

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the PARISH COUNCIL held in The Common Room, Common Road, Chorleywood, on
Tuesday 5th February 2019**

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
Michelle Putman – Admin Officer

18/60 PUBLIC FORUM

There were eight members of the public present. The Cricket Club and Mission EmployAble presented their joint venture plans for development of the Cricket Pavilion to the Council which were well received.

At 8pm five members of the public left the meeting.

The Chairman of Friends of Chorleywood Common addressed the Council about the Nature Trail and Play Area response from TRDC Local Plan. Chorleywood First Responders addressed the Council as part of their application for further grant funding from the Council which was to be considered later on the Agenda.

18/61 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

District Councillor Angela Killick presented a report to the Council covering the following items:

TRDC Local Plan
Trees and other 'green matters'
TRDC and South Lodge
Library
Post Office
Motorway Service Station Proposal between J16/17

With Member's agreement the Chairman brought forward discussion of Recommendation 2 of the Policy and Resources Committee 22.01.19 see min 18/69 (P&R Minutes)

At 8.25pm a further two members of the public left the meeting.

18/62 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Harry Davies, Janet Davies and Sarah Wright.

18/63 DECLARATIONS OF INTEREST AND DISPENSATION

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

18/64 APPROVAL OF MINUTES

The Council

RESOLVED

That the minutes of the Annual Meeting of the 4th December 2018 be approved as a true and correct record.

These were duly signed by the Chair

18/65 MATTERS ARISING FROM THE PREVIOUS MEETING

There were no matters arising from the minutes.

18/66 CHAIR'S ANNOUNCEMENTS

Call for sites – the Chair advised that at the Joint Parish meeting on the 7th January it had been agreed that a letter of objection would be sent to the TRDC.

Nature Trail – at a meeting of the Chorleywood Liberal Democrats on the 22nd January it was reported that County & District Cllr Phil Williams had had no luck in lobbying TRDC regarding the play area alternatives but would be continuing to do so.

Memorial Tree – Two weeks previous to the meeting a plaque in memory of Parish Ranger Dan Dynes had been placed on the Memorial tree.

South Lodge – Members were advised that a meeting had been held with TRDCs representative Adrian Smallwood regarding the lease and rent for South Lodge. It was noted that the Council surveyor was now in contact with the officer. It was likely that in the first instance the work on disability compliance could be offset against early rents. It was further noted that the Cricket Club accommodation had been secured from October to enable the work to take place on the Parish Office.

Personal development Plans (PDR) – The chairman advised that he and the Vice chair Cllr Jackie Worrall had recently completed the clerks PDR. As part of this it had been jointly agreed that one of her targets should be greater Cllr involvement in events and projects.

New Council – it was suggested that if any Cllr was considering standing down after the first year that, in order to minimise cost to the council of a possible election, that the Clerk be advised after the 11th February. This would allow any election to be combined with other elections taking place in May.

Chiltern Open Air Museum: The chairman advised that he had been the Council representative for this body for a number of years and sought a volunteer to take over this liaison role in May when the new council was constituted and representatives for a number of liaison roles agreed. It was noted as part of the discussion that the Clerk and the Conservation Ranger were looking at opportunities of using the Common as an outreach location for the museum.

18/67 QUESTIONS UNDER STANDING ORDER 9

There were no questions under Standing Order 9.

18/68 CLERKS REPORT

The Clerk highlighted the following items:

GDPR – which is moving forward

Resignation of Lynne Watts – it was noted that Lynne Watts had left the employment of the Council in December after 14 years to set up her own business and the Council passed on their thanks and wished her well. The team had welcomed her replacement Jackie Smith, wife of one of the caretakers.

Rangers – It had been a very busy time for the Rangers. The bird watch had gone well, the volunteer days were well received and consideration was being given to less physical volunteer activities. It was noted how well the Common Rangers had settled in and were engaging with the Community.

Chorleywood In Bloom – Cllr volunteers were sought to get involved in the Chorleywood in Bloom project providing Hanging baskets and Planters in the Village.

Village Day – it was noted that work had commenced on Village Day for this year with several stall bookings already taken.

Health & Safety – the Clerk and Deputy Clerk were due to meet on this subject with the Vice Chair Cllr Jackie Worrall

Nature Trail – It was agreed that the Clerk would get prices for a 3rd Wildwood Den for the next Full Council meeting.

The Council

RESOLVED

To note the report.

18/69 COMMITTEE MINUTES

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

Planning 18th December 2018 – Cllr Raj Khiroya presented the minutes which were agreed

Open Spaces 6th November 2018 – Cllr Alison Preedy who had chaired the meeting in the absence of Tony Edwards presented the minutes.

Recommendation 1: PERMISSIVE PARKING REVIEW

Members were concerned about the current use of the Permissive Parking Areas and the erosion of the Common that was taking place due to illegal parking and agreed to review parking on the Common.

The Committee

RESOLVED TO RECOMMEND TO FULL COUNCIL

That a review of the use of the parking areas be undertaken at different times of the year following a set of questions to be drawn up and volunteers from the Council taking on the review. This review to have a completion target of September this year to report back to the September meeting of the Open Spaces Committee.

After discussion

The Council

RESOLVED

That a review of the use of the permissive parking areas take place and that volunteers come forward before March 12th so that the work could be managed through the Open Spaces Committee.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Stuart Marshall and carried unanimously.

With respect to the Minutes, in answer to a Member's question that Clerk confirmed that she had written to the British Horse Society but that nothing had changed.

Village Halls 15th January 2019 – Cllr Rodney Kipps presented the minutes which were agreed.

Policy & Resources 22nd January – Cllr Steve Watkins presented the minutes and recommendations:

Recommendation 1 MEMORIAL BENCH IN CHORLEYWOOD VILLAGE

A Member of the public addressed members of the Committee advising the proposals for a memorial bench around the tree in Main Parade as part of the general refurbishment of the area. She advised that she would be prepared to donate £1000 towards the bench, however she also advised that there may be interest from other who may also wish to contribute to a memorial in the village.

The Committee wished to
Recommend to Full Council

That members

- consider details within the report
- decide whether or not to place a memorial bench for WW1 in another location
- Accept the offer of funding towards a seat around the tree in Main Parade

The significant offer was discussed together with the Council's desire to have a WW1 memorial Bench in the location under consideration. Alternative locations for both benches were discussed.

The Council

RESOLVED

That the Council proceed with the WW1 memorial Bench around the tree in Main parade

This was proposed by Cllr Jackie Worrall, seconded by Cllr Ken Morris and carried with two abstentions.

GRANT APPLICATIONS

Recommendation 2 Chorleywood First Responders

Chorleywood First Responders

Members wished to

Recommend to Full Council

That a Grant be awarded to Chorleywood First Responders for the sum of £1800

Following the earlier presentation from Chorleywood First Responders and discussion supporting whole heartedly the work that they do

The Council

RESOLVED

That a Grant be awarded to Chorleywood First Responders for the sum of £1800

This was awarded under LGA 2000 S2 & 4 the Power of Wellbeing

Recommendation 3 Citizens Advice Bureau

Members considered the details within the application and agreed that this was a service that the Council should support for local residents.

