

Month No : 2

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Open Spaces							
300 Salaries - Open Spaces							
4000	Salaries	10,300	89,760	79,460		79,460	11.5 %
4020	PAYE & NI	3,448	33,660	30,212		30,212	10.2 %
4030	Superannuation	3,638	34,170	30,532		30,532	10.6 %
4055	Travelling Expenses	0	1,615	1,615		1,615	0.0 %
4900	Misc Expenditure	0	350	350		350	0.0 %
	Salaries - Open Spaces :- Expenditure	17,386	159,555	142,169	0	142,169	10.9 %
	Net Expenditure over Income	17,386	159,555	142,169			
310 General Open Spaces							
4500	Equipment & Tools	97	1,090	993		993	8.9 %
4501	Equipment Fuel	62	1,860	1,798		1,798	3.4 %
4502	Vehicle Maintenance	0	3,875	3,875		3,875	0.0 %
4510	Skip Hire	200	1,750	1,550		1,550	11.4 %
4515	Refuse Collection	543	1,100	557		557	49.4 %
4520	Mobile Telephone	50	500	450		450	10.0 %
4540	Parish Paths Expenditure	0	500	500		500	0.0 %
4545	Parking Meters	78	2,965	2,888		2,888	2.6 %
4900	Misc Expenditure	0	1,200	1,200		1,200	0.0 %
	General Open Spaces :- Expenditure	1,030	14,840	13,810	0	13,810	6.9 %
1300	Grants Received	0	5,800	-5,800			0.0 %
1310	Parish Paths Grant Received	0	2,000	-2,000			0.0 %
1390	Admin Fees	30	250	-220			12.0 %
1900	Miscellaneous Income	0	680	-680			0.0 %
	General Open Spaces :- Income	30	8,730	-8,700			0.3 %
	Net Expenditure over Income	1,000	6,110	5,110			
320 Allotments							
4600	Allotment Services	333	1,550	1,217		1,217	21.5 %
4605	Allotment Maintenance	304	1,315	1,011		1,011	23.1 %
4610	Allotment Competition	0	350	350		350	0.0 %
	Allotments :- Expenditure	637	3,215	2,578	0	2,578	19.8 %
1400	Allotment Rents	1,031	3,225	-2,195			32.0 %
1410	Allotment Keys	10	25	-15			40.0 %
	Allotments :- Income	1,041	3,250	-2,210			32.0 %
	Net Expenditure over Income	-403	-35	368			

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
330. Lawn Cemetery & Churchyard						
4660 Cemetery Rates	0	920	920		920	0.0 %
4665 Cemetery Services	0	100	100		100	0.0 %
4670 Cemetery Maintenance	0	1,290	1,290		1,290	0.0 %
4675 Christchurch Cemetery	549	6,500	5,951		5,951	8.4 %
4680 Memorial Plaques Costs	3,546	17,700	14,154		14,154	20.0 %
Lawn Cemetery & Churchyard :- Expenditure	4,095	26,510	22,415	0	22,415	15.4 %
1450 Interment Charges	15,251	40,000	-24,749			38.1 %
1460 Memorial Plaques Income	8,258	31,825	-23,567			25.9 %
Lawn Cemetery & Churchyard :- Income	23,509	71,825	-48,316			32.7 %
Net Expenditure over Income	-19,414	-45,315	-25,901			
340. Common						
4700 Tree Surgery & Inspections	2,170	5,150	2,980		2,980	42.1 %
4705 Grounds Maintenance	626	5,150	4,524		4,524	12.2 %
4710 Grass Cutting/Grazing	0	6,550	6,550		6,550	0.0 %
4720 Litter Bins	0	1,000	1,000		1,000	0.0 %
4725 Maintenance of Horse Track	0	500	500		500	0.0 %
4730 Dog Bin Maintenance	282	4,300	4,018		4,018	6.6 %
Common :- Expenditure	3,078	22,650	19,572	0	19,572	13.6 %
1510 Common Concessions	-1,000	0	1,000		1,000	0.0 %
Common :- Direct Expenditure	-1,000	0	1,000	0	1,000	
1500 Common Lettings	0	2,300	-2,300			0.0 %
Common :- Income	0	2,300	-2,300			
Net Expenditure over Income	2,078	20,350	18,272			
350. Professional Fees - OS						
4355 Legal & Professional Fees	0	2,000	2,000		2,000	0.0 %
4370 Health & Safety	75	2,000	1,925		1,925	3.8 %
4760 Grovewood & Tree Inspection	0	1,640	1,640		1,640	0.0 %
4765 Surveys	0	500	500		500	0.0 %
4770 Chilterns AONB & CMS	0	2,000	2,000		2,000	0.0 %
Professional Fees - OS :- Expenditure	75	8,140	8,065	0	8,065	0.9 %
Net Expenditure over Income	75	8,140	8,065			
Open Spaces :- Expenditure	25,302	234,910	209,608			10.8 %
Income	24,580	86,105	-61,526			28.5 %
Net Expenditure over Income	722	148,805	148,083			

