

**CHORLEYWOOD PARISH COUNCIL**

**MINUTES of the meeting of the PARISH COUNCIL held in South Lodge, Rickmansworth Road, Chorleywood, on  
Tuesday 11<sup>th</sup> September 2018**

**MEMBERSHIP & ATTENDANCE**

Chair: \* Steve Watkins

Councillors:	Iain Blythe	* Jill Leeming
	* Harry Davies	Stuart Marshall
	* Janet Davies	* Ken Morris
	* Tony Edwards	* Alison Preedy
	* Raj Khiroya	Debbie Rosario
	* Richard Killick	* Jane White
	* Rodney Kipps	* Jackie Worrall
	Carol Kristian	Sarah Wright

\* Denotes Member present

Officers Present: Yvonne Merritt – Clerk  
Claire James – Deputy Clerk

**18/33 PUBLIC FORUM**

There were six members of the public present.

**18/34 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS**

There were no representations from District or County Councillors

**18/35 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Iain Blythe, Carol Kristian, Stuart Marshall, Debbie Rosario and Sarah Wright .

**18/36 DECLARATIONS OF INTEREST AND DISPENSATION**

There were no declarations of interest or requests for dispensation received.

**18/37 APPROVAL OF MINUTES**

The Council  
**RESOLVED**

That the minutes of the Annual Meeting of the 26<sup>th</sup> June 2018 be approved as a true and correct record.

These were duly signed by the Chair

**18/38 MATTERS ARISING FROM THE PREVIOUS MEETING**

18/22 Village Day - In response to a Members question, the Clerk advised that whilst some help had been forthcoming from Councillors on Village Day, outside help still had to be brought in. It was noted that the mapping system had been used to prepare the Village Day map.

At this point in the agenda the Chair sought Members agreement to bring Agenda Item 12 Neighbourhood Development Plan forward which was agreed.

The meeting was adjourned to allow Vivien Lantree Chair of the NDP Working Group to address the Council with fellow members of the working group in attendance with her. She updated the Council on progress since the last meeting. The group had received helpful feedback from TRDC which had been reviewed and the plan amended accordingly with further information then sought from TRDC. It was noted that there were two further reports that were potentially required – Habitats and Strategic and Environmental. It was also noted that TRDC would be going for consultation on the Local Plan and call for sites. The NDP could not conflict with the Local Plan which it did not do currently. It was proposed that the NDP consultation be put back to the end of October to be in line with the Local Plan consultation.

The meeting was reconvened at 7.44 pm

The Council

**RESOLVED**

To move the Neighbourhood Development Plan to the next stage noting the excellent work done to date by the working group.

This was proposed from the Chair and carried unanimously

Five members of the public then left the meeting leaving one member of the public still present.

**18/39 CHAIR'S ANNOUNCEMENTS**

**Village Day** – This had been a great success and the Chair thanked Councillors, Officers and Rangers with a special thanks to the Admin Officer who had co-ordinated the event.

**Contingency Plan for the death of a Senior Royal** – It was suggested that when this event occurs a Book of Condolence would be placed in the Library with a suitable floral display and the flag at the Parish Office would be flown at half-mast. This plan would be fed back by the Clerk to TRDC as the originator of the request.

**Chorleywood Horticultural Society Autumn Show** – the Chair advised that he had attended the show and presented the prizes to the winners of the Allotment competition and other prizes.

**Chorleywood in Bloom** – the Chair advised that the working group had met the previous day and agreed on the changeover from Summer to Winter planting and baskets would take place on the 1<sup>st</sup> October and that any help would be welcome. Cllr Raj Khuroya volunteered his services.

**WW1 Commemoration weekend 8-11<sup>th</sup> November** – the Chair advised that on the 10<sup>th</sup> November the Parish Council would be hosting an indoor street party event assisted by the WI and RVS followed by entertainment from groups that use the War Memorial Hall to be directed by Cllr Carol Kristian, again some volunteers to help on the day were needed. He advised that for this year only the Remembrance Service on Sunday 11<sup>th</sup> November would be at the War Memorial Hall, not the Church and could Councillors please indicate in advance whether they would be attending. On the 8<sup>th</sup> and 9<sup>th</sup> the Bookshop and Film Club respectively were holding events.

**20 Years' Service by the Clerk** – The Chair advised all Members that he was delighted to advise that the Clerk had achieved 20 years' service with the Council in July of this year. He thanked the Clerk for her dedication to her work, the help and guidance she had given over this period to Cllrs, noting that the significant health issues she had overcome during that period would have forced others into early retirement. There would be a presentation lunch at the Parish Office on the 1<sup>st</sup> October at 1pm at the Parish to which all Councillors were invited to attend.

**18/40 QUESTIONS UNDER STANDING ORDER 9**

There were no questions under Standing Order 9.

## **18/41 CLERKS REPORT**

The Clerk highlighted the following items:

**GDPR** – this was moving forward, and a full report would be presented to Full Council when the full impact of the new regulations was better understood after a further two meetings had been held.

**Computers** – this would be resolved with the building refurbishment.

**Memorial Garden Main Parade** – A meeting had been held with the Residents Association to progress this. Cllr Rodney Kipps asked what was happening to the Twinning Christmas Tree and it was suggested that he contact David Hiddleston of the Residents Association. The Clerk advised that she had applied to TRDC for a grant to place a circular memorial bench around the tree by the Notice Board in the Village.

The Council

**RESOLVED**

To note the report.

## **18/42 COMMITTEE MINUTES**

The minutes were agreed as per the reports with additional comments on the minutes below

**Planning 3<sup>rd</sup> July 2018** – Cllr Raj Khiroya presented the minutes which were agreed

**Open Spaces 10<sup>th</sup> July 2018** – Cllr Tony Edwards presented the minutes.

### **Recommendation 1 Cemetery Fencing**

The Council

**RESOLVED**

To go ahead with the new fencing for the cemetery as per the quote taking the money from unallocated reserves

This was proposed by Cllr Tony Edwards, seconded by Steve Watkins and carried unanimously

### **Recommendation 2 Permissive Parking Area and Parking Meters**

The Council

**RESOLVED**

To go ahead with the replacement parking meters as stated with the money to be taken from unallocated reserves.

This was proposed by Cllr Tony Edwards, seconded by Cllr Jackie Worrall and carried unanimously.

**Planning 31<sup>st</sup> July 2018** – Cllr Raj Khiroya presented the minutes which were agreed.

**Neighbourhood Development Plan 7<sup>th</sup> August 2018** - Cllr Steve Watkins presented the minutes which were agreed.

**Neighbourhood Development Plan 21<sup>st</sup> August 2018** - Cllr Steve Watkins presented the minutes which were agreed.

**Planning 28<sup>th</sup> August 2018** - Cllr Raj Khiroya presented the minutes. There was discussion on the open meeting organised by TRDC regarding the planning application for the development in Lower Road to which District Cllrs and the Chorleywood Residents Association had been invited but not Parish Cllrs. Cllr Raj Khiroya advised Members that he had been invited to attend by the Residents Association but had respectfully declined. Members were advised that the Statutory powers of the Parish Council would be emphasised in the next edition of Chorleywood Matters and it was suggested that these also be made clear in articles in My News and put on the Notice Board in the Library. It was stated that the CRA was a very good

organisation representing residents of Chorleywood but that it was not a statutory body with power to comment on planning applications.

**Policy & Resources 4<sup>th</sup> September 2018** – Cllr Steve Watkins presented the minutes.

**Recommendation1 Standing Orders**

The Council

**RESOLVED**

To adopt the new standing orders

This was proposed from the Chair and carried unanimously.

**18/43 ACCOUNTS FOR PAYMENT**

In response to a Member's question regarding the Council still issuing cheques, the Clerk advised that she had been trying to get the Bank Mandate changed since May and that once this was in place steps would be made to move to Bank transfers rather than cheques where possible.

The Council

**RESOLVED**

To note the report.

**18/44 EXCLUSION OF PRESS AND PUBLIC**

The Council

**RESOLVED**

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for the consideration of the confidential minutes of the Full Council 26<sup>th</sup> June 2018 and Policy & Resources Committee 4<sup>th</sup> September 2018

**20.42pm** The one remaining member of the public left the meeting.

**18/45 SOUTH LODGE**

The Clerk confirmed that the Planning Application issue had been resolved at Officer level

**P&R Recommendation 1**

The Council

**RESOLVED**

- 1 That the Clerk go ahead with the tender process for the South Lodge refurbishment
- 2 That the Clerk obtain a valuation and possible sale value of the table and chairs in the Council Chamber.

This was proposed from the Chair and carried unanimously.

In discussion of the refurbishment it was noted that the Officers would require temporary accommodation whilst the office refurbishment works were carried out and several options were suggested which the Clerk would follow up.

**18/46 CLOSURE**

The meeting started at 7.30pm, closed at 8.45pm

These minutes have been checked by the Chairman.

Signed .....Via email ..... Dated .....26<sup>th</sup> November 2018.....

