

Policy & Resources Financial Budget Comparison

Comparison between 01/04/15 and 27/08/15 inclusive. Includes due and unpaid transactions.

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

		2015/2016	Actual Net	Balance
Policy & Resources				
Income				
7	Chorleywood in Bloom	£0.00	£1,096.00	£1,096.00
8	Chorleywood Library Volunteers	£0.00	£1,000.00	£1,000.00
9	Community Plan	£0.00	£0.00	£0.00
10	Other	£580.00	£1,150.00	£570.00
11	Grants	£0.00	£0.00	£0.00
12	Chairman Charity	£400.00	£317.00	-£83.00
13	Village Day	£3,700.00	£4,635.00	£935.00
14	Sale of Parish Map	£50.00	£0.00	-£50.00
15	Insurance Contribution	£2,600.00	£0.00	-£2,600.00
16	Quiz Night	£0.00	£0.00	£0.00
17	Caddy Sacks	£250.00	£118.00	-£132.00
18	Contribution from WMH for Computer	£1,325.00	£0.00	-£1,325.00
19	Bank Interest	£50.00	£21.31	-£28.69
Total Income		£8,955.00	£8,337.31	-£617.69
Expenditure				
100	Salaries	£76,650.00	£34,628.01	£42,021.99
101	Inc Tax & NI	£30,660.00	£14,239.17	£16,420.83
102	Superannuation	£28,650.00	£13,418.99	£15,231.01
103	Travelling Expenses	£2,200.00	£791.32	£1,408.68
104	Rates	£4,500.00	£1,764.00	£2,736.00
105	Services	£4,000.00	£1,394.44	£2,605.56
106	Telephone	£2,000.00	£1,672.65	£327.35
107	Audit	£3,000.00	£369.00	£2,631.00
108	Chairman's Allowance	£450.00	£25.00	£425.00
109	Chorleywood Matters	£4,000.00	£1,695.00	£2,305.00
110	Computer	£4,200.00	£2,704.24	£1,495.76
111	Contribution to Funds	£0.00	£0.00	£0.00
112	Grants	£500.00	£0.00	£500.00
115	Insurance	£10,300.00	£5,633.24	£4,666.76
116	Legal Expenses & Professional Fees	£1,500.00	£1,475.00	£25.00
118	Miscellaneous	£1,000.00	£582.68	£417.32
119	Office Cleaning	£500.00	£202.70	£297.30
120	Office Maintenance	£1,700.00	£1,058.17	£641.83
121	PCSOs	£28,500.00	£7,125.00	£21,375.00
122	Photocopying	£2,425.00	£1,902.40	£522.60
123	Postage	£1,325.00	£467.50	£857.50
125	Stationery & Off equip	£1,580.00	£196.34	£1,383.66
126	Subscriptions & Donations	£2,500.00	£2,103.77	£396.23
127	Training & Conferences	£1,350.00	£210.00	£1,140.00
128	Village Day	£2,100.00	£2,332.42	-£232.42
129	Website	£1,175.00	£272.00	£903.00
130	War Memorial Hall Grant	£20,000.00	£20,000.00	£0.00
131	HR Service Contract	£3,750.00	£4,500.00	-£750.00
132	Christmas Lights	£3,000.00	£0.00	£3,000.00
133	Health And Safety	£1,000.00	£177.76	£822.24
134	Quiz Night	£0.00	£0.00	£0.00
135	Purchase of Caddy Sacks	£200.00	£64.00	£136.00
136	Chorleywood in Bloom	£2,100.00	£2,382.71	-£282.71
137	Chairman Charity	£400.00	£993.31	-£593.31
138	Community Plan	£0.00	£0.00	£0.00
139	Chorleywood Library Volunteers	£0.00	£100.00	-£100.00
Total Expenditure		£247,215.00	£124,480.82	£122,734.18

Financial Summary - Cashbook

Summary between 01/04/15 and 27/08/15 inclusive. Includes due and unpaid transactions.

Balances at the start of the year

Ordinary Accounts

Current Account - Parish	-£16,883.57
Instant Access - Parish	£201,794.29
Petty Cash Account	£200.00

Short Term Investment Accounts

Halifax Investment Bond	£0.00
Natwest fixed rate	£71,474.77
Scottish Widows 60 Day Inv Acc	£81,490.86
Total	£338,076.35

	Net	Vat	Gross
Council			
Receipts	£217,883.86	£0.00	£217,883.86
Payments	£1,735.90	£128.33	£1,864.23
Policy & Resources			
Receipts	£8,966.19	£253.00	£9,219.19
Payments	£133,571.82	£3,222.12	£136,793.94
Open Spaces			
Receipts	£44,377.47	£3,109.64	£47,487.11
Payments	£78,080.43	£4,960.39	£83,040.82

Closing Balances

Ordinary Accounts

Current Account - Parish	-£14,259.33
Instant Access - Parish	£252,061.22
Petty Cash Account	£200.00

Short Term Investment Accounts

Halifax Investment Bond	£0.00
Natwest fixed rate	£71,474.77
Scottish Widows 60 Day Inv Acc	£81,490.86
Total	£390,967.52

Date: TUESDAY 8th SEPTEMBER 2015

Subject: FOUR YEAR VISION

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1:

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 P&R 23.6.15

15/04 PERFORMANCE DEVELOPMENT REVIEW – AND THE FOUR YEAR VISION

With the agreement of the Committee this agenda item was moved forward to allow Cllr Jackie Worrall to address the Committee. She proposed that the Committee supported the need for the four year plan but that the detail was deferred until the Community Plan was published which was expected to happen by the next Policy and Resources Committee meeting.

