, is governed by regulation which needs to be adhered to, however the Common is also for the right of air and exercise.

7. RECOMMENDATION

7.1 Members consider the details within the report and decide if they wish to grant permission to this individual should she decide to go ahead with the idea.



Dropped pin

near Chorleywood, Rickmansworth

12 min

Date: TUESDAY 12TH SEPTEMBER 2017

Subject: Carpenters Wood Green Space Action Plan

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Draft Action Plan for Carpenters Wood

Contact for further information: Clerk

1. BACKGROUND INFORMATION

1.1 Attached in appendix 1 is the draft management plan for Carpenters wood, carried out by the Countryside Management Service, for which the Parish Council have been asked to Comment.

1.2 The plan has been considered by the Chairman, who knows the area and also is a member of Friends of Carpenters Wood the comments from which are detailed below

- 2.4.1 *One of our councillors is of the opinion that there are two further saw pits on the elevated section of Whitelands Wood.*
- 2.5 *Red Kites have been observed in the woods*
- 2.6.2 *The informal log bench in the glade is now rotten and has disintegrated to the point that it is no longer usable.*
- 3.5.2 *The removal of a small number of mature trees is long overdue and the problem of extraction of the timber is stated as the reason for this work not being undertaken. Whilst necessary this course of action may well receive opposition from some sections of the public.*
- 3.5.4 *The woodland tree nursery area is already overgrown with brambles and if a nursery is to be established it will require further clearance and heavy duty weed suppressing matting if it is to succeed.*
- 3.5.6 *Restoration work on the hornbeam boundary has been discussed for a number of years and, as stated, the issue of horses browsing the new growth has resulted in no action being taken. There is a hornbeam boundary along the western edge of Whitelands Wood leading down to the Barrel Arch. Horses are not grazed in the adjacent field and a pilot scheme could be undertaken in that area.*

Action Plan The year one action plan refers to installing 3 new benches. The bench referred to on the public footpath in Whitelands Wood has been in place for about a year now (as stated on page 11 of the report, first sentence)

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None Specific

4. RISK MANAGEMENT ISSUES

4.1 None Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

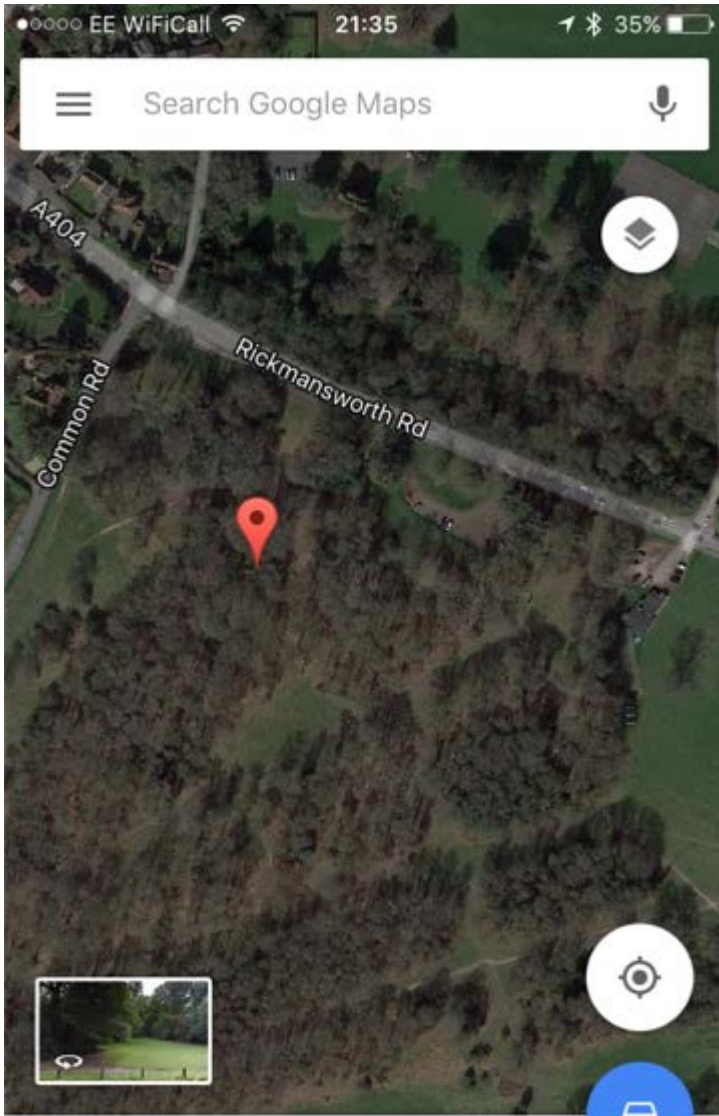
5.1 None Specific

6. LEGAL ISSUES

6.1 None Specific

7. RECOMMENDATION

7.1 Members consider attached report and the comments listed above and make suitable representation to TRDC regarding the Carpenters Wood Greenspace Action Plan.