These minutes have been agreed at Full Council and signed by the Chairman.

Signed .....Dated.....

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTIONS**

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
FC 16/65 Committee Mins OS 17/1/17	Resolution	Chorleywood Common Nature Trail That the Council spend £45k on the Nature Trail as this stage to provide two Wildwood Dens, Notice Boards and Carvings with funding from the Community Infrastructure Levy. <i>Ongoing Wildwood Dens completed, carvings commenced, Notice boards to follow when carvings in place</i>	Clerk
FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 2 Local Council Award Scheme	Resolution	That the Council works towards accreditation at the Quality Award level of the Local Council Award Scheme with Cllr Jane White as the Lead Councillor <i>Ongoing</i>	Cllr Jane White , Officers
FC 17/52 Acquisition of Assets	Resolution	That a working party of Cllrs Tony Edwards, Raj Khuroya, Rodney Kipps, Jill Leeming and Jane White be created to look in more detail at the feasibility study and come up with recommendations reporting in the first instance to the P&R Committee. <i>Ongoing</i>	Cllrs, Edwards, Khuroya, Kipps, Leeming and White
FC 18/42 Committee Minutes Planning 28 <sup>th</sup> August 2018	Action	Statutory powers of the Parish Council to be emphasised in the next edition of Chorleywood Matters and also be made clear in articles in My News and put on the Notice Board in the Library	Clerk

***Note: Completed actions will be removed one meeting after completion has been recorded.***

## **CHORLEYWOOD PARISH COUNCIL**

### **FULL COUNCIL MEETING**

### **Agenda Item 9.**

**Date: TUESDAY 11<sup>th</sup> SEPTEMBER 2018**

**Subject: CLERKS REPORT**

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**General Data Protection Regulations** –Further training will take place in December with two full day training sessions. The DPO Centre are going through all the generic information and give advice on how to store data and for how long. The Company will then advise the Council on what action that will be required.

**Remembrance Weekend 2018.** – This was a huge success. All events where sold out. The final total of amounts raised is still awaited, with monies still to come in from Chorleywood Film Club and Orchestra. Over 700 people visited the hall over the four days and the Council have received a large amount of positive feedback.

**Staffing** –Daniel Du Gard become a father for the first time, welcoming baby Rowan on 29<sup>th</sup> October 2018.

**Quiz Night** – This again was a great success, monies are still being collected but each of the 21 charities will receive approximately £375 with the Twinning Association winning the draw and getting £500

**Memorial Garden Main Parade** – Work on the Memorial Garden will commence in December. The Clerk is meeting with TRDC officers to try to get the area tidied up. TRDC have some funding and discussions are taking place with a local resident has offered to donate funds towards a memorial bench in the area.

**Neighbourhood Development Plan** –The draft plan is now out for consultation. A meeting was held between the TRDC officers who offered advice. The draft plan has been sent to a consultant to see if the plans meets the criteria and will offer a traffic light system for consideration with the group moving forward. If all goes well the plan could be issued to the inspector in March 2019.

**Year End Accounts** – These have still not been formalised. The Account Company are now over two months outside the statutory requirements for end of year audits. As far as the Clerk is aware there are no specific issues.

**BT Phone Box** – Adoption of the BT box has now been completed. Prices are being obtained for the conversion works to be carried out.

**South Lodge** – The Clerk met with the surveyor on 27<sup>th</sup> November 2018, the finer details of the specification were agreed. The tender process will commence on Monday 3<sup>rd</sup> December with a return date of 20<sup>th</sup> December 2018. It is suggested that the Chairman call an extra ordinary meeting on Tuesday 8<sup>th</sup> January 2019, before Open Spaces to go through the tenders and award the contract. If this is agreed then it is anticipated that work will commence the first week in March 2019, with a completion date of Easter. The Cricket Club have agreed to let officers use the cricket pavilion for the duration of the works but the Parish will need to vacate the building by the end of April 2019.

**Allotments and Online Booking System** – demonstrations have taken place on two new computer systems which will link to the booking with the finance system and streamline the booking process. Prices are now being obtained and the information will be forwarded to the next P&R meeting.

**Budgets** – work is being carried out with creating the budgets for the forthcoming year. These will be finalised in the next committee cycle and will come to the next full council meeting for approval.

**Swillet Hall** – This is now in the ownership of the Parish Council and the building is insured. A meeting has been arranged for Members to look at a number of options on how to move forward.

**Elections** – Confirmation has been received from the Electoral Commission about rectifying the error in the Hertfordshire Electoral changes order 2015 which appeared to require Chorleywood Parish to hold an election in 2019.

The Commission has now laid a draft amendment in parliament which will bring the revised electrical arrangements into effect at the Council's next normal elections in 2022 rather than next year.

The order can be seen at <http://www.legislation.gov.uk/id/ukdsi/2018/9780111173381>

The draft order lays in Parliament for 40 sitting days before it is made. The 40<sup>th</sup> day was 30<sup>th</sup> November when the order will be made. Written confirmation will be made after this date.

To confirm the next scheduled election of Chorleywood Parish Council will take place in May 2022

**Planning Training** – The Clerk and Planning Officer attended planning training at TRDC. This was very informative and helpful. Whilst Councillors were invited unfortunately none were able to attend. TRDC are considering an evening session, which hopefully would be more accessible for Councillors to attend.

#### **Training undertaken, and outside meetings attended since the last meeting**

Meeting with Chorleywood Residents Association

Meeting regarding local social enterprise scheme.

Meeting with Chorleywood Golf Club

Allotment Management Training Course

Meeting with TRDC regarding the play space

Meeting to assess the call for sites documents

Meeting with the Chair, Vice Chair and HR on succession planning and roles and responsibilities

#### **Dates for your Diary**

**The Office will be closed from 2pm on Friday 21<sup>st</sup> December and will reopen at 9am on Wednesday 2<sup>nd</sup> January 2019**

**REPORT OF THE NEIGHBOURHOOD DEVELOPMENT PLAN ADVISORY COMMITTEE  
HELD ON 25<sup>th</sup> SEPTEMBER 2018**

**MEMBERSHIP & ATTENDANCE**

**Chairman:**      \* Vivien Lantree      (VL)

**Councillors**    \* Steve Watkins      (SW)  
                         Jackie Worrall      (JW)

**Committee Members**

                         \* Jon Bishop      (JB)  
                         Peter Dixon      (PD)  
                         Gareth Hunt      (GH)  
                         \* Robert Mann      (RM)  
                         \* Alan Manson      (AM)  
                         \* Richard Dwyer      (RD)

\* Denotes members present

**Officers present**      Yvonne Merritt – Clerk (YM)

Action Points and updated Draft Plans are issued with each set of minutes.

**18/56 APOLOGIES FOR ABSENCE**

There were apologies for absence from Peter Dixon, Gareth Hunt, and Cllr Jackie Worrall.

**18/57 APPROVAL OF THE MINUTES**

The minutes of the meeting dated 21<sup>ST</sup> August 2018 were approved as a true and correct record.

**18/58 MATTERS ARISING FROM THE MINUTES**

Chase HAPTC on the HRA and SEA before going out for consultation      (YM)

Find conservation area maps to be included in the document.      (YM)

**18/59 CONSULTATION PROCESS**

- Before going out for consultation it was agreed that the photographs would be added together with the map of conservation areas. (SW) (YM)
- A suitable design would be made for the front cover (YM)
- Additional photographs would be taken to identify the ‘rural feel’ of the village (JB)
- The amended copy would then be proof read for continuity and typos (JB) RD)

- The statistical information will be checked and if necessary updated (JB)

Subject to the responses received from HAPTC, it was agreed that the consultation process would commence 29<sup>th</sup> October until 7<sup>th</sup> December 2018.

- Two sessions would be arranged at Chorleywood library on the mornings of 17<sup>th</sup> and 24<sup>th</sup> November to speak to members of the public about the plan.
- The office 'info' address would be used for responses and those corresponding will be asked to correlate their comments to specific policy numbers.
- The consultation will be publicised on the Parish Council website, FB and twitter pages, with an article in Chorleywood matters.
- Press releases will be written for My News and Chorleywood Magazine
- The CRA will publicise the link in their newsletters and on their website.

**18/60 CLOSURE**

The meeting having commenced at 8.30 pm closed at 9.10 pm.

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

These minutes were agreed as a true and correct record and signed by the Chairman.

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

**REPORT OF THE OPEN SPACES COMMITTEE  
HELD ON 6<sup>TH</sup> NOVEMBER 2018**

**MEMBERSHIP & ATTENDANCE**

**Chairman:** \* **Tony Edwards**

**Councillors** **Janet Davies**  
**Rodney Kipps**  
\* **Jill Leeming**  
\* **Stuart Marshall**  
\* **Alison Preedy**  
\* **Steve Watkins (ex officio)**  
\* **Sarah Wright**  
\* **Jackie Worrall (ex officio)**

\* Denotes members present

**Officers present** Yvonne Merritt – Clerk  
Claire James – Deputy Clerk  
Daniel Du Gard – Conservation Ranger

There was one member of the public present.