Date: TUESDAY 10TH JULY 2018

Subject: OPEN SPACES OFFICERS REPORT

Committee Member:

Officer Contributors: Ranger, Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix A Programme of Regular Ranger Walks, talks and activities

Contact for further information: Deputy Clerk

1. BACKGROUND INFORMATION

1.1 LAWN CEMETERY

- Graves regularly topped up
- Memorial plaques continue to be lifted and levelled where necessary.
- Weed control spraying took place in the cemetery in early May to improve the condition of the grass. A growth suppressant was also used to reduce the growth of the grass. This has proved successful with less mowing and strimming being needed saving Rangers time in the Cemetery. In the current dry spell where weeds grow regardless there is noticeably less weed visible, improving the appearance of the cemetery. Given this success and time savings made the Rangers would like to repeat this treatment later in the summer. The cost of the first treatment was £290 plus VAT. (**Recommendation 1**)

1.2 COMMON

Trees:

- Contractors were brought in to fell one tree and reduce a second reducing the tree canopy and shading over the pond and subsequent leaf fall in line with the Common Management plan. The monolith left will have a carving of a red kite installed as part of the nature trail and other wood left will also be carved.
- Two more carvings have been carried out on the first fire ride as part of the Nature Trail.

Permissive Parking Areas

- Work has taken place to level the Cricket Club and War Memorial permissive parking areas and fill in the holes in the tarmac at the ramps from the War Memorial permissive parking area.

Damage to the Common

- Following construction work in domestic properties along Old Common Road, damage was caused to the Common. Work has now taken place to re-instate these areas constructing a bund to stop future encroachment and the area seeding with special seed suitable for the area. Money is being claimed from the two properties who were responsible for the damage to cover the cost.

Breach of the Byelaws

- Evidence was found of trespass on the Common with a small camp set up on two occasions. A number of articles were picked up and brought back to the office with notes left. The police were informed through the PCSOs. A gentleman did come to the office to claim the belongings and was advised that he had been trespassing on the Common by camping which is against the byelaws.

GENERAL:

- Two Recycling Litter bins have been installed at the War Memorial Hall and Lorry permissive parking area if these are used on a regular basis this design will be rolled out across the Common. A new 1100 ltr bin has been ordered from TRDC to take the recycling away.
- Litter bins on the Common regularly emptied and litter picked around the Common.
- Benches, signs and litter bins have been strimmed round.
- The Rangers have been preparing the fire rides for Village Day.
- The Conservation Ranger has been involved in delivering education projects to pupils from St Clement Danes and Christ Church Schools. He has also carried out a presentation o Chorleywood Prime Timers.
- The two Common Rangers have attended training and are now qualified to undertake RoSPA Safety Inspection on the Wildwood Dens
- One of the Parish Rangers is on his sixth week of sickness, additional help is being given as and when required by a local contractor who, as a previous employee knows the work.

Ice Cream Concession on the Common

- The ice cream seller has been visible on the Common as permitted under the contract over recent weeks. A location near to Village day has been agreed for him for this year.

Programme of Regular Ranger Walks, talks and activities

- The Conservation Ranger has developed a programme with members from Friends of Chorleywood Common, to encompass both educational walks, talks and working parties. These are listed in Appendix A.

1.5 ALLOTMENTS

- The Allotments have had a number of cuts so far, this season
- Last year a skip was made available at Copmans Wick for the collection of gardening rubbish etc. Allotments holders at this site have requested that this be repeated this year as it would greatly help those who have taken on new plots that have been vacant for some time and full of weeds. The cost of this vs the income received from allotments needs to be taken into account . It should also be remembered that the Rangers spent three days at this site earlier this year clearing rubbish that had been dumped and this provision may prevent that work being undone. The cost of a 10 yard skip is in the region of £320.00 (**Recommendation 2**)

1.6 PARISH PATHS:

- Several overgrown paths have been highlighted by members of the public as needing attention and have been dealt with as a priority. The Rangers are now working on strimming and cutting back all parish paths as other work priorities allow.