Dropped pin

near Chorleywood, Rickmansworth

12 min

Maintenance Schedule

Location: Tractor Shed 1/2, Chorleywood



PLANNED MAINTENANCE SCHEDULE

CLIENT: Chorleywood Parish Council

THE INSPECTION WAS CARRIED OUT BY NICHOLAS BROWN MRICS

ON 9th March 2017

Job No: ASH423

Ashridge Surveyors Ltd
Chiltern
Duckmore lane
Tring
Tel: 01442 781007

Contact: Nicholas Brown

Budget cost at time of survey (excluding professional fees and VAT)

CONDITION CATEGORIES

A = Good Condition no works requires operations
B = Minor Deterioration
C = Operational but requiring Major Repair or Replacement
D = Serious risk of imminent breakdown
X = When added to C or D that total replacement only real alternative

PRIORITIES

Priority 1 = Essential
Priority 2 = Desirable
Priority 3 = Discretionary

SUB PRIORITY

A = To meet statutory obligations
B = To meet H & S requirements
C = To prevent deterioration
D = To maintain aesthetic
E = Improve Environment

EFFECT IF DEFERRED

I = Increase in eventual remedial costs and ongoing disruption to
II = Reduction in quality of working environment
III = Possible injury or health hazard
IV- None

Maintenance Schedule
Location: Tractor Shed 1/2, Chorleywood



Item Ref	Element/Location	Condition and Defect Analysis	Con. Cat	Defect Solution	Priority	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
1.0	EXTERIOR														
1.1	All Elevations														
1.1.1	Timberwork inc Frames to Shed Door	Signs of Minor decay and desiccation of timber notably to windows and cills.	B	Allow for redecoration of door frames and fascias	1B	£490									
1.1.2	Timberwork (fascias)	Some deterioration of timber	DX	Cut out rotten timbers and replace	1D	£120									
1.1.3	Rainwater Goods	No Rainwater Goods Present	NA	Consider addition of guttering and downpipes	3C		£1050								
1.1.4	Roof	Corrugated Cement on metalwork framing	A	Allow for roof access and Decoration of steelwork internally	1C	£									£550
1.1.5	Roof	Clay plain tile	C	Allow for Clearing of heavy moss growth	1C				£350						

Budget cost at time of survey (excluding professional fees and VAT)

CONDITION CATEGORIES

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EFFECT IF DEFERRED

- I = Increase in eventual remedial costs and ongoing disruption to
- II = Reduction in quality of working environment
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- IV- None



Maintenance Schedule

Location: Tractor Shed 1/2, Chorleywood

Item Ref	Element/Location	Condition and Defect Analysis	Con. Cat	Defect Solution	Priority	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
1.1.7	Walls	Cement Panel Walls	A	Consider Graffiti paint To Exposed Walls	1C				£1300						
1.1.8	Walls	Exposed Painted Brickwork	B	Allow for Decoration of exposed Brickwork in anti graffiti paint	1C				£850						
1.2	GROUNDS														
1.2.1	Barrier	Signs of surface rusting	C	Prevent rusting by flattening metalwork back to base, priming and painting	1C		£375								
2.0	INTERNAL														
2.0.1	PreFab Tractor Shed	Floor	B	Allow for relaying of wear layer	1C				£550						
2.02	Brick Built Structure	Floor carpeted	B	Allow to replace carpeted floor surfaces	2C				£225						

Budget cost at time of survey (excluding professional fees and VAT)

CONDITION CATEGORIES

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X = When added to C or D that total replacement only real alternative

PRIORITIES

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Maintenance Schedule

Location: Tractor Shed 1/2, Chorleywood

Item Ref	Element/Location	Condition and Defect Analysis	Con. Cat	Defect Solution	Priority	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
2.0.3	Brick Built - Walls/Ceiling	Painted Walls and Ceiling	B	Paint walls and ceiling	2D				£550						
2.0.4	Brick Built Bath Walls	Tiles to Half Height	N/A	re-grout blown tiles	3E				£125						
				Budgeted Expenditure		£510	£1425	£0	£3950	£0	£0	£0	£0	£0	£550

Budget cost at time of survey (excluding professional fees and VAT)

CONDITION CATEGORIES

A = Good Condition no works requires operations

B = Minor Deterioration

C = Operational but requiring Major Repair or Replacement

D = Serious risk of imminent breakdown

X = When added to C or D that total replacement only real alternative

PRIORITIES

Priority 1 = Essential

Priority 2 = Desirable

Priority 3 = Discretionary

SUB PRIORITY

A = To meet statutory obligations

B = To meet H & S requirements

C = To prevent deterioration

D = To maintain aesthetic

E = Improve Environment

EFFECT IF DEFERRED

I = Increase in eventual remedial costs and ongoing disruption to

II = Reduction in quality of working environment

III = Possible injury or health hazard

IV- None

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
Parking Area improvements	Look at products that can improve the permissive parking area surfaced		2	Officers and Rangers, Cllrs Look at what happens at other Commons, site visits may be required			
Investigation of a Nature trail & Signage on the Common	An informal Nature trail on the Common – feasible and/or in demand Look at the improvements to all signage on the Common	NA	1	Suitable sites for Chainsaw carving being agreed and work in progress Welcome Boards need to be orders BHS contacted regarding horse signage.- no response however horse track signage will need to be replaced. Wildwood Dens in place – ROSPA checked and inspection records in place. Signage for all aspects on the Common. To include ‘positive signage’ and interpretation boards	Budget set aside of £45,000 CIL Money allocated so far £26110.95 + £15,805.84 pending Plus £1000 donation BT £750 Filming + Memorial Donations Total raised £27860.95 Total Spent £25379.00	May 2017	Ongoing
Copmans Wick Allotment Improvements	Look at dumping/access and security of site		2	Prices for fencing, signs, letters to residents, ways to stop illegal dumping, clearance of the site. Possible creation of compost site	On the agenda to move project forward.	Nov-Feb 2017/8	
Parish Paths Leaflet	To document the parish paths within the Parish, noting points of interest along the routes with the aim of providing access to the information via the Parish Council Website and via a leaflet (OS 21.03.17 Minute 16/97)	N/A		Lead Cllr Cllr Tony Edwards Officers Volunteers from the Community	Webmaster resource to add documentation to the website. Publication cost of leaflet dependant on size.	In Progress	September 2017