**18/54 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Janet Davies and Rodney Kipps.

**18/55 DECLARATIONS OF INTEREST AND DISPENSATION**

None

**18/56 APPROVAL OF THE MINUTES**

The Committee

**RESOLVED**

That the minutes of the Open Spaces Committee meeting held on 18<sup>th</sup> September 2018 and the report of the Informal Allotment Users Meeting also held on the 18<sup>th</sup> September 2018 be approved as true and correct records.

**18/57 MATTERS ARISING FROM THE MINUTES**

**Allotment Users Meeting Report:**

**18/04 Deer at Copmans Wick-** The Clerk advised Members that the fencing was due to be completed later that week.

**18/05 Polytunnel** – This had not progressed further at this stage. Under consideration later in the meeting was the joining of the National Allotment Association which would be of assistance in such matters

**18/05 Bees** – Members were advised that no further approaches had been made for Bees at Copmans Wick

### **Open Spaces Committee Meeting Minutes:**

**18/41 Permissive Parking Area at War Memorial Hall** – Members were advised that as the slope from the road to the permissive parking area formed part of an official parish footpath, the HCC Rights of Way Officer was to be approached to see if they could fund suitable surfacing

**18/41 Resident's issue with area of the Common by the bus stop opposite the Rose and Crown** – The Clerk advised that she had received a further email from the resident following the response made on the resolution of this issue at the last committee meeting. The matter was once again discussed with the same conclusion being that nothing could be done. However, it was agreed that the Clerk would approach the bus company to discuss possible improvements by them to the bus stop.

### **18/58 FINANCIAL COMPARISON STATEMENT 2018/19**

The Committee considered the Financial Comparison statement with the following budget lines discussed:

**1500 Common Lettings** – The Clerk advised that the deficit on this budget line was due to the write off earlier in the year of unpaid invoices.

The Committee

**RESOLVED**

To note the report

### **18/59 OFFICER'S REPORT**

**Cemetery Fencing** – The Chair noted the new fencing was now in situ and looked very smart.

**Allotments** – The Clerk advised that she and the Allotments Administrator had attended an Allotment Administrators workshop which had proved to be very useful. Membership of the National Allotments Association for an annual membership fee of £50 (2018/19) had been raised. She advised that there were several benefits of joining such an organisation to both the council and tenants. For the Council it gave access to documentation and guidance which would assist the Council in discharging its responsibilities.

The Committee

**RESOLVED**

That the Council join the National Allotment Association for an annual membership fee of £50 (2018/19)

This was proposed By Cllr Jackie Worrall, seconded by Cllr Alison Preedy and carried unanimously.

**Education** – It was noted that the walks and talks by the Conservation Ranger and his regular feeds to Instagram and Twitter were being very well received and generating interest in the Common. It was suggested that the Admin Officer could download statistics on the numbers following both Instagram and Twitter.

The Committee

**RESOLVED**

To note the report.

### **ALLOTMENTS**

#### **18/60 OCCUPATION**

The Committee

**RESOLVED**

To note the occupation.

## **LAWN CEMETERY**

### **18/61 INTERMENTS**

The Committee

#### **RESOLVED**

To note the number of interments that had taken place.

## **COMMON AND GROVEWOOD**

### **18/62 PROPOSED WINTER WORKS BY THE GOLF CLUB**

It was noted that the works to the Oak tree adjacent to the 4<sup>th</sup> tee would require a contractor to inspect and carry out the necessary works.

The Committee

#### **RESOLVED**

To agree the proposed tree works by the Golf Club as listed in the report.

### **18/63 MEMORIAL BENCHES ON THE COMMON**

The Chair had inspected all the benches on the Common and the state of them was listed in the report. There were several benches, basic in construction which were not memorial benches and it was suggested that these could be replaced with memorial benches without increasing the overall number of benches on the Common. Subject to checks on the dedication of a couple of benches, it was likely that this could release up to 8 locations which could be offered to those currently on the waiting list for a memorial bench on the Common. Placing a time limit on a memorial bench, offering a renewal at the price of a new bench prevailing at the time of renewal, the time that should be allowed after a bench had been removed to it being replaced by another were all discussed. A copy of the West Herts Crematorium Rules was also circulated for information and contribution to the discussion. It was agreed that the Deputy Clerk would draft proposed Terms and Conditions as understood from the discussion for the next meeting. Meanwhile those on the Waiting list for a memorial bench on the Common would be approached with the locations of the existing basic benches that could be replaced with the standard common bench.

### **18/64 BOUNDARY CHANGES TO INCLUDE CHORLEYWOOD COMMON IN THE CHILTERN AREA OF OUTSTANDING NATURAL BEAUTY**

It was noted that a map of the area was required to ensure that inclusion of the Common formed a contiguous area. The Clerk advised that should the Common be included in the AONB then attached to this were responsibilities concerning the management of the area. However, it was felt that this was no different to the Management plan currently in place for the Common. It was noted that inclusion would give additional layers of protection.

The Committee

#### **RESOLVED**

That the Clerk progress with the Chiltern Conservation Board the inclusion of Chorleywood Common in the Chiltern AONB

This was proposed by Cllr Steve Watkins, seconded by Cllr Jackie Worrall and carried unanimously.

## **18/65 QUOTATIONS FOR INTERPRETATION AND WAYMARKING**

The tender exercise had produced three responses which gave slightly different offerings. Members opinions were sought on the different options. It was noted that if a mix across the three companies was chosen then the costs were likely to change as each company had quoted for the complete package of signage. The Clerk confirmed that the intention was for all existing signage to be removed from the Common with the new signage proposed by this project replacing it. There was general agreement that signage needed to be rustic for the Common. Clarification would need to be sought on the sizing of the way markers and there was discussion about the required height of the permissive horse track signs.

The Committee

### **RESOLVED**

To go with Option 1 from Company A without the carvings on the side panels/posts and without the roofs to the Interpretation panels but with router symbols on the way markers

This was proposed by Cllr Stuart Marshall, seconded by Cllr Steve Watkins and carried unanimously.

It was agreed that the design style and content should be available for the next meeting with the quotes adjusted accordingly

## **GENERAL**

### **18/66 FEES AND CHARGES**

The Committee

### **RESOLVED**

To agree the Fees and Charges as detailed in the report

This was proposed from the Chair and carried unanimously.

The Committee

### **RESOLVED**

To change the Allotment tenancy period from the current period of 1<sup>st</sup> April to 31<sup>st</sup> March to the period 1<sup>st</sup> October to 30<sup>th</sup> September

This was proposed from the Chair and carried unanimously.

### **18/67 REVISED BUDGET 2018/19**

The Committee

### **RESOLVED**

To note the revised 2018/19 budget

### **18/68 DRAFT BUDGET 2019/20**

The following additions were agreed:

Parking Meters – Capital

4670 Cemetery Maintenance increase by £600 for the weed suppressant application twice a year in the Cemetery

4700 Trees to be increased to £6500 based on the experience of recent years tree works

Capital for signage (other than that discussed and agreed under Minute 18/65) to be included at £5K.

The Committee

**RESOLVED**

To note the report with the agreed additions

This was proposed from the Chair and carried unanimously.

At **9.38pm** the meeting was suspended to allow Michael Hyde, Chairman of Friends of Chorleywood Common (FOCC) to speak about the Nature Trail and also the proposed Play area by TRDC. He suggested that there would be benefits to all of both the Parish and the District Councils taking more of a partnership approach to the provision of play area facilities

The Chair asked whether the views expressed were personal or those of the FOCC, to which the response was given that at this stage they were his personal views but they would be put to the FOCC committee the following day.

The meeting was reconvened at **9.43pm**

**18/69 PARISH PATHS**

Nothing to report.

**18/70 FOUR YEAR VISION**

The Clerk advised that there were several carvings still to be completed for the Nature Trail. She also advised of a possible surface of crushed granite that might be possible for the permissive parking area and was currently being researched further. With respect to the Parking Review Cllr Jackie Worrall offered to put something together to start the discussion which the Chair accepted with thanks

**18/71 HEALTH AND SAFETY**

Nothing to report, the report from the recent safety inspection was still awaited.

**18/72 CLOSURE**

The meeting having commenced at 7.30 pm closed at 10.00pm.

Signed .....Agreed via email..... Date .....27.11.18.....