The Clerk raised the issue that the Staff Performance Development Reviews were now well overdue but in order to progress them she needed to have targets and direction from the Council to benchmark performance. She also advised Members that at Full Council she would be giving a presentation on the Community Infrastructure Levy (CiL) and its effect on the Council which would therefore also affect the four year vision of the Council. Cllr Martin Trevett offered to work with the Clerk with respect to his knowledge of CiL from a District perspective. The Clerk thanked him for this offer and advised that the presentation would be an overview of the process and less about what money might be available to the Parish Council at this stage.

The Committee

RESOLVED

That the need for four year vision was accepted and each committee would consider ideas to be brought back to the next P&R meeting, but that decisions would be deferred until the Community Plan was available. In the meantime Cllrs Tony Edwards and Jane White would get together to establish some interim short term targets to enable the PDR process to proceed.

15/13 P&R 23.6.15

P&R 15/04 Four Year Vision: it was noted that this was to be taken back to each of the committees for consideration. Cllr Jane White asked that the Committees bear in mind the output of the Community Plan when having the discussions.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 It has been agreed that each Committee consider its four year vision. Over the past six years the following have been placed on the list

Title	Vision	Progress
Grants & Funding	A cross committee to be set up to look at grants and funding opportunities for future projects	This was looked at in small areas – mainly in the form of sponsorship
Property Register	Document all the buildings within the Council's ownership and buildings of significance in the area	A working party was set up that looked at the relevant leases and licences. A report has been sent to the Planning Committee with regard to an asset list within the community
Communication	To track all key decisions made on a topic – eg Grazing	This is carried out to a certain extent, however with new search facilities on the computer this can be easily found.
Training	To look at the training needs of Councillors	A questionnaire was issued asking for training requirements. Training courses arranged by HAPTC are forwarded
Appraisals	HR Panel to establish what appraisals should look like and how to implement for PC staff	The new PDR system will be discussed by this Committee. The system will then be rolled out.

4. RISK MANAGEMENT ISSUES

4.1 None specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 None Specific at this time

6. LEGAL ISSUES

6.1 None specific

7. BACKGROUND INFORMATION

7.1 Listed above are the priorities for the previously agreed Four Year Vision for this committee. Members will now need to decide if they wish to continue to pursue all or any of the above.

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 8th SEPTEMBER 2015

Subject: TRDC REVIEW OF THE LICENSING ACT 2003 POLICY

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 content of the consultation and make any recommendations

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 All of the Village Halls are licensed and therefore it is important that Members are familiar with the Licence Policy for future reference.

4. RISK MANAGEMENT ISSUES

4.1 None specific at this time.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 None specific

6. LEGAL ISSUES

6.1 None Specific

7. BACKGROUND INFORMATION

7.1 TRDC is the Licensing Authority under the provision of the Licensing Act 2003.

7.2 One of the requirements of the Act is that the Licensing Authority has in place a Statement of Licensing Policy, which must be reviewed every five years.

7.3 TRDC are now carrying out its third review since implementing the policy in 2005.

7.4 The Review provides opportunity to make any changes to the Policy considered necessary in light of changes in Legislation, government guidance or codes of practice and takes account of the previous five years' experience in determining application, conducting hearings and general administration of the various licensing functions. Consideration is also given to any representations made by consultees during this consultation period.

7.5 The consultation will run for 12 weeks ending on 23rd October 2015.

7.6 TRDC have asked the Parish for their comments as a statutory consultee.

7.7 The document can be viewed at www.threerivers.gov.uk/licensingconsultations, or a hard copy is available to view in the office.

General/Reports/P&R Reports/2015-16/P&R 8.9.15 TRDC licencing Act.docx

Date: TUESDAY 8th SEPTEMBER 2015

Subject: TRDC REVIEW OF THE GAMBLING POLICY (Draft Statement of Gambling Principals 2016 -19)

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 content of the consultation and make any recommendations

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3. Currently the Gambling Act has very little impact on Parish Council business, however it could in the future and therefore it is important that Parish Councillors are acquainted with the detail.

4. RISK MANAGEMENT ISSUES

4.1 None specific at this time.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 None specific

6. LEGAL ISSUES

6.1 None Specific

7. BACKGROUND INFORMATION

7.1 TRDC is the Licensing Authority under the Gambling Act 2005.

7.2 One of the requirements of the Act is that the Licensing Authority has in place a Gambling Policy, which sets out the statement of Gambling Principals. This policy must be reviewed every three years.