Members wished to

Recommend to Full Council

That a Grant be awarded to the Citizens Advice Bureau for the outreach facility in Chorleywood library for the sum of £785.00

The Council

RESOLVED

To award a grant of £785 awarded to the Citizens Advice Bureau for the outreach facility in Chorleywood library

This was proposed by Cllr Raj Khiroya, seconded by Cllr Debbie Rosario and carried unanimously.

This was awarded under LGA 2000 S2 & 4 the Power of Wellbeing

Minute 18/63 Cllr Jackie Worrall requested that any concerns or questions relating to the Health and Safety Policy were advised now and did not wait for the next P&R meeting.

Minute 18/53 It was requested that it was noted that the weather on the night of the P&R meeting had been dreadful which had meant that several Cllrs could not make the meeting and that this together with other apologies for absence received prior to the meeting had let to the meeting not being quorate.

Planning 29th January 2019 – Cllr Raj Khiroya presented the minutes which were agreed.

18/70 ACCOUNTS FOR PAYMENT

In response to a Member's question the Clerk advised that no particular comments had been received about the Christmas Lights. However, it was also noted that there was not enough publicity regarding the fact that the Parish Council provides and pays for the lights.

The Council

RESOLVED

To note the report.

18/71 PRECEPT 2019/20

The Clerk ran through the options for the precept that were in the report and the background to the figures. It was noted that the combined allocated and unallocated reserves totalled above the auditors recommendation of half the precept. The public perception of any increase compared to District and County increases was covered in discussion.

The Council

RESOLVED

The precept is increased by 3% to £482,766 putting the additional £1,436 towards immediate costs of the Swillett = £77.72 per band D equivalent which equates to £2.00 per year or 3.8p per week.

This was proposed by Cllr Raj Khiroya, seconded by Cllr Jackie Worrall and carried with six votes in favour, five against and three abstentions.

18/72 EXTERNAL AUDIT REPORT

It was noted that the report was no longer qualified

The Council

RESOLVED

That the External Audit report be noted.

This was proposed by Cllr Steve Watkins, seconded by Cllr Ken Morris and carried unanimously.

18/73 FRIENDSHIP FESTIVAL 21 – 23 JUNE 2019

The Chair advised that the Council had been invited to this festival in Dardilly but that he was unable to attend and opened up the invitation to other Cllrs. Cllr Rodney Kipps agreed to consider representing the Council at this event. The Clerk suggested that as an official duty that reimbursement of reasonable travel costs could be considered.

18/73 CLOSURE

The meeting started at 7.30pm, closed at 9.32pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....

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 Khiroya, 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, Khiroya, Kipps, Leeming and White
FC 18/42 Committee Minutes Planning 28 th 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 16th April 2019

Subject: CLERKS REPORT

General Data Protection Regulations – The report has now been received will be discussed later in the agenda.

Main and New Parade – The Residents Association has started work on the Memorial Garden, once this is complete work will start on the BT phone box. The Clerk has also had meetings with TRDC and HCC regarding the possible upgrade of the street furniture in this area. At present officers are trying to establish who owns what.

Staff – Officers are preparing for the year end trying to get the books closed. This will happen on the 17th April with the Audit being undertaken on the 1st May 2019.

An advert has gone out in Chorleywood Matters for a new caretaker with a closing date of 26th April.

Rangers Events –

1. The monthly volunteer days and walks continue on the last Thursday of the Month, meeting near the Cricket Club. These are growing in popularity.
2. The Easter event which includes, bird, bat and bug box making, treasure hunt and craft tables is arranged for Thursday 11th April, so far 56 people have registered to attend. An update will be given at the meeting.
3. The Conservation Ranger has given a series of talks to the Scouts, Friends of Chorleywood Common and Watford Boys School and is booked to speak at the CRA AGM and Rickmansworth Horticultural Society.

Councillor Resignations – The Chairman has received three letters of resignation, from Carol Kristian, Jill Leeming and Sarah Wright. The call for an election for two spaces were not contested and the Council can now co-opt, the third vacancy is currently being advertised. Parishioners have until 23rd April to call for an election – if this does not happen the Council can co-opt.

South Lodge – A structural Surveyor has visited the office to carry out an inspection in order to create a drawing of the work to be carried out – once completed with will be issued to TRDC in order that they can start to draw up the lease agreement and approve the works.

Swillet Hall – Members attended a meeting with the JK Club regarding the future of the Swillet Building – various proposals were discussed and the Clerk and JK Club are speaking to Chorleywood Primary School with a view to some partnership working.

Chorleywood in Bloom – The Clerk attended a workshop carried out by HCC regarding Christmas lights, however at that meeting officers advised that there was a change in ruling regarding anything hanging over the highway. This affected the Parish Council's ability to have hanging baskets in the Village, therefore regrettably the basket will be removed in early summer and will not be replaced.

Village Day – Preparations are underway for this years Village Day which will be held on 13th July 2019. This event is getting bigger and Councillors Volunteers are required to help on the day. Officers are looking at getting some more interesting stalls in the environment section and therefore any councillors who have ideas, please share them with officers. This event is a show case for the Parish Council and it is essential that there is a strong presence on the day of elected members.

Personal Development Reviews –The Clerk has carried out the PDR assessment on the Rangers and will continue to work with the officers toward completing the programme by early May.

Nature Trail – There has been a further delay from the chainsaw carver, who is now suggesting the work will be completed in mid-May. The final drafts of the artwork are currently being scrutinised and will be erected after Easter. A meeting has been arranged again, for after Easter with the designer of the Wild Wood Dens to look at the designs for the final piece of equipment.

Tractor Shed Break In – The Cemetery and Tractor Sheds have been broken into three times since the last meeting. On the first occasion electrical items such as chainsaws, strimmers and blowers were stolen valuing nearly £8,000. An insurance claim has been made.

On the 3rd April an attempted break in caused damage to the Cemetery Shed roof and door padlock although nothing was taken. A third break in occurred on the evening of 4th April where one of the Rangers Rough Terrain Vehicles was stolen, the other suffered damage to the transmission and is currently being fixed. Fortunately, all the council vehicles have trackers and the RTV was retrieved by Thames Valley Police at a caravan park in Langley, near Slough along with a stolen transit van. Investigations are still on going, but it is hoped that both vehicles will be returned in the near future. Officers have obtained advise from the police on further security and some steps have already been taken.