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

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

## SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
OS 16/76	Action	To write an article for the next edition of Chorleywood Matters explaining the CiL rules and the use of the initial monies received for the Nature Trail. <b>Ongoing: target Spring issue of Chorleywood Matters</b>	Cllr Raj Khiroya
17/35	Action	To advise and explain the legislation covering cycling on the Common to local schools for further dissemination and use social media and the Parish Council website to further support this action to discourage cyclists from using the Common. <b>Ongoing – items under the new Common Code of Conduct would cover this with appropriate signage</b>	Clerk
17/90	Action	Contact HCC with regard to licence to work in the Memorial Garden. <b>Completed</b>	Clerk
18/04	Action	Sky Vision had now moved – the Clerk to make contact with the Letting Agent to advise of the parking arrangements. <b>Ongoing</b>	Clerk
18/13	Action	The addition of GPS locations and QR Codes to the walks descriptions and a walks tool used by some Cllrs to be investigated. <b>Ongoing</b>	Deputy Clerk
18/16	Action	Cllr Briefing topics: Process for arranging a Burial at the Lawn Cemetery (July) Mapping System (September)	Officers
18/16	Action	The Herts County Rights of Way Officer be invited to give a presentation to all Councillors at Full Council. <b>Ongoing</b>	Deputy Clerk
18/23	Action	Budget provision to be made for two applications of weed Killer and growth suppressant for the Lawn Cemetery grass. <b>Completed</b>	Clerk
18/23	Action	The idea of using weed suppressant membrane after strimming of vacant plots be looked at by the Rangers and Admin officer. <b>Ongoing</b>	Admin Officer & Rangers
18/57	Action	The Clerk to approach the bus company to discuss possible improvements by them to the bus stop.	Clerk
18/59	Action	The Admin Officer to download statistics on the numbers following both Instagram and Twitter.	Admin Officer
18/63	Action	The Deputy Clerk would draft proposed Terms and Conditions for Memorial Benches.	Deputy Clerk
18/70	Action	Cllr Jackie Worrall to put something together to start the discussion on the Parking Review item in the Four Year Vision	Cllr Jackie Worrall

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE  
MEETING ON TUESDAY 13<sup>th</sup> NOVEMBER 2018**

**MEMBERSHIP AND ATTENDANCE**

Chairman: \* Cllr Rodney Kipps

Members: -

Cllr Harry Davies  
\* Cllr Richard Killick  
Cllr Carol Kristian  
\* Cllr Ken Morris  
\* Cllr Alison Preedy  
\* Cllr Debbie Rosario  
\* Cllr Steve Watkins (ex officio)  
\* Cllr Jackie Worrall (ex officio)

Also in attendance

\* Yvonne Merritt – Treasurer  
\* Michelle Putman – Secretary

**18/19 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Harry Davies and Carol Kristian

**18/20 DECLARATION OF INTEREST AND DISPENSATION**

Cllr Rodney Kipps wished to declare an interest in item 5, Royal British Legion.

**18/21 APPROVAL OF THE MINUTES**

The Committee  
RESOLVED

The minutes of the meeting dated 25<sup>th</sup> September 2018 were approved as a true and correct record.

**18/22 MATTERS ARISING**

**18/14 Secretaries Report**

**WW1 Events**

The Chairman wished to thank you to everyone who attended the WW1 weekend of Remembrance and the staff for a good event on Saturday 10<sup>th</sup> November. All WW1 events were successful including the Service of Remembrance on Sunday 11<sup>th</sup> November 2018 in the War Memorial Hall.

**Boiler**

The flue was replaced, but unfortunately British Gas condemned it due to leakages from the bottom of the boiler and the War Memorial Hall was left with out heating.

The Treasurer advised that the original invoice for the flue has not been settle yet as officers were awaiting clarification from British Gas on the exact failures and if they could be related to the flue.

The new flue has been replaced but is now at a different angle from the boiler. It was noted that the flue liner was in tact and did not need replacing therefore there was a saving of £780 on the original quotation. However, part of the wall was removed to get the new flue in. The company that put the new flue in have said they will make good the hole with a metal sealing plate for £150.00 + VAT.

The Committee

RESOLVED

That a new metal sealing plate be ordered for the boiler room to cover the hole in the wall at a cost of £150.00

18/22

## **SECRETARY'S REPORT**

### **War Memorial Hall**

#### **Boiler**

When the boiler was condemned by British Gas, Officers purchased 14 gas oil filled radiators to maintain some heat within the hall.

For each booking, the officer went down to meet the hirers to advise that there was no heating and that oil filled heaters were being used temporarily. All the hirers were fine with the situation. CADS hired the hall for a week, and whilst the weather had turned colder, the hall still was kept above the minimum temperature. CADS made several complaints and were not happy with the situation.

On the evening of Tuesday 30<sup>th</sup> October the electricity supply was compromised due to overloading from the fires and the stage lighting being on at the same time.

An electrician was called out and arrived Wednesday morning to fix the problem upgrading the fuse which would enable the heating and lights to be on at the same time. Other suggestions were made to ensure that the system did not fail, which worked for the duration.

The flue has now been replaced and the boiler is now up and working.

The Electrician has suggested that when looking at having a smart meter fitted that officers ask the Electricity Board to upgrade the fuse from a 60amp to a 100amp. This will avoid any repeat of the electricity failure.

Cllr Jackie Worrall also noted that when the lights went out in the Common Room the emergency lighting did not work - the Electrician will look at this.

#### **WW1 Event**

The Clerk thanked Carol Krisitian for the WW1 show on Saturday 10<sup>th</sup> November, 2018.

#### **CKTS**

The Committee discussed the hire charges for CKTS and felt that the hire charges were fair due to the size of the hall and the stage. Giving preferential treatment would create president.

The Committee

RESOLVED

To keep the hire charges as current .

This was proposed by Cllr Ken Morris, seconded by Cllr Jackie Worrall and unanimously approved.

## **CLEANING**

The Committee considered charging large hirers of the hall such as weddings and festivals an additional £100.00 to clean the hall following their booking.

The Committee  
RESOLVED

To approve an additional charge of £100.00 per large booking for cleaning of the hall from April 2019.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Alison Preedy and unanimously approved.

## **CARETAKER**

It was suggested that a local advert is put in the notice boards to advertise for another part time caretaker .

The Committee  
RESOLVED

To approve advertisement for an additional part time caretaker

This was proposed by Cllr Jackie Worrall, seconded by Cllr Debbie Rosario and unanimously approved.

## **SOUND ENGINEER**

The Committee felt that all the assistance received from the Sound Engineer was very much appreciated and that it was felt that a £500 a year honorarium be paid to him. It was also felt that investigation should be made into whether he gets paid from the other bookings that he helps out with.

The Committee  
RESOLVED

To approve the honorarium of £500.00 a year .

This was proposed by Cllr Alison Preedy, seconded by Cllr Steve Watkins and unanimously approved.

## **CHORLEYWOOD BOOKSHOP**

The Committee considered the request from Chorleywood Parish Council and agreed that the Secretary contact the Bookshop to ask for the number of people that left the booksale and asked for a refund, due to the breakdown of heating, so that the Council could further consider the request.

## **HEADPHONE/LAPEL MICROPHONES**

The Committee were advised that for £200.00 two normal microphones and two microphones that could either be used as head or lapel microphones could be purchased, as recommended by the Sound Engineer.

## **WORKS FOR WATER PENETRATION**

As per the quotation, the contractor will not know the extent of the costings until he starts to remove the parapet wall, therefore the quotation costs are per meter. The Clerk was asked to monitor the situation.

The Committee

RESOLVED

To approve the contractor to start work on the Parapet wall as per the quote

This was proposed by Cllr Debbie Rosario, seconded by Cllr Alison Preedy and unanimously approved.

### **WMH FLOOR**

The Committee were concerned that the flooring at the War Memorial Hall has come back onto the agenda. There was concern that the previous work on the floor was only carried out a couple of years ago. The Committee asked officer to find out if the floor is re stripped and varnished, how long was the varnish was likely to last and if the contactors offered any forms of guarantee.

### **BULLSLAND HALL**

The Committee noted the report.

### **COMMON ROOM**

The Committee noted the report.

### **GENERAL**

#### **Royal British Legion**

The Chairman, Cllr Rodney Kipps had declared an interest and did not take part in the discussion. Cllr Steve Watkins took the Chair.

The Clerk again advised the details within the renewed lease agreement, which allowed for subletting of the hall in return for the RBL taking control of full repairs and maintenance of the building. She also advised that despite the request the audited accounts had not been forthcoming.

The Secretary read out the terms within the lease.

It was agreed that as the new lease had been signed only a year ago it was important that the RBL realise their responsibilities. It was also noted that it was in the Council's interest to ensure that the Council buildings was kept in good order, however as the Council had a number of tenants with similar clauses in their leases it was felt that paying for repairs, would set precedent.

With all this in mind The Committee

RESOLVED

That the RBL be advised that they will be required to pay for replacement windows as per the terms of their lease.

That the Council will need to approve the contactor and be kept informed of works taking place.

This was proposed by Cllr Steve Watkins, seconded by Cllr Richard Killick unanimously approved.

### **Bullsland Hall**

It was noted that the hall was very much underused. Cllr Debbie Rosario agreed to put together some publicity material for publication and circulation in order to try to encourage trade.

**18/23**      **TREASURERS REPORT**

The Committee  
RESOLVED  
To note the report

**18/24**      **REVISED BUDGET 2018/19**

The Committee studied the figures and  
RESOLVED  
To approve the report

This was proposed by Cllr Ken Morris, seconded By Cllr Jackie Worrall and unanimously approved.