7.3 The Review is the appropriate time to make changes to the Policy considered necessary in the light of the previous three years' experience in administering the act.

7.4 The policy needs to take into account the relevant codes of practice and guidance issued by the Gambling Commission, which is currently considering responses to a recent national consultation. Consideration is also given to any representations made by consultees during this consultation period.

7.5 The consultation will run for 12 weeks ending on 23rd October 2015.

7.6 TRDC have asked the Parish for their comments as a statutory consultee.

7.7 The document can be viewed at www.threerivers.gov.uk/licensingconsultations, or a hard copy is available to view in the office.

Date: TUESDAY 8th SEPTEMBER 2015

Subject: Christmas Lights

Committee Member:

Officer Contributors: Clerk, Admin Assistant

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1:

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 Members consider if the Parish Council wish to provide Christmas Lights for the Village for the next three years.

2. RELEVANT PREVIOUS DECISIONS

2.1 Full Council 7th April 2015

14/88 Committee Reports

Recommendation 2 - CHORLEYWOOD IN BLOOM

Members were advised of the enthusiasm and raised expectations in the Village with respect to Chorleywood in Bloom. It was confirmed that self-watering baskets and tubs were being looked at to reduce the need for watering daily and the costs of the baskets and tubs discussed. It was also noted that sponsorship would be sought for the tubs in particular given their greater unit cost. Some of the cost would be one off set up costs to get the scheme going in the first year. The Chorleywood in Bloom Steering Group were to meet the following evening and the Horticultural Society were being involved.

The Council
RESOLVED

That a further £1100 be allocated to Chorleywood in Bloom taken from the Christmas Lights budget line bringing the total budget for Chorleywood In Bloom to £2100

This was proposed from the Chair by Cllr Tony Edwards and approved unanimously.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None Specific

4. RISK MANAGEMENT ISSUES

4.1 The public liability is the responsibility of the provider, and a full risk assessment will be carried out by them. The scheme is covered under the general insurance of the Parish Council.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 In addition to the hire of the lights there will be a charge for the electricity supply which had been approximately £240.00

5.2 Two of the contractors require a three year contact. This will have revenue implications in future years.

6. LEGAL ISSUES

6.1 None Specific

7. BACKGROUND INFORMATION

7.1 The contract for Christmas Lights has expired. Concerns were raised by this committee on the cost of the lights and benefit to the community.

7.2 £1100 was taken from the Christmas Lights Budget as a contribution to Chorleywood In Bloom leaving a budget of £3000

7.3 When considering whether to renew the contract members should be aware that significant investment has been made on the infrastructure. A one off grant was obtained from TRDC of £4,000 for the electrical work on the 8 lamp posts in Lower Road. £1000 was donated from the County Councillor's locality budget for the electrical supply to the lamps in Main and New Parade and £3000 paid by the Parish Council for the timers on all the columns.

7.4 Last year the Council also paid for an official stress testing report costing £550.00, this is valid for three years.

7.5 Quotations have been obtained from four companies offering different services and details are attached in Appendix 1 of this report.

Date: TUESDAY 8th SEPTEMBER 2015

Subject: VILLAGE DAY

Committee Member:

Officer Contributors: Clerk, Finance Officer

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Feedback comments

Contact for further information: Clerk, Finance Officer

1. RECOMMENDATIONS

1.1 That the Committee consider the suggestions from the feedback form and make any suggestions/recommendations for next year's event.

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 The total income for the event was £5275.00 and total expenditure so far is £2332.42. Staff Costs were approximately £1000, leaving a balance of £342.58 on the budget figures. There are a few invoices yet to be received, however there will be a net profit which can be used for other community events and used to purchase additional equipment for next year's event.

6. LEGAL ISSUES

6.1 None Specific

7. BACKGROUND INFORMATION

7.1 This year's Village day was deemed a great success and appeared to be enjoyed by a record number of visitors

7.2 In total there were 102 stalls, made up of 44 Community stalls and 58 Businesses. The Ark Farm was

sponsored by a local estate agent. Sponsorship in the form of advertising paid for the brochure, with income of £1828.00

7.3 One complaint was received from a local driving school who thought that there was insufficient brochures distributed. Over 2500 brochures were issued via the local school and nurseries, shops and doctors surgeries, and also handed out at the station. The cost of advertising for half a page was £90.00. This equated to less than ½ p per copy. Whilst most people felt this was good value for money this complainant demanded a full refund. With permission from the Chairman this was done, however it was made clear that Village Day is a community event and that the Council run the event on a not for profit basis. If Members wish to consider delivering the brochure to each household, there will be an increased cost of production and delivery by approximately £1000.

7.4 This year Oscar Pet Food were unable to run the dog show, but due to its popularity officers wanted to have a dog show of some kind and were able to engage Chorleywood Dog Training who run a very successful competition .