Complaints and Freedom of Information request – None Received

Training undertaken, and outside meetings attended since the last meeting

Meeting TRDC – Regarding the future lease agreement and permission for works from TRDC

Meeting with JK Club – regarding the Swillett Hall

Meeting with Chorleywood Primary and JK Club regarding service provision

Meeting with HCC Cllr Phil Williams – Partnership working and Main and New Parade

Meeting with HR

Meeting with the Chairman and the Chorleywood Residents Association

Training Session with HCC in Stevenage on Christmas Lights and Hanging Baskets

Meeting with Chorleywood Cricket Club

Meeting with U3A to discuss an event on the Common in the Summer

Training Herts County Council attended by the Clerk and Deputy Clerk regarding end of year returns for superannuation

Meeting at Christ Church with Deputy Clerk and Parish Rangers – discussing matters of mutual interest

Meeting with CRA and TFL – the future of the signal box on Chorleywood Station

Dates for your Diary

Local Elections Thursday 2nd May 2019

Village Day Saturday 13th July 2019

Quiz Night Saturday 16th November 2019

**REPORT OF THE NEIGHBOURHOOD DEVELOPMENT PLAN ADVISORY COMMITTEE
HELD ON 26th FEBRUARY 2019**

MEMBERSHIP & ATTENDANCE

Chairman: * Vivien Lantree (VL)

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

Committee Members

* Jon Bishop (JB)
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.

18/61 APOLOGIES FOR ABSENCE

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

18/62 APPROVAL OF THE MINUTES

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

18/63 MATTERS ARISING FROM THE MINUTES

There were no matters arising

18/64 CONSULTATION PROCESS

Members discussed the consultation process and comments received from members of the public were discussed and were appropriate added to the plan. It was agreed the responses be given to YM for the Council to respond accordingly

18/65 FEEDBACK FROM THE DRAFT PLAN

SW and YM attended a meeting with officers at TRDC who went through the draft NDP and comments from the independent consultant. It was stressed by the officers that the NDP was classed as a good document and with a little tweaking would be successful. Notes were taken at the meeting which are attached in Appendix 1 of this report and the following actions were agreed.

Preamble

it was agreed that more photos would be taken to show the ‘special characteristics’ of Chorleywood. It was agreed that JB(?) would redraft this.

The Plan

Members went through the recommendations from the independent consultant and agreed generally to the recommendations. The Chairman took notes on the comments – where the policies did not stand up to scrutiny they were removed and would be placed in the preamble as aspirations rather than policies.

It was agreed that other definitions could be reworded or changed in line with the recommendations.

An updated policy with bubble notes is attached in Appendix 2 of this report.

It was agreed that YM would contact the County Association and TRDC to get the list of consultants to carry out the SEA and HRA and that the funding would be requested from Full Council at the meeting in April.

RM was asked to supply maps for Warings Field, Grovewood and the AONB extension for the plan.

JB was tasked with

Policy 4 - Identify streets which are characterised by groups of bungalows so as to re-draft the protection for existing bungalows by reference to the character of an area as recommended by Stephen Tapper.

Policy 7.2 - Redraft to align to that used by the Liss Neighbourhood Plan 14 and to link to Transport Assessments as recommended by Stephen Tapper.

Policy 7.3 - Identify community facilities that could be required in new developments to ensure that the policy could not be seen as onerous.

Policy 7.4 - List existing community facilities that we would want to preserve.

18/66 CLOSURE

The meeting having commenced at 8.00 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 12TH MARCH 2019

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 were three members of the public present.

18/91 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Janet Davies and Jill Leeming.

18/92 DECLARATIONS OF INTEREST AND DISPENSATION

None

18/93 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the Open Spaces Committee meeting held on 8th January 2019 and agreed at Full Council on the 5th February 2019 be approved as a true and correct record.

18/94 MATTERS ARISING FROM THE MINUTES

18/76 Interpretation Boards – In answer to a Member’s question the Conservation Ranger advised that a number of designs had been considered and everything was on target for the launch of the new signage for the Common at the Event planned for the 11th April.

Dog Bins: The Clerk responded to a Members request for an additional dog bin to be placed at Artichoke Heights due to the existing bin often overflowing. She advised that the Rangers were monitoring the situation and if it continued to be at over capacity an additional bin would be installed at this location.

Parking on the Common: Members were advised that the situation had improved with the letters being placed on cars parking illegally on the Common and the measures taken by the Rangers to install logs in key areas to prevent parking on the Common. It was noted that these logs were a temporary measure until the summer when bunding could be put in place

At this point in the Agenda the Chairman sought the agreement of the Committee to bring **Agenda Item 9 - Chorleywood Cricket Club Proposed Replacement Pavilion Plans** forward to allow Catherine Weston of MissionEmployable and John Chadwick of the Cricket Club to present the latest plans for the replacement of the Cricket Club Pavilion and Project Spire, the joint venture between the Cricket Club and MissionEmployable.

The meeting was suspended at 7.34 pm and reconvened at 8.20pm

See Minute 18/99

At 8.25 two members of the public left the meeting

18/95 FINANCIAL COMPARISON STATEMENT 2018/19

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

Cost of recent Break-in – The Clerk advised that this was not included as an insurance claim had been made and a sum of £7,146 had been paid out to cover the items stolen. One Member advised of an excellent WiFi security system that could be installed and the Clerk advised that this was being reviewed as part of the overall security assessment with the office plans.

The Committee

RESOLVED

To note the report

18/96 OFFICER'S REPORT

Lawn Cemetery:

The Committee

RESOLVED

That permission be given, by the Parish Council as the Burial Authority, to the request for the burial of ashes in a relatives grave in the closed Churchyard at Christchurch

This was proposed from the Chair and carried unanimously.

Beehives in the Lawn Cemetery: It was noted that the Conservation Ranger is a qualified bee keeper and could undertake some of the maintenance which would amount to an average of about an hour a week, but that work would also be undertaken by other bee keepers. The position of the water tap in relation to the hives was discussed and resolved. Several options were suggested for the safe store of equipment. It was generally agreed that the proposal was a very positive one.

The Committee

RESOLVED

That the proposal to place 3 beehives in the Lawn Cemetery proceed.

This was proposed from the Chair and carried unanimously.

Parking on the Common: The issue of the erosion of the Common at the Black Horse Public House due to vehicles parking was discussed with a number of solutions being aired. It was agreed that the use of small posts made from wood on the Common placed in areas of significant erosion be trialled. The Clerk advised that if more permanent solutions were required money was available through the easements budget which could be used for protection of the Common.

Anti Social Behaviour (ASB): It was noted that there had been no further instances of ASB. The existing graffiti could not be removed without significant damage to the trees but would fade over time.

Event on the Common 11th April: The Clerk brought this event to the attention of Members and sought volunteers to help with activities on the day which would include a Scavenger Hunt, building bird boxes, bee homes and other items.

Allotments: Options for resolving the shade issue of the plot where the beehives were located at the Swillett allotment site were discussed. The Conservation Ranger was tasked with assessing the best course of action with a view to making a recommendation back to the next committee meeting.

TRDC Proposals for a redesign of the Swillett Play area: Members expressed disappointment at the money being spent by TRDC on the redesign of the Swillett play area when they were not prepared to spend a much smaller amount contributing towards a third Wildwood Den on the Common. The Clerk clarified Members understanding of the money being put to the project and suggested that as it was ratepayer's money being spent, perhaps it was better that it was spent in Chorleywood with the provision of a better play area, otherwise the money would be spent elsewhere and Chorleywood would miss out. It was agreed that whilst timing did not allow a response from Full Council before the closing date of the survey by TRDC, that the Committee could register a view.