**18/25**      **FEES AND CHARGES 2019/20**

The Committee  
RESOLVED  
To approve the fees and charges for 2019/20 as per the report

This was proposed by Cllr Debbie Rosario , seconded byh Cllr Jackie Worrall and unanimously approved.

**18/26**      **DRAFT REVENUE AND CAPTIAL BUDGET**

Members looked at the budgets and agree to include £500 within the revenue budget for advertising. Other than that the Councillors where happy with the figures produded

The Committee  
RESOLVED  
That £500 be added to the revenue budget for advertising  
That the revenue and capital budgets be approved as per the report

This was proposed by Cllr Jackie Worrall, seconded by Cllr Debbie Rosario and unanimously approved.

**18/27**      **FOUR YEAR VISION**

Cllr Jakcie Worrall updated the committee on work she was carrying out with regard to parking for the Open Spaces Committee, in the future this could have an impact on the parking area used by visitors to the War Memorial Hall.

Members discussed the refurbishment to the Hall, in the previous item the financial position had been explained. It was noted that both the heating system and kitchen would need to be replaced in the future but at present these were low priority. It was necessary however to keep putting money away into the capital budgets to ensure that money was available when the works were required.

**18/28**      **HEALTH AND SAFETY REPORT** – Nothing to report

**18/29**      **CLOSE**

The meeting having commenced at 7.30 pm, closed at 9.20 pm

Signed .....These minutes have not been checked..... Date .....27.11.18.....

These minutes were agreed as a true and correct record and signed by the Chairman.

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

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION**

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
16/35	Action	Leases for the Hollybush and CKTS <b>Ongoing</b>	Clerk
17/06	Action	Re-look at the storage areas for bin sheds at the WMH <b>Ongoing</b>	Clerk
17/09	Action	Obtain quotations for works identified from surveyors reports for the next meeting <b>Ongoing</b>	Secretary
17/17	Action	To create a user guide for the dishwasher at both halls, including photos, and laminating them for display at the halls <b>Ongoing</b>	Secretary/Cllr Kipps
17/17	Action	To include works to the parapet walls at the WMH on the works schedule out <b>-agreed</b>	Secretary
17/21	Resolution	Investigate on line booking systems for the halls <b>Ongoing</b>	Clerk
17/46	Resolution	Investigate alternative suppliers for internet at the Bullsland Hall <b>ongoing</b>	Secretary
17/55	Action	That the Caretakers be asked to check all electrical equipment prior to commencement of bookings and report any faults <b>ongoing</b>	Secretary
17/55	Action	Change booking form to advise of no parking outside halls during bookings <b>ongoing</b>	Clerk
17/55	Action	Order sign for outside hall regarding parking <b>ongoing</b>	Secretary
17/55	Action	Obtain quotation for hatching outside WMH	Secretary
17/55	Action	Speak to HR about new caretaker job to include monitoring of halls <b>ongoing</b>	Clerk
18/05	Action	Order sign and noticeboard for outside WMH <b>Completed</b>	Secretary
18/05	Action	eBay chairs and advertise on social media <b>ongoing</b>	Secretary
18/14	Action	Order new toilet flushes for lady's toilets <b>ongoing</b>	Secretary
18/21	Action	Order backing plate for boiler	Secretary
18/21	Action	Change Fees & Charges sheet to include cleaning costs	Secretary
18/21	Action	Place adverts for new Caretaker and Cleaner	Secretary/Clerk
18/21	Action	Order new microphones and head mics	Secretary
18/21	Action	Write to RBL re windows	Clerk
18/21	Action	Send Bullsland Pictures and info to Cllr Rosario for publicity material	Secretary
18/21	Action	Create publicity materials for Bullsland Hall	Cllr Rosario
18/26	Action	Add £500 to revenue budget 19/20 for advertising	Clerk

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 20<sup>TH</sup> NOVEMBER 2018**  
**MEMBERSHIP & ATTENDANCE**

**Chair:** \* Steve Watkins

**Councillors:** \* Harry Davies  
\* Tony Edwards  
\* Rodney Kipps  
\* Raj Khiroya  
\* Alison Preedy  
Jane White  
Jackie Worrall

\*Denotes members present

**Officers Present:** Yvonne Merritt – Clerk to the Council  
Claire James – Deputy Clerk

**18/38 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllr Jane White and Cllr Jackie Worrall.

**18/39 DECLARATIONS OF INTEREST AND DISPENSATION**

There were no Declarations of Interest or Dispensations.

**18/40 APPROVAL OF MINUTES**

The Committee

**RESOLVED**

That the minutes of the meeting dated 4<sup>th</sup> September 2018, be approved as a true and correct record.

**18/41 MATTERS ARISING FROM THE MINUTES**

**18/35** In answer to a Members question, the Clerk advised that the Council Surveyor was coming in the following week and the sale of the table and chairs would be discussed then.

**18/42 FINANCIAL COMPARISON STATEMENT 2018/19**

It was noted that Village Day income was currently understated due to cash yet to be paid in and income received in advance (ie before the start of the financial year) not yet being brought forward.

The Committee

**RESOLVED**

To note the report

**18/43 QUARTERLY CASHBOOK**

The Committee

**RESOLVED**

To note the report

**18/44 REVISED BUDGET 2018/19**

The decrease of £1255 in the budget for this year for the reasons stated in the report was noted. The final figure for the WW1 event was not yet available but it was suggested that the expenses for the tea party be vired over from the Village Day profit and all proceeds from the event could then be given to the two Charities Help for Heroes and the Royal British Legion.

The Committee

**RESOLVED**

To note the report and to carry across money from Village Day Expenditure to cover the costs of the WW1 Tea Party. That the proceeds made from the tea party goes to the two Charities Help for Heroes and the British Legion.

LGA 1972 s139(3) Charities and Public Gifts

This was proposed from the Chair and carried with one abstention.

The Committee

**RESOLVED**

To note the revised budget 2018/19

**18/45 DRAFT REVENUE AND CAPITAL BUDGET 2019/20**

The Committee deferred this item to speak about agenda item 9 before coming back to this item to discuss the budgets.

It was suggested that the revenue budget be the focus of this meeting and capital to be covered in more detail at the next meeting when the costs for the Office refurbishment would be better quantified.

Following on from 18/46 £5,000 would be added to the revenue budget for repairs to the Swillett Hall. Members wished to defer the capital budget analysis to the next meeting.

The Committee

**RESOLVED**

To approve the Revenue Budget with the addition of the £5,000 for repairs to the Swillett Hall, as per minute 18/46.

To defer the Capital Budget allocation until the next meeting.

This was proposed from the Chair and carried unanimously.

#### **18/46 SWILLETT HALL**

The Clerk advised that the Swillett Hall was now in the ownership of the Council and that the Council had a legal responsibility to the tenant. The Clerk had been in touch with her to arrange a meeting. The Solicitor effecting the transfer of the asset had advised of a similar acquisition by another Charitable Trust who had taken over a similar project in Northwood and offered to arrange a visit to the premises to meet the trustees. It was agreed that the Clerk would arrange a date for this visit and meeting with the trustees.

The Committee

##### **RESOLVED**

1. That the Clerk organise a visit by Councillors to a similar hall in Northwood via the Solicitor.
2. That £5,000 be placed in the revenue budget for repairs to the Swillett Hall
3. That the hall remains in the Policy and Resources Committee for the time being as it was a Council asset.
4. That a visit to the Swillett Hall be organised for the Councillors.

This was proposed from the Chair and carried unanimously

At 8.15pm the Clerk left the Meeting and the Deputy Clerk stepped in to Clerk the meeting.

#### **18/47 INTERNAL AUDIT REPORT**

The Chairman highlighted the audit had been passed with flying colours and asked that the thanks of the Councillors be passed on to all concerned for the splendid job that had been done evidenced by the report.

The Committee

##### **RESOLVED**

To approve the excellent report

This was proposed from the Chair and carried unanimously

#### **18/48 PHOTOCOPIER LEASE**

It was noted that the quotation had been obtained from the Herts Consortium who had recommended the best quote received which was actually lower than the current photocopier lease.

The Committee

##### **RESOLVED**

To accept the quotation as listed and enter into a three-year agreement

This was proposed by Cllr Raj Khuroya, seconded by Cllr Harry Davies and carried unanimously.

## **18/49 FOUR YEAR VISION**

Members considered the items within the Four-Year Vision. It was noted that the Property Register was not yet in place but needed to be moved forward. The Clerk would be asked to set up a meeting of the Working Group. An email should also be sent to all Councillors inviting anyone interested in joining the working party to come forward to replace ex Councillor Jenny Wood who had been on the working group when a Cllr. It was noted that the Office Accommodation was moving forward with a temporary location of the Cricket Club to be used during the works to the building. Requisition of Assets could now be renamed the Swillett Hall and had been discussed earlier in the meeting. Two of the Cllrs on the working party voiced the view that they had not been given the opportunity to attend the first meeting of the group. The Deputy Clerk advised that the Clerk would have invited all members and therefore it was not clear why two members felt that they had not been given this opportunity.