7.5 The arena proved to be successful this year, with a full programme from local groups and organisations. Additional hay bales were ordered as seating which proved popular as did the food all being in one area. One food stall did not show up on the day which meant that the food available was limited. It would be prudent to get more variety of food stalls for next year.

7.6 The toilets were relocated to a more central position. This caused some confusion with regular visitors and there has been a suggestion for better signage in the future.

7.7 The Parish Council moved the mobile unit/control centre to opposite the arena, this worked well. A raffle for Chorleywood In Bloom was also run from this stall.

7.8 There was a greater effort this year to promote the corporate image of the Parish Council – this year bunting was purchased in green and white with the Parish logo on the flags. The flags at the entrance to the event from the A404, and by the arena also showed the Parish Logo. More bunting will be ordered for next year.

7.8 Feedback forms were issued to all stall holders. 24 responses were received, 71% felt that the event was excellent and 29% felt the event was good – no one suggested that the event was average or poor. All the comments from stall holders are copied in Appendix 1.

Date: TUESDAY 8th SEPTEMBER 2015

Subject: VILLAGE DAY

Appendix 1

Comments from the feedback forms.

- ✚ Information before was clear, we were given a warm welcome, our stall was busy all day and we would like to say a big thank you to Yvonne and her team
- ✚ We enjoyed the event thank you
- ✚ We would have preferred to be at the other end or in the middle. Where we were was quiet and our stall looked dark from a distance.
- ✚ Very useful for raising the Museums profile and responding to enquiries about local history. The event is very well organised, both in advance and on the day.
- ✚ I thought this was on of the best yet, (ok so it was helped by the weather_ Very well organised, plots clearly marked out. It was good to have lots of varied activities going on in the arena. Only suggestion would be to have the plots a meter wider. We had a 3m gazebo but at an angle of 45 degrees in order to display photos along the two back walls to make it easier for people to come in.
- ✚ Our charity raised £500 by the sale of handmade cushions and quilts. These are made for us by a small group of volunteers known as the Wednesday Quilters who made the items for us during the year to sell at Village Day. During the day we were able to promote other fundraising activities for the charities and has several indications of support events.
- ✚ It was really good. Well organised and access for setting up was much easier thank you.
- ✚ It was lovely being near the pets and slightly away from the music and main arena we had a lovely day thanks you.
- ✚ We really enjoyed the day, and hope we are invited to join you again next year. It was a really well attended event, very well organised, as well. Some of our customers have asked if we could be a bit nearer the entrance, as unfortunately some of our products can be quite large and some felt unable to carry too far, but we were very happy being next to the great musical entertainment.
- ✚ Found it difficult to locate toilets (no signs) and not in same place as previous years.
- ✚ Very well organised, lucky with the weather which really drew in the crowds, good atmosphere so this the balance of stalls, activities etc was right. This event is good for Chorleywood. Should there be more sites offering refreshment? But could we offer a vote of thanks to the Parish Council.
- ✚ The pink section was very tight and claustrophobic compared to other sections. The Staff and Clerk were extremely helpful. There was a wonderful atmosphere on the common and we felt very fortunate to have been part of it on the day.
- ✚ Plan of stall layout: one or two people could not face waling up and down to find specific stalls. Perhaps some sort of plan at the 'crossroads' would help. Several people never received a booklet, have been told they would be delivered house to house. How does that affect advertisement placed in the booklet.
(Note The Parish Council has never delivered the brochure door to door- this would double our print costs and add an additional £500 for delivery)
- ✚ It all works well for us as a charity.
- ✚ We were happy with our plot, but we have a suggestion for improvement – the access to the site was chaotic, with significant impact on traffic on the A404. If could you move the control point where people are guided to their plots 20 yards onto the site, this would make a huge difference. Also the traffic leaving the site at the same time as traffic entering the site made the traffic jams worse. In that vein a separate exit through the other car park would improve things.

(Not: to have an exit through the Lorry Permissive parking area would require a new exit and reduce the amount of parking spaces available)