1.7 EQUIPMENT

- Ongoing maintenance and cleaning of plant, tools and machinery.

2. RELEVANT PREVIOUS DECISIONS

None

3. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

There is no specific budget cover for skip hire or a repeat application of weed control and lawn growth suppressant, Members need to consider the items and if agreed decide if these should be added into the budget for forthcoming years.

4. LEGAL ISSUES

4.1 None Specific

5. RECOMMENDATIONS

Recommendation 1 Lawn Cemetery - Weed control and lawn growth suppressant- Members to decide whether a repeat application should be approved for this year at a cost in the order of £290 plus VAT and whether budget provision should be made for this every year. ***(See Para 1.1)***

Recommendation 2 – Allotments: Members to consider whether a skip should be made available to plot holders at Copmans Wick. ***(see Para 1.5)***

Programme of regular Ranger Walks & Tasks**APPENDIX A**

Advertised by Friends of Chorleywood Common and Parish Council social media, and open to everyone

Last Thursday of every month 10.00am - 12.30pm, ending at a Pub where people can stay for lunch/a drink if they wish...

Certain tasks may take longer and will be advertised as such in advance

Other special walks & events can be added in ad hoc - i.e. bat walks, wild flower walks etc

Date	Proposed topic/task	Location
26th July 2018	General 'Meet the Ranger' walk, species ID, discuss the GAP, identify areas of future work	Meet at Cricket Club parking area
30th August 2018	Ragwort Pulling and small groups going out with Alec on a foraging walk.	Meet at Cricket Club parking area
27th September 2018	Pond clearance work - duckweed removal, sweet grass and weed croming, silt removal	Christchurch Pond
25th October 2018	Pond clearance work - duckweed removal, sweet grass and weed croming, silt removal	Top Common Pond
29th November 2018	Coppicing of Gorse, removal of saplings & Heather seed sowing	Meet at Cricket Club parking area
31st January 2019	Coppicing of Gorse, removal of saplings & Heather seed sowing	Meet at Cricket Club parking area
28th February 2019	Laurel & Holly cutting and marking	Meet at Cricket Club parking area
28th March 2019	Laurel & Holly cutting and marking	Meet at Cricket Club parking area

Date: TUESDAY 10TH JULY 2018

Subject: CEMETERY FENCING

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 – Picture of mesh fencing Option 1)

Contact for further information: Deputy Clerk

1. BACKGROUND INFORMATION

- 1.1 There is an old galvanised chain link fence that runs along the front of the Lawn Cemetery in front of the hedge across Sections D and E. It has been in place for a considerable number of years. Over the last year or two and particularly last winter it has suffered damage from cars sliding into it from the road during the snow and ice causing considerable damage. This has resulted in an untidy, wavy fence at the front giving a poor impression of the Cemetery.
- 1.2 Repairs are difficult due to the fence being a continuous run of chain link either side of the pedestrian gate. Additionally, the Rangers have to adjust the gate regularly to ensure that it opens and closes easily as the damage to the fence causes subsequent damage to the gate.
- 1.3 An alternative to the chain link fence has been identified that will allow individual sections of the fence to be replaced if damaged rather than replacement of a whole stretch of fencing. Quotes have therefore been obtained for this alternative and straight replacement of the chain link. Options of a green colour PVC coated chain link have been included.

2. RELEVANT PREVIOUS DECISIONS

None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

None

4. RISK MANAGEMENT ISSUES

- 4.1 Whilst the fence is not in danger of falling over, the pedestrian gate does cause issues with difficulty in opening and closing being experienced and some complaints from visitors to the Cemetery.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

The following quote has been received from the company used for the work to the Rangers sheds and other fencing work at Copmans Wick as follows:

Option 1:

Take down 70m of Old Galvanised chain link and posts
Clear all from Site
Supply and erect 70m of 1.230m high green 868 mesh with clamp bars
1 single leaf gate complete with posts and fittings

£3580 plus VAT

Option 2:

Take down 70m of Old Galvanised chain link and posts
Clear all from Site
Supply and erect 70m of 1.230m galvanised chain link on angle iron posts
1 single leaf gate complete with posts and fittings

£2860 plus VAT

Option 3:

Take down 70m of Old Galvanised chain link and posts
Clear all from Site
Supply and erect 70m of 1.230m high green PVC coated chain link on angle iron posts
1 single leaf gate complete with posts and fittings

£2895 plus VAT

If damage occurs, it is easier to repair the mesh fencing (option 1) and costs would be approx. **£145 per panel**, to replace the other would likely be a length of chain link either side of the gate.