The discussion digressed onto communication not being as good as it used to be with some Members raising the bulletins to Councillors that had previously been used to keep them informed but were no longer issued. There was also sometimes confusion over the email addresses of the officers which led to incorrect assumptions of the content of emails eg the Halls email being used for planning. The Deputy Clerk advised the email addresses in use and that it was not practical to have several email addresses for each officer but that the title of the email should always make the content clear.

It was noted that the Succession Planning item was being moved forward with a meeting later in the week.

The Committee

### **RESOLVED**

To note the report.

## **18/50 HEALTH & SAFETY**

Members registered their concern at the issues raised by the report and discussion took place on how to move the issues forward. The Deputy Clerk suggested that it was the Council as the employer who had responsibility for Health and Safety which some Members took exception to.

It was suggested that the Council employ an outside company to assess what needed to be done to address the issues. Clarification was sought on what this would give in addition to the report under consideration carried out by an independent body and whether an outside company would then be responsible for taking the remedial action. It was confirmed that the remedial action would still be down to the Council.

The discussion digressed into overtime and the Deputy Clerk advised that there were rules in place for what rate was charged when and this and a breakdown of figures could be provided if required as had been offered by the Clerk for any budget line that needed clarification. It was further noted that all expenditure was signed off by Councillors through the finance reports presented to Full Council and Committees regularly and no increases to any budget were made without the sign off by the Council.

Returning to the issues raised by the report, Members asked the Deputy Clerk what was wanted by the Officers. She suggested that one or two of the Cllrs working with the Clerk and Deputy Clerk on an action

plan to address the issues raised would be beneficial. It was suggested that as it was the Health and Safety of the Officers under consideration then the Officers should come up with the plan.

It was agreed that the Officers be asked to get the necessary companies in for the elements that were needed outside the Council eg Asbestos surveys, noting in passing that the asbestos survey for South Lodge be requested from TRDC, and that they draw up an action plan that would be regularly reviewed by the Committee. Councillors should be informed of any significant progress or completion of actions between committee meetings by email. It was further suggested that the H & S Auditor be asked to come back in 2-3 months to review progress which would also act as a driver to get things done.

The Deputy Clerk advised that the remedial action would exceed the remaining current Health and Safety budget and an increase to the budget was discussed.

The Committee

**RESOLVED**

That Officers be given licence to carry out the urgent remedial actions required within the Clerks current signing powers and agreed an increase to the Health and Safety budget of £2,500 to assist with this. Councillors to be kept informed via email and as a regular report to the Policy and Resources Committee.

This was proposed from the Chair and unanimously approved.

**18/51 ACCIDENTS AND COMPLAINTS RECEIVED**

Nothing to report

**18/52 CLOSURE**

The meeting having started at 7.30pm closed at 9.10 pm

These minutes have been checked by the Chairman.

Signature .....Approved via email..... Date.....27<sup>th</sup> November 2018.....

These minutes were agreed as a true and correct record at the Policy & Resources meeting and signed by the Chairman.

Signature ..... Date .....

## SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
17/29	Action	To invite a number of alarm companies to review existing system and advise on replacement options. <i>Ongoing</i>	Deputy Clerk
17/60	Action	South Lodge – once planning permission is received to go out to tender for the works. <i>Ongoing</i>	Clerk
17/60	Action	South Lodge – continue with the process of renewing the lease. <i>Ongoing</i>	Clerk
17/60	Action	Requisition of Assets – once the handover of the asset agreed, ask the surveyor to create a schedule of immediate works. Cllrs to meet to decide on the future of the building in the short medium term. <i>Ongoing</i>	Clerk Cllrs working party
17/60	Action	Strategic Planning – Chair and Clerk to meet to discuss this further. <i>Ongoing</i>	Chair, Clerk
17/60	Action	IT – Clerk to arrange meeting with Cllr Marshall to discuss IT needs before going out to tender. <i>Ongoing</i>	Clerk – Cllr Marshall
17/64	Action	Ordering of a Memorial Plaque. <i>Ongoing</i>	Clerk
17/77	Action	To review the list of leases to ensure that a minimum payments was made <i>Ongoing</i>	Clerk
18/30	Action	WW1 Event – order memorial bench and apply for the necessary permissions from TRDC. <i>Ongoing</i>	Clerk
18/32	Action	Note that the work identified in the electrical inspection should be carried out within the next nine months. <i>Ongoing – this would be undertaken with the refurbishment works</i>	Deputy Clerk
18/35	Action	To go ahead with the tender process if planning permission was granted <i>Ongoing- a meeting was being held with the Surveyor in November to move this forward</i>	Clerk
18/35	Action	To obtain valuation and sale price for the table and chairs in the council chamber and report back. <i>Ongoing</i>	Clerk
18/49	Action	To set up a meeting of the Working Group. An email to be sent to all Councillors inviting anyone interested in joining the working party to come forward to replace ex Councillor Jenny Wood who had been on the working group when a cllr	Clerk
18/50	Action	It was agreed that the Officers be asked to get the necessary companies to address the H&S elements that were needed outside the Council eg Asbestos surveys, noting in passing that the asbestos survey for South Lodge be requested from TRDC, and an action plan be drawn up to be reviewed regularly by the Committee. Councillors to be informed of any significant progress or completion of actions between committee meetings by email. The H & S Auditor to be asked to come back in 2-3 months to review progress.	Clerk / Deputy Clerk

**Note: Completed actions will be removed one meeting after completion has been recorded.**

Time: 13:25

## Current Account

## List of Payments made between 04/09/2018 and 26/11/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/09/2018	Petty cash	410742	119.64		petty cash
04/09/2018	Inland Revenue	410749	5,241.68		Tax & NI
04/09/2018	Herts County Council	410750	5,264.16		Superannuation
04/09/2018	FLEM	410743	31.50		Website Updates
04/09/2018	ASH RIDGE	410744	2,400.00		South Lodge Prep and Planning
04/09/2018	FALON	410746	781.50		mem Plaque Q632B
04/09/2018	FALON	410747	376.56		mem Plaque Q660
04/09/2018	FALON	410748	376.56		memorial Plaque
04/09/2018	FRAZINE JOHNSON	410764	1,770.00		Professional fees
11/09/2018	B GARDNER	410752	180.00		Chorleywood Village Day
11/09/2018	HERTS CC	410754	99.56		Stationary
11/09/2018	MR L TRILL	410755	30.00		SL Windows
11/09/2018	URBAN F	410786	552.00		common Birch Fell
11/09/2018	LAMPS TUBES	410760	782.88		Electrical Work to lamp Colum
11/09/2018	TWI	410757	115.20		online Backup Aug 18
11/09/2018	FALON	410680	440.16		Mem Plaque
11/09/2018	FALON	410726	440.16		mem Plaque
11/09/2018	FALON	410753	781.50		Mem Plaque Q704
11/09/2018	Mr S Marshall	410765	68.38		Hosting of Website
11/09/2018	Mrs L Watts	410774			Salary
11/09/2018	Mr C Watts	410773			Salaries
11/09/2018	Mr A Pinkstone	410772			Salary
11/09/2018	Mr P Palmer	410771			Salary
11/09/2018	Mr D Du Gard	410770		Total Salaries Sept £14083.02	Salary
11/09/2018	Mrs M Putman	410769			Salary
11/09/2018	Mrs Y Merritt	410768			Salary
11/09/2018	Mrs C James	410767			Salary
11/09/2018	Miss L Hamilton	410766	1,348.87		salary
11/09/2018	Mrs C James	410758	238.95		Petty Cash
11/09/2018	Mrs Y Merritt	410759	36.32		Petty cash
11/09/2018	Hertscc	410754	0.02		correction of input
17/09/2018	EON	DD	17.07		Gas South Lodge
17/09/2018	EON	DD	69.15		Elec South Lodge
17/09/2018	Bt	DD	29.52		Parish office Broadband Line
17/09/2018	TRDC	DD	96.00		NNDR Cemetery
17/09/2018	TRDC	DD	456.00		NNDR South Lodge
19/09/2018	Falon Nameplates	410763	376.56		Mem Plaque
20/09/2018	Coop Bank	DD	471.94		Credit Card
25/09/2018	CHUBB FIRE	410784	187.42		Fire Check
25/09/2018	FALON	410785	781.50		Mem Plaque Linden
25/09/2018	FALON	410780	64.56		Mem Plaque
25/09/2018	DISTRICT ENFORCEMENT	410786	6,431.04		Supply & Installation of machines
25/09/2018	BOATWRIGHT	410782	4,800.00		Cut & Lift of Common
25/09/2018	AMBEROL	4140783	110.64		matting & wicks
25/09/2018	KONICA	410775	328.14		Lease of Photocopier
25/09/2018	KONICA	410776	660.26		Copy & Print
25/09/2018	TRAVIS	410777	14.18		Screws
25/09/2018	FALON	410778	781.50		Mem Plaque Burton
25/09/2018	FALON	410779	781.50		Mem Plaque shearer
25/09/2018	BROXAP	410781	1,081.08		Recycling & Litter Bins
25/09/2018	Castle Water	DD	6.97		wastewater Charge
25/09/2018	Castle Water	DD	14.81		Cem Waste Water
25/09/2018	PHS	DD	90.30		Hygiene collection
25/09/2018	Amberol	410783	0.20		input correction
28/09/2018	Bottles by Design	BACS	131.40		WW1 Event
01/10/2018	Affinity Water	DD	100.21		DKL Allotments
01/10/2018	Affinty Water	DD	353.89		Swillett Allotments
01/10/2018	Bt Group	DD	108.84		Parish office Fax Line
01/10/2018	Shire Leasing	DD	237.41		Shire Leasing
02/10/2018	GEOBROWN	410788	31,944.00		Outfront Mower
02/10/2018	HAPTC	410789	100.00		Allotment Management
02/10/2018	COMPLETE	410790	348.00		Weed Control Lawn Cem
02/10/2018	DAVIES BROS	410791	1,184.03		CWIB Plants & Hanging Baskets