- ✚ I found it very good event for my purpose which was to let more people know about our activity. Only suggestion might be that it could have lasted another hour.
- ✚ We had a great location close to the live music which we really enjoyed. I would like to thank the Parish Council for their hard work in organising a great 'local' event.
- ✚ I did not have a chance to leave my stall in the end as I was busy the whole afternoon, but that of course meant that I had visitors all the time. It was most useful being able to park the car behind the stall making set/clearing away most easy and I appreciated being met as I arrive and directed to my spot. Every time I looked out all I could see was a deal of heads down the middle and everyone was most positive about the day. All in all a most successful day, that you so much are really great organisation making it an enjoyable experience for first timers. Suggestions for the future we would love to see more foody stalls so we have more options to get lunch!
- ✚ Toilets were a bit difficult to find – a big sign is needed. I didn't see anyone selling bottled water, maybe this is something the Parish should do. Loved the small animal pen, and main area was excellent. Our pitch position was excellent, hope we can be there again.
- ✚ We thoroughly enjoyed our first year at the Chorleywood Village Day! Everything was so well organised and everyone was very friendly. We also appreciated the tea and coffee being offered during the setup. We would love to be part of the day next year. Watford Hospital radio were fab, a huge well done to all involved in organising and running the day.
- ✚ Well run event that we love to support and attend, this year was another great one!
- ✚ We had an amazing time at the event and thoroughly enjoyed ourselves and are looking forward to attending next year! The dog show was amazing. The only suggestion we have would be about dealing with rubbish, maybe giving stall holders a bag or something to put their rubbish in. Other than that it was perfect!
- ✚ We recruited an additional 10 plus new volunteers – a potential of 15% on our previous 70+ so we are well pleased.
- ✚ We had a great day, thanks so much. One very big plus for me was the happy helpful Parish Council staff. I have to deal with lots of councils and it was a real pleasure to work with you all.
- ✚ I was impressed by the organisation of Village Day, both in advance and on the day. It is a very well run event.
- ✚ Overall we think we had a successful day as part of the Chorleywood Community and we'll certainly be booking a stall again next year.
- ✚ Village Day was an even greater success this year than last, not least helped by the splendid weather but more particularly by the entire pre-day organisation and the assistance of every member of staff of the PC on the day. Please let them know that it was appreciated by us and surely by all the visitors and residents of Chorleywood who made the effort to get to the Common.

Date: TUESDAY 8th SEPTEMBER 2015

Subject: Land and Property Acquisition from TRDC

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1: The procedure for the sale or lease of land and property to Parish Councils.

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 Members are asked to consider the details within the report

2. RELEVANT PREVIOUS DECISIONS

2.1 P&R 18.6.13 Recommendation 1

1. PURCHASE OF SOUTH LODGE

The Chairman felt that whilst the proposal was very favorable he thought there should be clarification on the possible covenants, and that the purchase must be freehold.

Questions were raised with regard to a long lease. The Clerk explained that at present the Council were given a seven year lease at a peppercorn rent, however if TRDC increased the length of the lease they would have to get best consideration for their assets. Independent assessment from a local estate agent had confirmed that market rent for an office of a similar size would be between £1,000 and £1,200 per calendar month.

It was generally felt that the Council should do what was in the best interests of the parishioners and work on this basis. What was being offered was sound and made business sense to allow the Council to have a security of tenure, a tangible asset and it was unlikely that the Council would ever get a better offer.

The Committee

RESOLVED TO RECOMMEND

That the Clerk formally write to TRDC to open negotiations to purchase South Lodge subject to

- A) The land being freehold
- B) That the land be included up to the tractor sheds
- C) That the Council has full understanding of any covenants or restrictions.

This was proposed by Cllr Mrs Sutherland, seconded by the Chairman and unanimously approved

2.2 Full Council 25.6.15 Minute 13/09 Committee Reports

18th June 2013 Policy and Resources – Purchase of South Lodge: Clarification was sought on the cost of the purchase which was stated to be in the region of £60k and the payment plan (£10k interest free paid over six years) with the request that the minutes be amended to include both the proposed purchase price, payment plan and the estimated market value (£200K - £350K). The benefits of the purchase and the current TRDC obligation to provide accommodation to the Parish Council and the associated risks of this as time moved forward were explained. The Parish Council had a number of obligations with respect to the current lease which would need to be undertaken regardless of whether or not the building was purchased. Members were advised that the next stage of plans to make the building fit for purpose had not yet been reached. Normal planning rules would obviously apply for any changes.

Recommendation 1 Purchase of South Lodge:

The Council
RESOLVED

That the Clerk formally writes to TRDC to open negotiations to purchase South Lodge subject to

- A) The land being freehold
- B) That the land be included up to the tractor sheds
- C) That the Council has full understanding of any covenants or restrictions.

Proposed by Cllr Mahon-Daly, seconded by Cllr Mrs Sutherland and unanimously approved.

It was suggested that Grant funding options be looked into by Cllr Liley.

2.3 P&R 28.1.14 Minute 13/45 FOUR YEAR VISION

Office Premises – Purchase of South Lodge – Cllr Mrs Worrall stated that the Council should thank Cllr Mrs Sutherland for swift action following the decision by TRDC not to sell South Lodge to the Parish Council. From information received it appeared that the previous negotiations regarding the sale of the building had not been acknowledged by the new personnel. The report put before TRDC Members had not explained the reasons behind the Parish Council's desire to purchase the building and therefore they had recommended that the building not be sold. Cllr Mrs Sutherland had given the correct information to Members and it was agreed by both political parties that they would ask for the item to be referred back to the original TRDC committee in order that their Members consider the proposal again with the correct information.

2.4 Full Council 11.2.14 Minute 13/60 Committee Reports P&R 28.1.14

13/45 FOUR YEAR VISION - Office Premises – Purchase of South Lodge The Clerk advised that information discussed at the TRDC Meeting had been incomplete and therefore it had been agreed that this item would be returned to the original TRDC Committee for further consideration.