There is no budget cover for the replacement of the fencing.

6. LEGAL ISSUES

None

7. RECOMMENDATION

7.1 Members consider the details within the report and quotes obtained and decide whether they wish the appearance of the Lawn Cemetery to be improved with the replacement of the existing fencing.

APPENDIX 1

Example of high green 868 mesh fence (Option 1)

Note Height in Lawn Cemetery would only be 1.23m



Date: TUESDAY 10TH JULY 2018

Subject: PERMISSIVE PARKING AREA PARKING METERS and PARKING PERMITS

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 To address the issue of commuters using the War Memorial and Shepherds Bridge permissive parking areas parking all day and restricting spaces available for users of the Common, Hall and Golf Club, a system was introduced whereby meters dispensing no cost parking tickets between 11am and 3pm were installed in these two permissive parking areas. The tickets have to be displayed in the vehicle between 1 and 3pm Monday to Friday. A parking enforcement company is employed to visit the areas between those times and anyone not displaying a valid ticket in their vehicle will receive a penalty charge notice (PCN). An average of 10 – 12 PCNs are issued each month.
- 1.2 The management of the system, processing of payments and any disputes with the issue of PCNs is undertaken entirely by the parking enforcement company. Annual contract costs have been £1550 plus VAT for the first four years of operation and are due to increase to £1750 for the coming year. No revenue from the PCNs is received by the Parish Council. The Golf Club have to date contributed towards the cost of operation of the scheme at a value of 25% of the annual contract cost, invoiced annually.
- 1.3 This system was extended in November 2015 to include the parking area near the Old Shepherd Public House as access to the properties and the public house was being impeded by commuter parking. In this area however there are properties that have easements and therefore a system of Residents and Visitors permits was introduced for occupants of the properties with easements for this parking area only.
- 1.4 The parking meters have failed from time to time and are repaired by the parking enforcement company but depending on the parts required this can take a number of days, sometimes weeks as the machines are becoming obsolete and therefore harder to repair. During the time any one of them is out of action parking cannot be controlled at that parking area. The parking company has now advised the following:

War Memorial PPA machine:

This machine was an original machine installed at the beginning of the contract, unfortunately we are unable to get any more tickets for this machine from any supplier and have now depleted our own stock, parts for this machine would also be very hard to acquire should the need arise.

Shepherd Bridge PPA machine:

This machine was installed after the original machine was hit/damaged by a vehicle, the machine is now a obsolete model and parts are very difficult to acquire.

Old Shepherd Public House machine:

This machine is the same model as the machine at the Shepherds Bridge car park and once again is now obsolete.

The supplier for the Shepherds Bridge and the Old Shepherd PH machines went in to administration and has since moved to Spain, leaving the parking company with no access to any parts for these machines.

- 1.5 If not replaced the machines may therefore be out of action for longer periods of time as attempts to source parts are made. There may come a time when repair is not possible – already the case for the War Memorial machine.
- 1.6 The parking permits for the properties with easements at the Old Shepherd PH are issued on a basis of two residents permits and two visitor permits per property. As a number of the properties are let out this has meant a high turnover of permits. Each time a tenant changes the previous permits have to be cancelled and new ones issued to the new tenants and the parking company advised of the changes. Over the last year four such changes have been requested involving officer time and resources.

2. RELEVANT PREVIOUS DECISIONS

None specific to this consideration

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 Due to the misuse of the parking areas by commuters, failure to address the meter situation, will have a negative impact on users of the Common.

4. RISK MANAGEMENT ISSUES

- 4.1 If not replaced the machines may be out of action for longer periods of time as parts are sourced. The time when repair is not possible is almost there.
- 4.2 If the machines are not working, commuter parking may become more prevalent at the parking areas in question again, limiting parking for those using the Common, Halls or Golf Club.
- 4.3 If 4.2 happens, the contribution from the Golf Club towards the scheme may be difficult to collect.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 The quotes for replacing the (cashless) machines including installation and 6,000 tickets is as follows:

Option 1: Reconditioned machines x 3

Basic	£4,872 plus VAT
Compact	£5472 plus VAT

Includes 3 month warranty

Option 2: New Machines x 3

With Modem*	£9207 plus VAT
Without Modem*	£8,607 plus VAT

Includes 12 month warranty – not including repairs or replacement due to acts of vandalism or user error.