## List of Payments made between 04/09/2018 and 26/11/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/10/2018	FLEM	410794	72.00		Website Updates
02/10/2018	GEOBROWN	410787	684.05		oil, grass seed, cloths etc
02/10/2018	Herts County Council	410792	5,418.70		Superannuation
02/10/2018	inland Revenue	410793	5,497.58		Tax 7 NI
02/10/2018	Bank Instant Access Account	Trans2	136,784.12		TMP
03/10/2018	British Gas	DD	31.04		Boiler Service contract
05/10/2018	Co-op Bank	DD	30.00		Bank Charges
15/10/2018	TRDC	DD	679.00		Trade & Recycling collections
15/10/2018	trdc	DD	96.00		Lawn Cem Rates
15/10/2018	TRDC	DD	456.00		South Lodge Rates
16/10/2018	BT	DD	635.32		Parish Office Lines
17/10/2018	OLD BILLS	410115	300.00		Glis Glis Visits
17/10/2018	FALON	410800	376.56		Mem Plaque Q629
17/10/2018	ADUITING SOL LTD	410799	464.40		Internal Audit 18/19 First
17/10/2018	ADUITING SOL LTD	410798	237.60		Independent Examiner 20/09/18
17/10/2018	TBS HYGIENE	410797	338.40		Dog Bin Collection
17/10/2018	OLD BILLS	410796	50.00		Wasp Nest Treatment
17/10/2018	TRAVIS	410795	245.09		Fence Posts, Postcrete, timber
17/10/2018	BOATWRIGHT	410801	720.00		Common Flail Cutting
17/10/2018	LAMPS TUBES	410802	2,284.80		Christmas Lights
17/10/2018	NEOPOST	410803	164.58		Franking Machine Rental
17/10/2018	TWI	410804	115.20		Online Backup Aug18
17/10/2018	TWI	410805	834.16		Quarterly report
17/10/2018	Mrs Y Merritt	410806			Salary
17/10/2018	Mrs C James	410807			Salary
17/10/2018	Miss L Hamilton	410808			salary
17/10/2018	Mrs M Putman	410809			Salary
17/10/2018	Mr C Watts	410810		Total Salaries October £14853.35	Salary
17/10/2018	Mr A Pinkstone	410811			Salary
17/10/2018	Mr P Palmer	410812			Salary
17/10/2018	Mr D Du Gard	410813			Salary
17/10/2018	Inland Revenue	410815	5,814.93		Tax & NI
17/10/2018	Herts County Council	410816	5,635.21		Superannuation
17/10/2018	EON	DD	72.43		Elec South Lodge
17/10/2018	BT	DD	31.08		SL Broadband
18/10/2018	Co-Op Bank	DD	243.08		Credit Card
22/10/2018	Affinity Water	DD	17.77		Clean Water Cem
22/10/2018	Affinity Water	DD	19.93		SI Clean Water
22/10/2018	EON	DD	11.19		Gas South Lodge
25/10/2018	Castle Water	DD	6.67		South Lodge Waste Water
25/10/2018	Castle Water	DD	14.81		Cemetery Water
25/10/2018	castle Water	DD	0.30		payment adjust
06/11/2018	GEOBROWN	410816	760.80		Kubota lighting Kit
06/11/2018	CAME	410818	163.52		Commercial Motor Insurance
06/11/2018	JRB LTD	410819	1,038.00		Dog Bags
06/11/2018	FLEM	410820	85.50		Website Updates
06/11/2018	GEOBROWN	410821	11.53		Tommy Screw
06/11/2018	LAMPS TUBES	410822	743.81		Xmas Lights
06/11/2018	BYNE HAULAGE	410823	360.00		10 tonne topsoil
06/11/2018	YODO CREATIVE	410825	846.00		CW Matters
06/11/2018	HARRISONS	410826	302.15		refuse sacks
06/11/2018	TRIMLOCK	410827	4,296.00		Fencing
06/11/2018	BUTLER FUELS	410828	1,122.60		fuel
06/11/2018	BYNE HAULAGE	410829	240.00		Skip Drop & Return
06/11/2018	FALON	410834	376.56		mem Plaque
06/11/2018	TBS HYGIENE	410835	338.40		Dog Bin collection
06/11/2018	MAYDENCROFT	410836	1,327.20		Common Grazing
06/11/2018	HERTS CONSTABULARY	410837	7,125.00		PCSO
13/11/2018	TWI	410839	115.20		online Backup Oct18
13/11/2018	DAN	410840	60.00		logo and Poster edits
13/11/2018	Mr D Dugard	410840			Salary
13/11/2018	Miss I Hamilton	410841		Salary November £5296.27	Salary
13/11/2018	Mrs C James	410843			Salary

**Total Payments** 294,669.52

Time: 13:27

## Current Bank Account

## List of Payments made between 04/09/2018 and 26/11/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/09/2018	Inland Revenue	W404090	263.84		Tax & NI
04/09/2018	Herts County Council	W404091	722.83		Superannuation
04/09/2018	Mr J Ruth	W404089			Salary
05/09/2018	TRDC	DD	8,230.92		Error re Election Expenses
11/09/2018	Mr I trill	W404092	35.00		Window cleaning
11/09/2018	Mrs I watts	W404095			Salary
11/09/2018	Mr G Smith	W404096	Total Salary Sept £1952.13		Salary
11/09/2018	Mrs M Putman	W404097			Salary
11/09/2018	PREMIERCAT	W404093	96.00		Service Call
14/09/2018	Mrs M Putman	404097			Salary
17/09/2018	Eon	DD	10.11		Gas Bullsland Hall
17/09/2018	EON	DD	15.03		Elec WMH
17/09/2018	Eon	DD	20.97		Gas WMH
17/09/2018	EON	DD	21.59		Elec Bullsland
17/09/2018	TRDC	DD	14.00		NNDR Bullsland
17/09/2018	TRDC	DD	16.00		Hollybush Rates
17/09/2018	TRDC	DD	118.00		WMH Rates
18/09/2018	EON	DD	14.40		Elec Hollybush
20/09/2018	Co-op Bank	DD	2.00		Credit Card Charge
21/09/2018	Mr J Ruth	W404089			Salary
21/09/2018	Mr G Smith	W404096			Salary
24/09/2018	BT	DD	29.52		Bullsland Hall Wifi
25/09/2018	CHUBB FIRE	W404111	331.09		Fire Check WMH & Hollybush
25/09/2018	CHUBB FIRE	W404110	124.71		Fire Check Bullsland Hall
25/09/2018	PHS	DD	90.30		DOC Bullsland Hall
25/09/2018	PHS	DD	90.30		DCO War Memorial Hall
01/10/2018	Affinity Water	DD	28.57		Bullsland Hall Water
02/10/2018	Inland Revenue	W404112	262.67		Inland Revenue
02/10/2018	Herts County Council	W404113	733.22		Superannuation
02/10/2018	Mr J Ruth	W404114			Salary
05/10/2018	Co-op Bank	DD	1.91		Bank Charges
15/10/2018	TRDC	DD	877.00		Trade Refuse & Recycling
15/10/2018	TRDC	DD	14.00		Bullsland Hall Rates
15/10/2018	TRDC	DD	16.00		Hollybush Rates
15/10/2018	TRDC	DD	118.00		WMH Rates
15/10/2018	Popat Cheque	POPAT	102.60		Cheque Payment 188139
17/10/2018	HERTS CC	W404116	21.58		Floor Cleaner & polish
17/10/2018	A1 FLUE	W404117	2,218.80		War memorial Hall Flue
17/10/2018	Mr G Smith	404118			Salary
17/10/2018	Mrs L Watts	W404119	Total Salary £2355.68		Salary
17/10/2018	Mrs M Putman	404120			Salary
17/10/2018	Mrs C James	BACS	527.86		Radiators for WMH
17/10/2018	Inland Revenue	W404122	416.99		Tax & NI
17/10/2018	Herts County Council	W404123	777.20		Superannuation
17/10/2018	EON	DD	65.60		Elec Hollybush
17/10/2018	EON	DD	87.42		elc WMH
17/10/2018	EON	DD	19.50		Elec Bullsland
18/10/2018	co-op Bank	DD	2.00		Credit acrd
18/10/2018	co-op bank	DD	102.60		unpaid cheque
18/10/2018	CO-OP BANK	DD	6.00		unpaid che fee
22/10/2018	Affinity Water	DD	27.50		Hollybush Water
22/10/2018	EON	DD	11.95		Gas Bullsland
24/10/2018	Bt	DD	31.08		Bullsland Wifi
25/10/2018	British Gas	DD	35.32		Boiler service plan
30/10/2018	BT	DD	189.00		Halls booking Line
06/11/2018	Hirer	BACS	113.20		Refund of hall deposit
06/11/2018	Mr J Ruth	W404127			Salary
06/11/2018	Herts County Council	W404126	16.52		Teaspoons
06/11/2018	Ralph Brice Piano Services	W404129	70.00		piano tuning
06/11/2018	Philec	W404151	110.00		Electrical Works
06/11/2018	British Gas	W404132	2,076.30		Work to Boiler
13/11/2018	Mrs L watts	W404133			salary
13/11/2018	Mr G Smith	W404134	Total Salary Nov £2432.91		salary
13/11/2018	Mrs m putman	W404135			Salary