2.5 Full Council 8.4.14 Minute 13/70 MATTERS ARISING

13/60 - 13/45 Purchase of South Lodge – The Clerk advised that this item had been deferred by TRDC until after the election.

2.6 Full Council 30.6.15 Minute 15/13

RECOMMENDATION 3 LAND AND PROPERTY ACQUISITION FROM TRDC:

There was some confusion amongst members as to what the Council was being asked to consider. It was clarified that P&R had recommended that the report on the topic be considered at Full Council. Discussion digressed to debate on the purchase of South Lodge and the history behind this for the benefit of Members who were not on the Council at the time of the original consideration of an offer to purchase South Lodge for £60K. It was confirmed that the value of the building was now in the region of £250K. The Clerk clarified the position on the seven year lease of the building from TRDC and it was felt unlikely by some Members that TRDC would remove this option. If a longer lease was sought, TRDC would have to charge the market rent for the property which was likely to be in the order of £1000 – 1200 per month.

The Council

RESOLVED

That the subject be referred back to P&R to discuss and make further Recommendation to Full Council. This was proposed by Cllr Jackie Worrall, seconded by Cllr Ken Morris and carried unanimously.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Attached in appendix 1 is the procedure for the sale or lease of land and property to Parish Councils.

4. RISK MANAGEMENT ISSUES

4.1 None Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The cost of carrying out initial valuations will be £1,250 plus VAT for each individual request.

6. LEGAL ISSUES

6.1

7. BACKGROUND INFORMATION

It was agreed at Full Council on 30th June 2015 that this report be represented to this committee for further consideration. Full Council Minute 15/13 refers.

7.1 Chorleywood Parish Council have in the past had discussions with TRDC about possible land acquisition for two sites, South Lodge and Warings Field

South Lodge

7.2 As part of a project to look at increasing office space, the Parish Council were negotiating with TRDC the purchase of South Lodge in 2013. At this time it was suggested that the Parish Council could purchase South Lodge for a sum of £60,000 paid in instalments for over a period of six years, on the legal understanding that the Parish Council would have to pay TRDC a percentage of any profit on a sliding scale, should the Parish Council decide to sell the property within ten years of purchase. The Parish Council did not agree to take the offer at the time.

7.3 The previous Parish Council were concerned that as TRDC only give a seven year lease any refurbishment or improvements to the office did not constitute value for money if for whatever reason the lease was not renewed.

7.3 Since then there has been a change in management and this offer has been withdrawn.

Warings Field

7.4 As part of a fact finding mission in 2013, informal discussions took place with officers of TRDC regarding the possibility of purchasing Warings Field (land between Stag Lane and Furze View) with the view of developing the site for a new village hall, with associated parking.

7.5 TRDC Officers at the time stated that it was highly unlikely that planning permission would be given and therefore the project was shelved.

7.6 TRDC have received requests from other Parish Council's for the acquisition of land and property and have now set up a criteria with associated costs.

Appendix 1

Procedure For The Sale or Lease of Land and Property to Parish Councils

The purpose of this process is to set a transparent and positive framework for the Council to respond to requests from Parish Councils for the sale of assets.

To ensure transparency in the decision-making process in relation to a request from a Parish Council, the following standards will be adopted:

- Any application is to be put in writing to the Head of Regulatory Services.
- The application is to clearly state the intended use of the proposed asset with a proposed management plan for ongoing maintenance.
- Planning will be asked to prepare a planning brief.
- TRDC will obtain a valuation from the District Valuer of which the cost shall be borne by the Parish Council.
- All fees including surveyor, legal costs and any other fees in connection with the proposed transaction will be borne by the Parish Council.
- Consideration will be given to development value in addition to existing use value.
- Consideration to be given to restrict the buildings sale or use for anything other than Parish Council business.
- A report will be prepared with recommendations and put before the Policy and Resources Committee for a decision.
- The outcome of the decision will be conveyed to the applicant within 14 days of the Committee decision and published on the Three Rivers website.

CHORLEYWOOD PARISH COUNCIL

POLICY & RESOURCES COMMITTEE MEETING

Agenda Item 13

Date: TUESDAY 8th SEPTEMBER 2015

Subject: CHORLEYWOOD IN BLOOM – REVIEW AND WAY FORWARD

Committee Member:

Officer Contributors: Clerk, Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 – Summary of Summer 2015 Survey Results
Appendix 2 – Letter from the Chorleywood Residents Association

Contact for further information: Clerk, Deputy Clerk

1. RECOMMENDATIONS

1.1 That the Committee note the success of the scheme this year

1.2 That Members consider the way forward to build on the momentum through:

- Provision of Winter baskets
- Winter planting of the four established planters
- Additional Parish Logos for the planters
- Provision of a Planter outside the Parish Office to replace the Flower bed established by the Apprentice as part of his apprenticeship.
- Continuation of the scheme for Summer 2016 with summer hanging baskets
- Additional planters if further sponsors can be found

1.3 That Members consider the request from the Chorleywood Residents Association for the Parish Council to take over the maintenance of the flower beds in Main and New Parade.