*Modem provides 24 hour access by parking enforcement to machine statistics reporting and management for real time information on battery percentage and ticket stock status.

The parking company advise that a version of the reconditioned machines are still made and are used by many councils, therefore they are unlikely to go obsolete.

5.2 There is no specific budget cover for the replacement of the parking meters, however there is £10,000 in Parking Area Refurbishment and £16,778 in Easement funds.

(The work recently carried out as listed above is not considered in this figure)

5.3 Parking permits

A new batch of permits is about to be ordered at a cost of £296 plus VAT. This will provide 30 Resident permits and 30 Visitor permits for future use.

6. LEGAL ISSUES

None

7. RECOMMENDATION

7.1 Members consider the details within the report and quotes obtained and decide whether they wish to replace the existing machines with either reconditioned or new machines or wish to continue with the existing meters noting the risks of that option.

7.2 Members consider the cost of supplying parking permits and decide whether they wish the cost of issue of these to be passed on to local residents.

7.3 Members may wish to consider making budget provision in the next round for capital items on replacement of the machines.

[Chorleywood Common Interpretation Project 2018](#)

Initial specification and ideas

Aim: To renew information boards, waymarking and shared use information around the Common.

Baseline requirements:

- Any increase in number of information boards should be kept to absolute minimum, i.e. no perceptible increase in signage.
- Information boards, framework and way markers to be in a style that is complementary and in-keeping with the Common: *Rustic, rural, traditional, natural products, robust*
- The primary information boards at the main car parks should show map of Common with routes, points of interest and habitats
- Other information boards around the Common will highlight and provide info on specific features, as current
- Way markers and shared use markers will highlight the routes in offer to different user groups. These will be clear, informing, engaging, and in a style to match the interpretation brief

Information boards:

- Structures and framework for signage to be natural wood (oak), constructed either using kits from supplier (see Appendix 1 for examples) or logs from on-site/ locally.
- Structures to be simple and robust, and sized to fit standard interpretation board sizes (A1, A2, A3...).
- Information and maps to be produced bespoke for Chorleywood Common through a design and production tendering process. An example of a recent project undertaken by CMS is at Bishops Wood (Example of one board in Appendix 2).
- By-law information to be displayed on reverse of signs at key locations.
- Shared use and prohibitive signage and logos to be explained at key locations, and only logos to be used on the wider Common.

Indicative costs of large panel design and production (1 panel):

- Design and proofs, including logo and theme design: £150
- A2 panel, galvanized metal: £350
- Wooden framework and fixings: £300
- Installation (if required): £100

Therefore, allow £1,000 per large panel, £600 per small. The price per panel reduces with more panels, as design costs etc are not replicated.

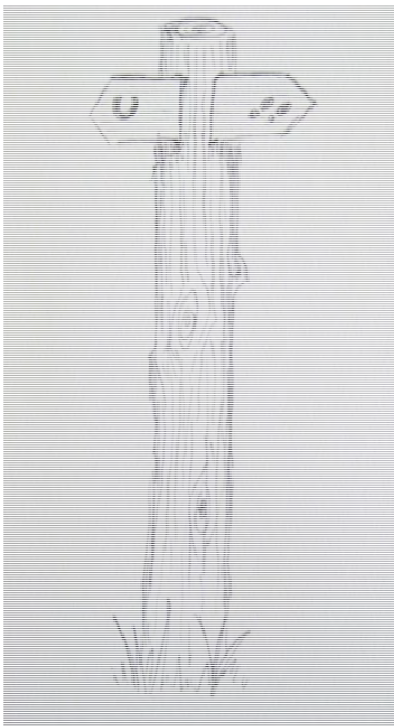
Locations of information boards:

Information on current and preferred information boards, and their contents.