The Committee

RESOLVED

That TRDC are advised that the Parish Council are pleased to see attention moved to the Swillett but are disappointed with the options proposed.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Stuart Marshall and carried unanimously.

The Committee

RESOLVED

To note the report.

ALLOTMENTS

18/97 OCCUPATION

It was noted that there was no significant change to the occupancy of the allotments.

The Committee

RESOLVED

To note the occupation.

LAWN CEMETERY

18/98 INTERMENTS

The Committee

RESOLVED

To note the low number of interments that had taken place but that a number were booked in over the coming days.

COMMON AND GROVEWOOD

18/99 CHORLEYWOOD CRICKET CLUB PROPOSED REPLACEMENT PAVILLION PLANS

Presentations were made of the proposed plans for the layout of the new pavilion and the footprint of the new with comparisons against the existing pavilion footprint and previously approved plans. It was noted that ECB compliance had driven much of the increase in space requirements and that the joint venture meant that plans had to cover the needs of both MissionEmployable and the Cricket Club. The relationship between the two was explained and the use of the areas in the plans explored. A number of suggestions were made in relation to the plans which the presenters took away for consideration. It was noted by the presenters that when the submission was made to DEFRA and the Planning Inspector, that the significant increase in footprint over the existing pavilion would need to be backed by what the facility would given back to the Community and it was suggested that the ECB should be asked to support the team given their requirements driving the space needed. It was noted that every opportunity was being taken to consult fully with the community and that this years Village Day would be an ideal opportunity and timing to take this further. Timescales were outlined for the submission of the plans through the various stages. It was noted that MissionEmployable had a website that was due to go live in the next few weeks and that there would be a link to this from the Cricket Club website.

The Committee

RESOLVED

To note the presentation and current plans and the progress being made.

18/100 PERMISSIVE PARKING AREA REVIEW

The Committee

RESOLVED

To go ahead with the Review with the Officers drawing up a rota to be put out to all cllrs and local organisations eg Friends of Chorleywood Common to seek volunteers for the first review to take place in the first week of April.

GENERAL

18/101 FOUR YEAR VISION

Members agreed that the Parking review item should be updated with the actions agreed at this committee meeting. It was noted that progress was being made with the remaining carvings for the Nature Trail.

18/102 HEALTH AND SAFETY

Members were advised that PPE for the Rangers had been ordered and forms were being signed off. An update to the actions arising out of the H&S Review would be presented to the next Policy and Resources Committee later in the month

18/103 CLOSURE

The meeting having commenced at 7.30 pm closed at 9.08pm.

SignedAgreed by email Date17/3/19.....

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. Ongoing: target Spring issue of Chorleywood Matters	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. Ongoing – items under the new Common Code of Conduct would cover this with appropriate signage	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. Ongoing	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. Ongoing	Deputy 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. Ongoing	Admin Officer & Rangers
18/59	Action	The Admin Officer to download statistics on the numbers following both Instagram and Twitter.	Admin Officer

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 19th MARCH 2019**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

Members: -

Cllr Harry Davies
* Cllr Richard Killick
* 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

18/40 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Harry Davies

18/41 DECLARATION OF INTEREST AND DISPENSATION

There were no declarations of Interest

18/42 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 15th January 2019 were approved as a true and correct record.

18/43 MATTERS ARISING - There were no matters arising

18/44 SECRETARY'S REPORT

War Memorial Hall

The proposed maintenance and purchases for the hall were noted.

Discussions took place regarding the disposal of the ladder and it was agreed that it would either be cut up nor offered to an outside contractor.

General

Sound and lighting

Members noted the comments regarding an upgrade of lighting and sound from Chorleywood Amature Dramatics but were concerned regarding any possible costs. It was agreed that this item would be considered when more detail was available.

Hall Webpage

It was noted that members would look at the website and report back to the next meeting of any updates or alterations. This is an annual review of the website to keep it fresh and interesting.

Storage

Members discussed the problem with storage within the hall. It was noted that the bowls boxes were the property of the Parish Council.

It was agreed that the items stored on behalf of the Horticultural Society would be sorted and stored in a tidy manner in the future.

The Secretary advised that she had ensured that CADS kept the store of scenery etc in a tidy manner and to ensure that the door could be securely closed.

Members did not suggest payment for the above agreed storage.

Members discussed the request from Chorleywood Bookshop for the storage of glasses. It was noted that there was limited space within the hall for storage.

The Committee

RESOLVED

That in view of the number of boxes and lack of safe storage, it is with regret that the request be refused.

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

New Caretaker

The Committee considered the suggestions made by the Clerk to add to the job description of the current caretaker to include maintenance inspections. The new caretaker would then fit in with to allow time off for the caretakers.

The Committee

RESOLVED

That the Clerk employ a new caretaker, adjust the job description of the current caretaker but ensure that each member of staff has clear instructions and reporting lines.

18/45

TREASURERS REPORT

The Committee

RESOLVED

To note the report

18/46

FOUR YEAR VISION

Cllr Worrall advised that P&R were looking at the the Four Year Vision at their next meeting.

However she was concerned that the Committee did not follow up the action points at the end of

the minutes which means that some of the outstanding actions were nearly two years old. She felt that the Committee should look at these and decide if they were still applicable and if so these should be added to the Four Year Vision with a dead line for carrying out the work.

It was agreed that the first four items be added to the Four Year Vision as priority number 2, and that publicity be changed to number 3.

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

18/47 HEALTH AND SAFETY REPORT

It was noted that the H&S report and draft H&S policy would be discussed at the next P&R meeting with a view of taking forward recommendations.

18/48 CLOSE

The meeting having commenced at 7.30 pm, closed at 8.42 pm

SignedThese minutes have not been confirmed by the Chairman Date

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 Ongoing	Clerk
17/06	Action	Re-look at the storage areas for bin sheds at the WMH Ongoing	Clerk
17/09	Action	Obtain quotations for works identified from surveyors reports for the next meeting Ongoing	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 Ongoing	Secretary/Cllr Kipps
17/21	Resolution	Investigate on line booking systems for the halls P&R 26.3.19	Clerk
17/46	Resolution	Investigate alternative suppliers for internet at the Bullsland Hall completed	Secretary
17/55	Action	That the Caretakers be asked to check all electrical equipment prior to commencement of bookings and report any faults completed on booking sheet	Secretary
17/55	Action	Change booking form to advise of no parking outside halls during bookings Completed	Clerk
17/55	Action	Order sign for outside hall regarding parking ongoing	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 Completed	Clerk
18/05	Action	eBay chairs and advertise on social media	Secretary

		ongoing	
18/21	Action	Order backing plate for boiler completed	Secretary
18/21	Action	Change Fees & Charges sheet to include cleaning costs Completed	Secretary
18/21	Action	Place adverts for new Caretaker and Cleaner completed	Secretary/Clerk
18/21	Action	Create publicity materials for Bullsland Hall Completed	CLlr Rosario
18/34	Action	Return sign and ask for black background - Completed	Secretary
18/44	Action	All committee members check the details within the website and report back any changes or alterations required	Committee
18/44	Action	Employ a new caretaker and change current job description to include inspection of the halls	Clerk
18/46	Action	Add the first four items on the action list onto the Four Year Vision priority 2, and make publicity a priority 3. Completed	Clerk
	Action	Lock on gate to Hollybush Hall	

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 26TH MARCH 2019
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

Cllr Debbie Rosario was also present

There were no members of the public present

18/67 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr Harry Davies.