2. RELEVANT PREVIOUS DECISIONS

2.1 P&R 23.09.14

The Committee

RESOLVED to Recommend

That a Steering Group be set up to look into building on the Chorleywood in Bloom which could be made up of Councillors and Parishioners.

This was proposed by Cllr Worrall, seconded by Cllr Edwards and unanimously approved.

2.2 Full Council 14.10.14

The Council

RESOLVED

General/Reports/P&R Reports/2015-16/P&R 08.09.15 Chorleywood in Bloom – Review & Way Forward.docx

To set up a steering group to look at building on the Chorleywood in Bloom which would be made up of Parish Councillors Clark, Khiroya, Watkins and Wood, Lyn Sutherland, and any members of the Business Association.

It was also agreed that officers write to the Horticultural Society and Allotment holders to see if there was any interested parties who would like to be involved.

This was proposed by the Chairman and unanimously approved.

2.3 P&R 31.03.15

The Committee

RESOLVED to recommend

That a further £1100 be allocated to Chorleywood in Bloom bringing the total budget to £2100

This was proposed by Cllr Martin Trevett, seconded by Cllr Jackie Worrall and carried unanimously.

2.4 Full Council 07.04.15

The Council

RESOLVED

That a further £1100 be allocated to Chorleywood in Bloom taken from the Christmas Lights budget line bringing the total budget for Chorleywood In Bloom to £2100

This was proposed from the Chair by Cllr Tony Edwards and approved unanimously.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Agreement would be need to be negotiated between the Parish Council and TRDC for the Parish to take over the maintenance of the flower beds in Main and New Parade.

3.2 For this to be considered it must be born in the mind that the Parish Rangers are already stretched and therefore any planting would need to be self-sustaining.

3.3 Watering of the plants and general maintenance would need to be carried out by shop keepers and volunteers.

3.4 If the Committee are happy about the Parish taking over this area it is important the our logo is prominent in this area, so that parishioners are aware of who is marinating the area.

4. RISK MANAGEMENT ISSUES

4.1 Full Risk assessments would be required by both the Parish and TRDC if planters were to be placed on TRDC land.

4.2 The planters would need to be checked to ensure that they were being properly maintained.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 With the Sponsorship achieved, the project has come in on the original budget for Chorleywood in Bloom without the additional funds agreed to be taken from the Christmas Lights budget being needed. However if the Committee want to maintain the momentum of the scheme and roll into Winter, that additional funding will be required for this year.

- Costs of Winter baskets from the same nursery that supplied the Summer baskets are

14" self-watering or wicker - £12.99

16" wicker - £16.99

49 x 14" baskets would therefore cost £639.51 with 45 x 16" baskets £832.51

(A discount of £1 per summer basket would be allowed where it is returned complete)

- Cost of planter outside the Parish Office to be advised at the meeting
- Plants for the existing planters to be advised at the meeting.
- Cost of additional logos estimated to be of the order of £25 per logo plus fixing
- Cost of additional brackets and fixing

5.2 If the Parish Council decide to take over the maintenance for Main and New Parade, additional funds will be required.

5.3 Any planting scheme should not be labour intensive as the Rangers do not have spare capacity to spend in this area.

5.4 It can be assumed that TRDC have a budget for looking after this area, and therefore when approaching TRDC, it may be beneficial to the Parish to ask if TRDC will grant fund the scheme to the amount currently spent on maintenance.

6. LEGAL ISSUES

6.1 Planters will need to be added to the Council's insurance.

7. BACKGROUND INFORMATION

7.1 The Council agreed that a Steering Group be set up to produce a forward plan to improve the environment by using planting arrangements in the village and other appropriate public areas in the parish. The group was also to look at ways to attract funding for Chorleywood in Bloom. The Group was established consisting of Cllrs Jo Clarke, Tony Edwards, Raj Khiroya, Steve Watkins and Jenny Wood, together with representatives from the Horticultural Society and the Residents Association.

7.2 Shopkeepers in the Village centre were approached to consider signing up for a hanging basket and commit to watering it. Forms were signed by the shopkeepers and/or landlords to confirm this interest an commitment and give permission for brackets to be installed. Brackets were fitted where needed (the majority of cases) and **forty-two** hanging baskets were purchased ready planted from a Nursery and installed. The hanging baskets chosen have a reservoir system which means that they do not have to be watered daily.

7.3 A number of business were approached for sponsorship of large square planters and **four** have been purchased this year and placed in the Village. Again these planters have a water reservoir which reduces the frequency of watering required. Local Businesses sponsored the planters both in terms of monetary contributions towards the cost of the planters and an undertaking to keep them watered. The name of the Business sponsoring each planter this year are displayed in the planter and the Parish Logo is displayed on one side of the planters.

7.4 The appropriate permissions from Herts Highways was obtained for the Planters.

7.5 Instructions for care of the hanging baskets was prepared by the Steering Group and issued to all participating Shopkeepers

7.6 The Station in Chorleywood also entered into the spirit and the flower beds on the platform were planted out. Some businesses provided their own tubs and/or hanging baskets.