**Total Payments** 26,067.72

**CHORLEYWOOD PARISH COUNCIL**

**Full Council COMMITTEE MEETING**

**Agenda Item 12**

**Date: 4<sup>th</sup> December 2018**

**Subject: TRDC Play Space**

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**Committee Member:**

**Officer Contributors:** Clerk,

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Appendix 1

**Contact for further information:** Clerk

**1. BACKGROUND INFORMATION**

- 1.1 TRDC approached the Parish Council in 2012 requesting to place a formal play area on Chorleywood Common. Members of the Parish Council along with the Parish Rangers looked for suitable sites. A working party was set up in 2013.
- 1.2 On 1<sup>st</sup> October 2013 members discussed the proposed sites known as area 13 and 15 and rejected the proposals
- 1.3 Following the elections in 2014, the Parish Council received a motion in October 2014 to reopen the debate on the play area and agreed to set up a working party to look as suitable sites within the Parish of Chorleywood. The terms of reference were agreed at an extra ordinary meeting held on 28<sup>th</sup> October 2014. This was set up and included representatives from Grovewood, Chorleywood House Estate and Chorleywood Common. The working group was made up of representatives from the Parish and District Councils, the Residents Associations and Friends groups. Many meetings were held to look at all the sites and a weighting process implemented. At the end of the process Chorleywood House Estate came out as the most suitable site, however at the Open meeting held on 26<sup>th</sup> April 2016 the chair of the group changed the proposal and state that site 15 was the most suitable.
- 1.4 In September 2017, Three Rivers Leisure decided to go ahead with looking at area 15a which in their opinion would have the least ecological impact on the sites originally chosen. Officers of both councils have worked to try and find common ground. TRDC agreed to go with the Wildwood Dens, however the site still had H&S and safety issues.
- 1.5 TRDC carried out a public consultation in the summer of 2018, on the Three Rivers Wonder Wood, however the levels of support were mixed

*Approaching two thirds (64%) of respondents were in agreement with the proposed development of the Wonder Wood on Chorleywood Common, although there was a significant minority of respondents who strongly disagreed to it (29%)*

- *The majority of 154 respondents who had children living at home agreed with the proposed development of the Wonder Wood (78%) with 66% strongly agreeing*
- *The majority of the 125 respondents who did not have children living at home disagreed with the proposed development of the Wonder Wood (51%), with 39% strongly agreeing*
- *Breaking the results down a little further, from the 74 respondents who said that no-one they knew would use the Wonder Wood, the vast majority disagreed with the Wonder Wood (91%) with 78% strongly disagreeing.*
- *Just over half (51%) of respondents said that the inclusion of the Wonder Wood would encourage them to visit Chorleywood Common more often (with 32% saying much more)*

*Those in favour of the Wonder Wood simply felt that Chorleywood needed a central playground.*

*Those against the Wonder Wood were keen for the Common to be left untouched and for their ecological concerns to be heard. The majority were still in favour of a play area, but not on the common, some suggested Chorleywood House Estate. A minority felt that another play area was not necessary at all.*

A full copy of the report can be found at <file:///C:/Users/cw.clerk/Downloads/-07-appendix-b-chorleywood-consultation-report-2018.pdf>

1.6 At the TRDC Leisure Meeting the officer recommendation was as follows

*Recommendation*

*15.3 Chorleywood Wonder Wood proposal be put on hold until there is more conclusive evidence, showing that the local community are in favour of a new play space on the Common.*

*15.4 The funding for Chorleywood Wonder Wood be used to upgrade The Swillett play area as detailed at point 2.19.*

*15.5 The £50,000 funding allocated to The Swillett project in 2020/21 be brought forward to 2019/20*

1.7 TRDC Members went against the Officer Recommendation and the minutes of the TRDC Leisure, Environment and Community Committee meeting held on the 10<sup>th</sup> October 2018 stated that

*Following consultation, it had been recommended to put the Chorleywood Wonder Wood on hold until there was more conclusive evidence that the community were in favour of the scheme.*

*Members made the following points:*

- *Disappointment that there will not be a playground in the area.*
- *A Member said that given that the results of the survey showed that there was still a majority in favour of the development and there was a need for alternative play facilities within Chorleywood an amendment was proposed by Councillor Phil Williams that:*

*'Councillors recommend progressing with the project by formally approaching the Parish Council for permission to install the Wonder Wood at site 15a. However, should the Parish Council not wish to progress the scheme, Officers continue with the proposal to develop the Swillet play area as detailed within points 2.19, 2.20 and 2.21 of the report'.*

*This amendment was duly seconded by Councillor Alex Michaels.*

*A question was raised as to how much of the original £117,000 Chorleywood Wonder Wood budget had been spent. The Leisure Development Manager advised they were awaiting final cost details and would circulate to the Committee once received.*

- 1.7 The Clerk has now received a formal request from TRDC for the Parish Council to consider the proposal made above.

## **2. RELEVANT PREVIOUS DECISIONS**

### **15<sup>th</sup> January 2013 Open Spaces**

#### **Recommendation 1- Chorleywood Play Area**

There was concern expressed as to the exact distance from the Dew Pond to the proposed play area site 13 on Chorleywood Common. It was agreed that this would be measured out.

It was proposed from the Chair

That with suitable landscaping and implementation plan that Area 13 is the recommended site for a play area on Chorleywood Common subject to

- 1 The nature of the scheme including the type of equipment proposed
- 2 ongoing maintenance of the site
- 3 consideration to the lack of parking and
- 4 lack of a footpath.

This proposal was carried 10 in favour, two against and two abstentions.

### **Full Council 1<sup>st</sup> October 2013**

The Council

RESOLVED

That the Parish Council do not give permission for a play area to be placed on Chorleywood Common due to safety reasons and respectfully request that TRDC look at siting a play space within Chorleywood House Grounds

The vote was carried 12 in favour, 1 against with 3 abstentions.

### **Extra Ordinary Meeting Full Council 26<sup>th</sup> April 2016**

**15/89**

The Council

RESOLVED

that the Council rejects a play area on Chorleywood Common and respectfully suggest that TRDC consider a Play area in CWHE

This was carried with 10 votes in favour and 6 against.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 The Parish Council must consider the request from TRDC and consider the long term implications of siting a play space on Chorleywood Common

3.2 320 people completed the survey which equates to less than ½ % of the electorate.

#### **4. RISK MANAGEMENT ISSUES**

**4.1** Members must be convinced that all the H&S and environmental implications have been mitigated against, as ultimately if the Parish Council agrees to site 15a, and there were to be an accident or incident the Parish Council must be comfortable and be able to defend their decision

#### **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 If the Parish Council is minded to give permission, then a full planning application will be required together with a S38 application to DEFRA.

5.2 This is a lengthy and time consuming exercise, which will require Parish Officer time. Members will need to decide how much officer time is to be given to this project, and if it is to be rechargeable to TRDC.

#### **6 LEGAL ISSUES**

6.1 If the Parish Council are minded to give permission for the TRDC Wonder Wood to be placed at site 15a on Chorleywood Common, and it gets all the necessary planning permissions, the Parish Council will need to enter into a lease agreement with TRDC for the land to ensure that they have full responsibility for the site, including all the maintenance and H&S checks that will be necessary.

#### **7. RECOMMENDATIONS**

1. That Members of the Council formally consider the request from TRDC formally approaching the Parish Council for permission to install the Wonder Wood at site 15a.

***PLEASE NOTE:***

***THERE IS FURTHER INFORMATION AVAILABLE IN THE OFFICE FOR ALL OF THE ABOVE SHOULD ANYONE WISH TO SEE THE FILES***