18/68 DECLARATIONS OF INTEREST AND DISPENSATION

There were no Declarations of Interest or Dispensations.

18/69 APPROVAL OF MINUTES

The Committee

RESOLVED

That the notes of the meeting dated 22nd January 2019, be approved as a true and correct record.

18/70 MATTERS ARISING FROM THE MINUTES

Chorleywood First Responders Grant Funding Award – The Clerk advised that the cheque covering the grant funding to Chorleywood First Responders, agreed at Full Council on the 5th February following recommendation from P&R, had been written but not yet picked up by the representative.

The Citizens Advice Bureau which also had grant funding approved at Full Council following recommendation from P&R were reported to be very pleased with the funding.

Memorial Bench – It was noted that the Clerk had advised the individual who had offered funding for a Memorial Bench in a specific location of the Councils decision to decline the offer and it was understood that the person was now looking at other options.

18/71 FINANCIAL COMPARISON STATEMENT 2018/19

In response to a Member's question the Clerk advised that the column 'Committed Expenditure' was not used. It was noted that under **Budget line 220 Service – General Line 4200 Rates** Current Annual budget was missing but the Clerk assured Members that the item was budgeted for.

Budget Line 260 Professional Fees – P&R Line 4375 GDPR – the Clerk advised that the Chair and Vice Chair had agreed to transfer £7,000 revenue across into South Lodge Capital to cover the specific storage requirements and PC replacement required by this project.

The Committee

RESOLVED

To note the report

18/72 QUARTERLY CASHBOOK

'EMR' was explained to stand for 'Ear Marked Reserves'. In response to a question from the Chair the Clerk advised that a better account needed to be found for the Councils reserves and she outlined a proposal that she would be putting to Full Council.

The Committee

RESOLVED

To note the report

18/73 CALENDAR OF MEETINGS 2019/20

The Committee

RESOLVED

To agree the Calendar of Meetings 2019/20 as presented.

18/74 EFFECTIVENESS OF INTERNAL AUDIT AND FINANCIAL RISK ASSESSMENT

The Clerk advised that this was the annual review of the Internal Audit and Financial Risk Assessment. The Council were using the same company, but the auditor had changed. It was noted that the only change to the Risk Assessment was GDPR.

The Committee

RESOLVED

To accept the recommendations 1.1 and 1.2 as listed

This was proposed from the Chair and carried unanimously.

18/75 INTERNAL AUDIT REPORT 2018/19 SECOND INTERIM

The Chair congratulated the team on the audit report. The Clerk advised Members that the books were being closed on the 17th April 2019.

The Committee

RESOLVED

To note the report

18/76 PCSO SERVICE LEVEL AGREEMENT

Members generally felt the increase in cost was reasonable but expressed concerns that the PCSOs were no longer visible on the streets of Chorleywood. Although there is a Service Level Agreement in place, it does not specify the type of work to be carried out and it was noted that the PCSOs are being used more and more to assist in police activities. It was noted however that the Clerk had suggested that the PCSOs go into schools more given the Anti-Social Behaviour that had been evident on the Common the previous summer. Although it was noted that crime was no longer on the streets, it was suggested that perhaps the PCSOs could be in the Village at key times. Either way what they are doing should be communicated to Parishioners. It was further suggested to do something on social media about the role of the PCSOs.

The Committee

RESOLVED

That the Clerk sign the Service Level Agreement for the 2019/20 financial year but that a letter be sent to the Chief Constable and Crime Commissioner raising the Cllrs and Parishioners concerns.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Jane White and carried unanimously

18/77 ON LINE BOOKING SYSTEM FOR VILLAGE HALLS AND ALLOTMENT MANAGEMENT SOFTWARE

In response to a Members question on the need for a booking system for the Allotments, the Clerk explained that due to the automatic generation of invoices from the system this would save officer time. The Clerk also advised that it was understood that admin letters could also be generated by the software. The booking systems in turn would provide better management information for the management of the Halls. The process for storing hall damage deposits paid by bank transfer separately from the Parish accounts and paid back to hirers after the booking was explained.

The Committee

RESOLVED

That the Clerk purchase the on-line booking systems for the Halls and Allotments at the prices quoted in the report.

This was proposed by Cllr Raj Khiroya, seconded by Cllr Tony Edwards and carried unanimously.

18/78 CHORLEYWOOD IN BLOOM

It was agreed that the new licensing regulation and legislation being brought in by Herts County Council made the continued provision of Hanging baskets as part of the Chorleywood in Bloom project untenable due to the cost and resource requirements to meet the regulations. It was suggested that when the winter baskets were taken down, that the baskets be retained and then planted up for sale at Village Day with proceeds going to the Chairman's Charity and/or Chorleywood In Bloom. It was agreed that the provision

and planting of the planters in the Village would continue and be expanded on, with a further square planter and a three-tiered planter being purchased, two further locations in the Village having been previously agreed with Herts Highways.

The Committee

RESOLVED

That the Hanging baskets be removed, and the brackets recovered at the time of the Winter to Summer changeover

This was proposed from the Chair and agreed unanimously.

18/79 PARISH MAP

The Clerk handed round several examples of maps that could be produced for the Parish of Chorleywood by an outside company at a cost of £850 with free updates for three years. It was noted that such a map would have several uses, including the Website and the Neighbourhood Development Plan. Two options were chosen for the Clerk to progress with the company.

The Committee

RESOLVED

To go ahead with the production of a draft of the map of Chorleywood Parish based on the two options chosen.

This was proposed by Cllr Jane White, seconded by Cllr Raj Khiroya and carried unanimously

18/80 REPORT STRUCTURE

Cllr Jackie Worrall presented an alternative structure for the reports generally produced by Officers for Committee and Full Council Meetings. She advised that she now appreciated the time taken to produce the reports. The Clerk asked, given the time taken to produce these reports, whether they were in the right format to encourage reading by Councillors. After general discussion the majority agreed they were happy with the existing structure and it was therefore agreed that there would be no change.

18/81 FOUR YEAR VISION

Cllr Rosario presented her analysis of the Four Year Vision which she had linked to the Mission of the Council and the Strategic Objectives which she suggested everything in the Four Year Vision should support. She explained the scoring system proposed and suggested that each committee needed to look at their elements. This would then produce an overall table which in turn would create a better focus for Officers of the priorities to focus on. It was felt that the P&R Committee would then review the table with each Committee Chair being able to pitch for their number one priority.