7.7 Wider sponsorship of the scheme in general was sought and monetary contributions as well as goods and services were received from the following sponsors:

Chorleywood Bookshop
Chorleywood Residents Association
Chorleywood Station
County Councillor Chris Hayward (Locality Budget)
Friends of Chorleywood Common
Golf Club
Horticultural Society
Parade Pharmacy
Poores
Sewell and Gardner
3 Sons

There was a raffle at Village Day which raised funds for the scheme. In total £1,496 in funds was raised through sponsorship and the raffle.

Chorleywood in Bloom has been part of the Waitrose Community Matters green token scheme in Waitrose Rickmansworth in August and it is hoped that there will be some money forthcoming from this in due course.

It should also be noted that one parishioner has played a key role in moving the project forward and thanks go to Mrs Lyn Sutherland for the time and passion she has given to the project.

7.8 Dead heading of the baskets has been the responsibility of the shop keepers in the main with a little help occasionally from members of the Steering Group. For the Planters, a rota for deadheading was established, organised by Lyn Sutherland and involving herself together with Councillors Tony Edwards, Steve Watkins, Jo Clarke and Jenny Wood. It should also be noted that the Horticultural Society looked after the Station planters whilst the Station Master was on holiday.

7.9 There has been one complaint made publically about the scheme which appeared in one of the local magazines regarding the height of the baskets. Advice had been sought at the outset on the appropriate height for baskets from the Parish Council's insurers and it has also to be remembered that the baskets need to be at a suitable height for watering and dead heading safely.

7.10 There have been many positive comments made about the scheme and the positive impact on the village scene.

7.11 The Vice Chairman of the Council Cllr Jane White was asked by the Steering Group to judge the best Hanging basket. There is one overall winner who will shortly receive a cup and two highly commended runners up, all three will receive a certificate.

7.12 Only two businesses failed to maintain their hanging baskets and the shopkeeper for one of these has withdrawn from the scheme from this winter.

7.13 To gauge the success of the project, pick up any learning points and assess the interest in baskets for Winter and next year, a survey form was put together and taken round the participating shops for feedback. Visits were also made to those shops who had declined this year to see if they were now

interested. This was undertaken by Lyn Sutherland and Cllrs Tony Edwards, Steve Watkins and Jenny Wood. A summary of the results of this survey are attached at Appendix 1 but overall the feedback is very positive with 49 Hanging baskets being requested for Winter 2015 and Summer 2016.

7.14 Chorleywood Library and Childrens Centre have asked to be involved in the scheme. Subject to the necessary permissions, it is hoped they will be included this winter. They have requested two hanging baskets and want to sponsor a planter to go outside their building.

7.15 The Station Master is keen to have more involvement in the scheme. We await further information from him and hope to install four winter hanging baskets.

7.16 The five businesses in The Swillett have been approached. Of these one already has baskets, another is looking to install their own garden area outside the restaurant, one shop is vacant and one has signed up for a basket.

7.17 Attached in Appendix 2 is a letter from the Chorleywood Residents Association asking if the Parish Council will consider taking responsibility for the maintenance of the Main and New Parade flower beds.

Summary of Summer 2015 Survey results

Appendix 1

42 Businesses invited to take part in survey, all but three responded. The table below summarises those responses.

Survey Question	Response
Have you enjoyed taking part in CW in Bloom	Unanimous Yes
Do you think the scheme improved the environment in the Village?	Unanimous Yes
Is there anything we could have done to make it easier for you to look after your planter/basket?	Unanimous No
Are there any other places in village you would suggest we could place baskets or planters?	<ul style="list-style-type: none"> • Perhaps a row of planters in the central verge (several) • Opposite the butchers • Swillett • Swillett and Station • Each shop to have a basket • More the better • Planter on Newsagents side
Is there anywhere else in the Parish that you would suggest is included in the scheme?	<ul style="list-style-type: none"> • Bottom of Green Street • Heronsgate & Chorleywood Bottom • "Should be everywhere!"
Would you be willing to care for a winter hanging basket?	Unanimous Yes (*) - 49 winter baskets requests
Would you be willing to care for another summer basket next year?	Unanimous Yes (*) - 49 summer baskets requested

(*) – one business has withdrawn from the scheme

Other Comments made:

Wants advert board on planter, on two sides

Good Scheme, very happy

Budgens have helped by watering others along their section

Suggested smaller planters in the future

Thanks for moving basket so promptly

Whole scheme has been very good

Very enthusiastic about scheme

Very pleased with the planter won in the raffle

Generally enthusiastic. Asked about basket for Charity shop

Queried Charity Shop. Why no baskets on lamposts. Issues with Strattons basket.

Thanks for the basket

All looks great. Keep them coming

Made it look prettier

Plastic terracotta pots look a bit cheap

Very good scheme

Some baskets have different plants. How can they be judged? Good scheme well done