Location	Status	Size	Map	Content	Notice board	Shared use	By-laws (reverse)
Large map boards							
Christ Church pond	Existing	Large	Yes	Pond	Yes – large	Logos + info	Yes
Railway Bridge parking area	Existing	Large	Yes	General	Yes – small	Logos + info	Yes
War Memorial parking area	Existing	Large	Yes	General	Yes - large	Logos + info	Yes
Lorry parking area	New	Large	Yes	Woodlands	No	Logos + info	Yes
Medium boards and information points							
Dog Kennel Lane	Existing	Medium	Yes - small	Short intro	No	Logos	Yes
Larks Meadow	Existing	Medium	Yes - small	Meadows and grazing	No	Logos	Yes
Old Shepherd parking area	New	Small	No	Short intro	No	Logos	No
Gundell?	New?	Small	No	History	No	No	No
Air raid shelter	Existing	Small	No	History			
Top Common Pond	New	Medium	Yes - small	Welcome	No	Logos + info	Yes
cricket club Parking area	New	Medium	No	History	No	Logos	Yes

The aim of the shared use signage and structures:

- a) Promote use of the various routes available to different user groups (Nature Trail, circular walk and horse track)
 - b) Discourage unpermitted activities
 - c) Encourage respectful behaviour between user groups
- To be clear and visible, yet in-keeping with the natural feel of the Common.
 - Signage to use standard logos repeated around the site, with an introduction to shared use and logos at key information board points.
 - Initial concept for the shared use features around the Common are to take the shape of an oak 'totem' pole signalling the routes for routes for each user group. Where signalling the route of the horse track, do so at appropriate height. Small carving on top possible, or simpler pole with directional wooden plates.



Example for shared use totem pole.

- Height to be level with horse riders.
- Options for further waymarkers and/ or prohibitive signage below.
- Dogs on leads signage also useful.
- Use oak logs from on site.
- Options for logos to be used.
- Options for carvings or etchings, depending on budget.

Nature trail

To be chainsaw-carved stumps and posts with animals and features, at key points around the trail. Spec to be developed separately.

Appendix 1: Examples of interpretation board framework from suppliers



Appendix 2: Main map information board from Bishops Wood interpretation project, 2017

Welcome to Bishop's Wood Country Park

A woodland waiting to be explored

Bishop's Wood Country Park is a 38 hectare ancient semi-natural woodland which offers plenty of potential for exploration. It is owned by Three Rivers District Council and managed to provide a haven for wildlife and for the enjoyment of visitors.

There is a short easy access trail leading directly from the car park. This has a firm surface and is suitable for families with buggies, wheelchair users and those less mobile. There is a picnic area at the centre of this trail. If you feel like going further, 1.3 miles of paths head deeper into the wood and link to the London Outer Orbital Path (LOOP). There are also routes for horse riders.

The long history of the woodland has shaped what can be found here today. Traditional management included hazel coppice and wood pasture. Areas of coppice still remain, and the leaves and nuts of the hazel have been adopted as the logo for Bishop's Wood.

Wood pasture resulted in the development of heathland, small fragments of which can be found today. Post-war management has also left its mark, in the form of dense conifer plantations where thinning the trees helps more light to reach the woodland floor.

You can see a wide variety of plants and animals as you explore the wood. These might include flowers like common spotted orchid and enchanters' nightshade, butterflies such as white admiral and silver-washed fritillary and birds including woodcock, nuthatch and great spotted woodpecker.

The woodland wildlife will benefit from the management work which takes place here, from thinning and ride widening to restoring traditional coppice management.

Look out for the panels around Bishop's Wood providing more information on its history, its wildlife, the remaining fragments of heathland and the woodland management taking place around the site.

Bishop's Wood Country Park is owned and managed by Three Rivers District Council. For general information contact us on tel: 01923 776611. A leaflet for the site can be downloaded at www.threerivers.gov.uk. The Countryside Management Service works with communities across Bedfordshire to help them care for and enjoy the environment. www.hertslink.org/cms

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 considered. Signage for all aspects on the Common. To include 'positive signage' and interpretation boards Wildwood Dens in place – ROSPA checked and inspection records in place.	Budget set aside of £45,000 CIL Money allocated so far £41916.79 + £17653.28 pending Plus £1000 donation BT £750 Filming £3500 donation for way markers + Memorial Donations Total raised £64556.56 Total Spent £36694.86 = Balance of £8305.14 + Donations from memorial tree	May 2017	Ongoing
Copmans Wick Allotment Improvements	Look at dumping/access and security of site		1	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-March 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.	Paths Documented on new website. Circular walk leaflets produced on an ongoing basis	Completed July 2018