Members then reviewed the P&R items and scored them using the new system which resulted in a number being removed as now completed and 'business as usual' and others becoming clearer in terms of their relative priorities.

The Committee

RESOLVED

To remove the Property Register and Website items from the Four Year Vision.

This was proposed by Cllr Jane White, seconded by Cllr Tony Edwards and carried unanimously.

It was agreed that the table be taken back to the respective committees to review and score and the completed table be brought back to the next P&R Committee for review.

Members thanked Cllr Debbie Rosario for her work on this item and the focus it had now given to the Four Year Vision document.

18/82 HEALTH & SAFETY

Cllr Jackie Worrall briefed Members on the progress that had been made following the H&S Audit carried out by Herts County Council with a meeting having taken place involving herself, the Clerk and Deputy Clerk. She stated that as Councillors, it was their responsibility to make sure that Officers were operating in a safe environment. It was noted that whilst insurance cover existed, documentation needed to be in place. A table of activities required over a rolling 12 month period was discussed with a number of amendments suggested. This table would come to each meeting of the P&R committee to review what had been done and what was due in the next period. The Health and Safety Policy provided as part of the report was discussed and reviewed.

The Committee

RESOLVED

That the Health and Safety Policy be adopted as it stands

This was proposed by Cllr Jackie Worrall, seconded by Cllr Raj Khiroya and carried unanimously.

18/83 ACCIDENTS AND COMPLAINTS RECEIVED

Members were advised of the recent insurance claim that had been made following the theft from the two tractor sheds and associated damage.

18/84 CLOSURE

The meeting having started at 7.30pm closed at 9.40 pm

These minutes have been checked by the Chairman.

Signature **Agreed by email**..... Date.....08/04/19.....

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 - this would be undertaken with the refurbishment works</i>	Deputy Clerk
17/60	Action	South Lodge – continue with the process of renewing the lease. <i>Ongoing</i>	Clerk
17/60	Action	Swillet Hall – 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>this to be removed as now part of the four year vision</i>	Chair, Clerk
17/60	Action	IT – Clerk to arrange meeting with Cllr Marshall to discuss IT needs before going out to tender. – <i>to be carried out as part of the South Lodge project</i>	Clerk – Cllr Marshall
17/77	Action	To review the list of leases to ensure that a minimum payments was made <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 obtain valuation and sale price for the table and chairs in the council chamber and report back. <i>Ongoing</i>	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. <i>Ongoing</i>	Clerk / Deputy Clerk

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

Current Account

List of Payments made between 23/01/2019 and 09/04/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
24/01/2019	YODO CREATIVE	cprrect	100.00		Parish Paths Leaflet
25/01/2019	Castle Water	DD	6.97		south Lodge
25/01/2019	castle Water	DD	14.81		Cem Water
31/01/2019	BT	DD	93.24		Parish Office fax Line
31/01/2019	GLASDON	correct	240.00		Skip Hire
31/01/2019	DISTRICT ENFORCEMENT	correction	432.00		Replacement Signs
04/02/2019	FLEM	411003	117.00		Website Updates
04/02/2019	ARCO	411001	185.22		PPE Clothing
04/02/2019	FALON	411004	842.28		Mem plaque Q1239
04/02/2019	HONEY	411006	816.58		PPE Equipment
04/02/2019	ARCO	411010	20.86		Ear Defenders
04/02/2019	FALON	411002	842.28		Mem Plaque Q941D
04/02/2019	Jungle Juniors	411009	150.00		Village Day 19
04/02/2019	Mr L Trill	411005	30.00		Window Cleaning
04/02/2019	British Gas	DD	31.04		British Gas Boiler Service
04/02/2019	TBS HYGIENE	411008	357.12		Dog Bin Collection
11/02/2019	BT	DD	195.44		Internet Services
15/02/2019	TWI	410984	834.16		Quarterly System Report
15/02/2019	TWI	410985	115.20		online Backup Jan
15/02/2019	HERTS CC	410987	4,080.00		production of Greenspace action
15/02/2019	HERTS CC	410988	2,400.00		CMS Delivery of Actions
15/02/2019	KONICA	410990	297.32		Photocopier Lease
15/02/2019	FALON	410992	404.94		Memorial Plaque FF-020
15/02/2019	ADUITING SOL LTD	410993	464.40		15/022019
15/02/2019	HONEY	410991	411.29		PPE Equipment
15/02/2019		410972			Salary
15/02/2019	Mrs c James	410973			Salary
15/02/2019	Miss L Hamilton	410974			Salary
15/02/2019	Mrs m Putman	410975			Salary
15/02/2019	Mr C Watts	410976		Total salary for February £14055.07	salary
15/02/2019	Mr A Pinkstone	410977			Salary
15/02/2019	Mr P Palmer	410978			Salary
15/02/2019	Mr D Du Gard	410979			Salary
15/02/2019	Inland Revenue	410980	5,582.21		Tax & NI
15/02/2019	Herts County Council	410981	5,459.03		Superannuation
15/02/2019	Mrs J Smith	411011	65.00		Office Cleaning
15/02/2019	CAB	410994	785.00		Citizens Advice Service
15/02/2019	East Of England Ambulalnce Ser	410986	1,800.00		Grant
15/02/2019	East of England Ambulalce Serv	410983	395.00		Quiz Night Cheque Reissue
15/02/2019	Eat of England Ambulance Servi	410983	-395.00		Quiz Night 18
15/02/2019	CMS	410988	2,400.00		Gap Project
15/02/2019	Herts CC	410988	-2,400.00		CMS credit correction
18/02/2019	Bt Group	DD	31.08		Parish office - broadband
25/02/2019	Castle Water	DD	6.97		cem water
25/02/2019	Castle Water	DD	14.81		Water Office
01/03/2019	District Enforcement	CORRECTION	-432.00		Correction
04/03/2019	British Gas	DD	31.04		Gas Service contract to Boiler
05/03/2019	FALON	411018	845.10		Mem Plaque Q1249
05/03/2019	FALON	411017	404.94		Mem Plaque
05/03/2019	DISTRICT ENFORCEMENT	411016	148.80		Parking Monitoring
05/03/2019	FLEM	411012	99.00		Website Updates
05/03/2019	TBS HYGIENE	411014	357.12		Dog Bin Collection
05/03/2019	Mr Peter Williamson	411015	265.00		Village Day 2019
05/03/2019	RBS	411013	944.40		Support License
05/03/2019	co-op Bank	DD	3.16		Bank Charges
12/03/2019	TBS Hygeine	CORRECTION	-0.30		Correction
12/03/2019	Glasdon	CORRECTION	-240.00		Correction
12/03/2019	Mrs J Smith	411024	80.00		Office Cleaning
12/03/2019	Help for Heroes	411027	500.00		WW1 Event Donation
12/03/2019	Royal British Legion	411026	500.00		WW1 Event Donation
12/03/2019	4IMPRINT	411025	227.34		Promo Bags
12/03/2019	Bank Instant Access Account	Old Bills	300.00		Old Bills
12/03/2019	Bank Instant Access Account	CCB	1,033.00		CCB
12/03/2019	Neopost LTD	411023	152.29		Postage Credit

Time: 13:06

Current Account

List of Payments made between 23/01/2019 and 09/04/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
12/03/2019	District Enforcement	411021	130.20		parking
14/03/2019	EON	DD	106.94		Gas South Lodge - Final Bill
14/03/2019	EON	DD	166.52		Elec South Lodge
15/03/2019	BUTLER FUELS	411040	511.94		Fuel
15/03/2019	Mrs Y Merritt	411029	66.83		Petty Cash
15/03/2019	Mrs Y Merritt	411030			Salary
15/03/2019	Mrs C James	411031			Salary
15/03/2019	Miss L Hamilton	411032			Salary
15/03/2019	Mrs M Putman	411033		Total salary for March £13992.02	Salary
15/03/2019	Mr C Watts	411034			Salary
15/03/2019	Mr A Pinkstone	411035			Salary
15/03/2019	Mr P Palmer	411036			Salary
15/03/2019	Mr D Du Gard	411037			Salary
15/03/2019	Herts County Council	411038	5,423.44		Superannuation
15/03/2019	Inland Revenue	411039	5,496.83		Tax & NI
18/03/2019	BT Group	DD	31.08		parish office broadband Line
19/03/2019	Twin Systems	411019	115.20		Online Back up March
19/03/2019	Trimlock	411028	0.00		Trimlock
19/03/2019	Trimlock LTD	411028	162.00		Repairs to Shed- Insurance
20/03/2019	Co-op	DD	19.98		Credit Card
25/03/2019	Castle Water	DD	7.12		Water South Lodge
25/03/2019	Castle Water	DD	15.96		Cem Water
26/03/2019	FALON	410998	842.28		Mem Plaque Q24B
26/03/2019	FALON	410997	69.24		Mem Tree plaque Q159
26/03/2019	FALON	410996	842.28		Mem Plaque Q1025
26/03/2019	FALON	410995	842.28		mem Plaque Q53
26/03/2019	CHIRSTCHURCH	411000	1,098.00		Q4 Dec- Oct-Dec , Q1 Jan-Mar19
26/03/2019	ASH RIDGE	410999	540.00		undertaking of SOW of SL
26/03/2019	TBS HYGIENE	411109	446.40		Dog Bin Collection
26/03/2019	KONICA	411104	297.32		lease of Photocopier
26/03/2019	GEOBROWN	411101	106.27		Cable Booster & Libra
26/03/2019	GEOBROWN	411102	1,623.47		Service & Repairs on RTV 2
26/03/2019	GEOBROWN	411103	1,208.13		Service & repairs on RTV 1
26/03/2019	Mrs J Smith	411108	80.00		Office cleaning
26/03/2019	War MH	411107	125.32		Quiz Night Nov 18
26/03/2019	Cash	PO 4419	180.00		Petty Cash
26/03/2019	petty cash	PETTY CASH	180.00		petty cash
		Total Payments	81,227.26		

Current Bank Account

List of Payments made between 23/01/2019 and 09/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/01/2019	Bt Group	DD	31.08		Bullsland Hall WIFI
25/01/2019	British Gas	DD	35.32		Service Boiler Plan
30/01/2019	BT	DD	192.62		BT
31/01/2019	BT	DD	93.24		WMH WIFI
01/02/2019	Mr L Smith	W404159			Salary
05/02/2019	Mr J Ruth	W404302		Total Salary February £2273.16	Salary
05/02/2019	Mrs j Smith	W404301			Salary
07/02/2019	BT Group	DD	110.28		
15/02/2019	Mrs M Putman	W404306			Salary
15/02/2019	Mr L Smith	W404307			Salary
15/02/2019	Inland Revenue	W404308	426.63		Inland Revenue
15/02/2019	Herts County Council	W404309	663.33		Herts County Council
15/02/2019	TRDC	DD	14.00		Rates Bullsland
15/02/2019	HERTS CC	W404304	23.27		consumables
15/02/2019	HERTS CC	W404305	63.90		Rinse
15/02/2019	HERTS CC	W404303	91.27		Consumables
18/02/2019	EON	DD	93.67		Elec WMH
20/02/2019	Co-Op Bank	DD	8.40		Credit Card
25/02/2019	BT Group	DD	31.08		Bullsland Hall WIFI
25/02/2019	British Gas Service	DD	35.32		Boiler Service Plan
05/03/2019	ARCO	W404310	125.57		Toilet Roll & Soap
05/03/2019	Mrs J Smith	W404311		Total Salary March £2299.32	Cleaning Halls
05/03/2019	Mr J Ruth	W404212			Salary
07/03/2019	EON	DD	30.16		Elec Bullsland Hall
11/03/2019	EON	DD	270.14		Elec Hollybush
12/03/2019	Old Bills	404115	-300.00		Gliss Gliss Treatment- Correct
12/03/2019	HERTS CC	W404315	62.89		Consumables
12/03/2019	HERTS CC	W404314	78.19		Consumables
12/03/2019	Nick King	W404313	225.00		Return of Deposit
14/03/2019	EON	DD	59.51		Gas Bullsland Hall
15/03/2019	Mr G Smith	W404316			Salary
15/03/2019	Mrs M Putman	W404317			Salary
15/03/2019	Herts CC	W404318	622.28		Superannuation
15/03/2019	Inland Revenue	W404319	247.18		Tax & NI
15/03/2019	TRDC	DD	14.00		Bullsland Hall NNDR
18/03/2019	EON	DD	84.75		Elec WMH
20/03/2019	Co-op Credit Card	DD	236.79		Microphones
25/03/2019	Bt Group	DD	31.08		Bullsland Hall WIFI
25/03/2019	British Gas	DD	35.32		Boiler Service Plan
26/03/2019	Mrs J Smith	W4014161			Hall Cleaning - WMH
26/03/2019	Mr J Ruth	W404160			Salary
		Total Payments	8,308.75		

CHORLEYWOOD PARISH COUNCIL

Full Council COMMITTEE MEETING

Agenda Item 13

Date: 16th April 2019

Subject: General Data Protection regulations

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: GDPR report

Contact for further information: Clerk

1.BACKGROUND INFORMATION

1.1 The Data Protection Regulations came into effect in May 2018. The Council approved a contract with the DPO Centre to assist the Council to be compliant with the regulations.

1.2 The Clerk has undergone training and carried out assessments on 22 data sets on operations for which the Council will be liable.

1.3 These data sets have been forwarded to the DPO Centre for analysis. They have identified issues that the Council need to address using a traffic light system

- Red – recommendations which should be considered without delay
- Amber – recommendations which should be considered within the next three months
- Green – recommendations which should be considered over time

1.4 Currently 38% of the data is classed as inadequate, 38% requires improvement and 23% of the data is classed as good.

1.5 There are a number of 'quick wins' which can easily be achieved and a number of points that will be addressed with the development of South Lodge.

1.6 Additional training will need to be undertaken, of both Councillors and Staff – which can be carried out in house by the Clerk and the DPO Centre.

1.7 The attachment in appendix 1 gives an overview of the works to be carried out.

2. RELEVANT PREVIOUS DECISIONS

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 GDPR are legal requirements which can carry heavy financial penalties.

3.2 Officers and Members will need to consider the principals of GDPR in most aspects of their work and communication.

4. RISK MANAGEMENT ISSUES

4.1 The Council has to ensure that all its business is compliant with the regulations. The financial risk assessments have already been updated and there will be a number of other risk assessment that will follow as the work in this area progresses.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Failure to comply with the GDPR regulations could have financial implications, the Clerk has ensured that there is sufficient insurance to cover breaches.

6. LEGAL ISSUES

6.1 GDPR is a legal requirement in which the Council has to apply.

7. RECOMMENDATIONS

7.1 That the Council consider the details within the report and note the work that this will entail

7.2 That the Council appoints a lead councillor or a working group to assist the Clerk in the implementation of the work to be carried out.

7.3 That Councillors agree to a training session on GDPR on a date to be arranged

7.4 That Councillors be aware that there are likely to be future financial pressures to ensure the GDPR are fully implemented.



Overall performance against GDPR Principles

Requires Improvement

Principle 1: Lawfulness, fairness and transparency [article 5, clause 1(a)]

Outward facing privacy policy/notices	Requires Improvement
Internal privacy policies/notices	Inadequate
Data are being processed lawfully	Requires Improvement

Principle 2: Purpose limitations [(article 5, clause 1(b))]

Data are used for a specific processing purpose	Good
Access to PII is restricted	Inadequate

Principle 3: Data minimisation [article 5, clause 1(c)]

The minimum amount of data is captured and stored	Inadequate
---	-------------------

Principle 4: Accuracy [article 5, clause 1(d)]

Data is checked and as far as reasonably possible kept up to date	Good
---	-------------

Principle 5: Storage limitations [article 5, clause 1(e)]

Retention policies are implemented and actioned	Requires Improvement
---	-----------------------------

Principle 6: Integrity and confidentiality [article 5, clause 1(f)]

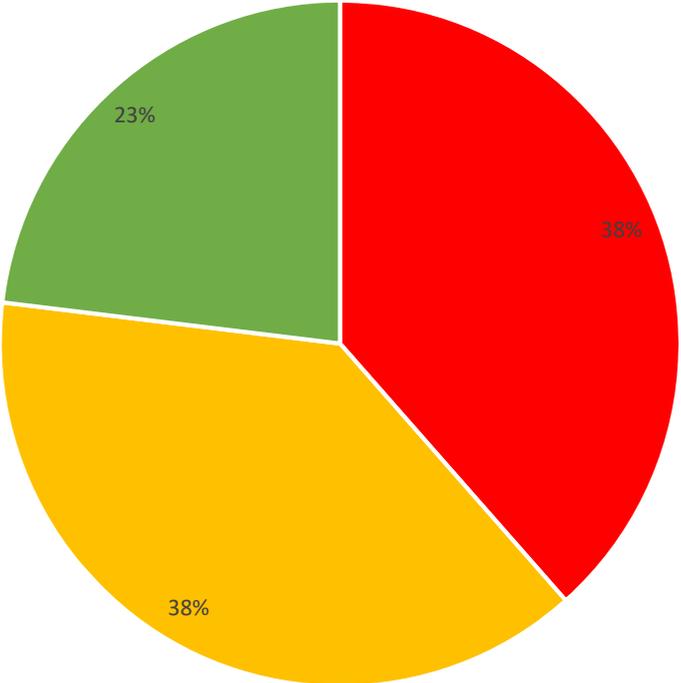
General security of digital records	Good
General security of paper records	Requires Improvement

Overall Accountability [Article 5(2)]

Staff culture/attitude towards Data Protection	Requires Improvement
Implementation of data protection policies such as staff training	Inadequate
Maintain relevant documentation on processing activities	Inadequate

Inadequate	38%	5
Requires improvement	38%	5
Good	23%	3

Overview



■ Inadequate ■ Requires improvement ■ Good

Chorleywood Parish Council Dataset Recommendations



Executive Summary

Chorleywood Parish Council is the first tier of local government in the area and as such, provides services to the local community and represents their interests to higher tiers of government. The council holds records on members of the public in all aspects of the services that it provides, as well as staff, Councillors and suppliers/contractors. Records of data processing activities include details of personal data relating to provision of allotments, a cemetery, venue hire, website, public events as well as various internal employee/Councillor records & external contractor records.

Activities carried out by the DPO Centre on behalf of Chorleywood Parish Council: - Initial Consultation & Requirements meeting - Data Asset Register - Data Protection Impact Analysis - Final Summary & Recommendations report.

Recommendations that need to be considered without delay	Recommendations that need to be considered with in the next 3 months	Recommendations that can be considered over time
---	---	---

Section 3: Organisation Findings

Sec	Q no	Recommendation	Sec	Q no	Recommendation	Sec	Q no	Recommendation
1	1	The ICO registration details provided (A8393730) were not recognised on the ICO register. Ensure that you have registered with the ICO as a Data Controller and keep your documents safe	1	4	<p>The outward facing privacy policy on your website should be updated to include all the GDPR requirements, Lawful basis for processing, the reason for processing, DPO contact details, ICO contact details etc. Please follow the list provided at Q3.4. Include parts of the privacy policy into contracts, not as a need to gain consent, but to give information. Currently the DPO Centre is not listed as the DPO.</p> <p>The DPO Centre can provide and tailor an appropriate policy if required.</p>			
1	1	Where Councillors represent residents directly (e.g. calling in a planning application) and are making decisions on their own as opposed to collectively as the Council, they may need to register independently as a Data Controller with the ICO.	1	5	<p>The handbook should include details of the Data Breach Policy and reporting. As a minimum you should have the following policies and procedures in place: Privacy Policy, Data Protection Policy, Retention Policy, IT security Policy, Data Breach Policy and Data Breach Register (different from Risk Register).</p> <p>If processing special category data a Processing of Special Category policy should be implemented.</p>			
			1	6	Once the new handbook policies are in place, awareness training should be provided to all data facing staff as well as general GDPR awareness training. Assessments of understanding should be carried out and documented.			

3 1	<p>A CCTV impact assessment was not completed.</p> <p>If CCTV is in operation, the impact assessments should be completed and the following recommendations applied.</p> <p>Statements on the use of the CCTV system need to be included into a privacy/monitoring handbook policy, and signage needs to provide contact details and a link to a privacy policy that is specific to CCTV. Also information relating to the capture and use of record logs needs to be included in the computer use policy for staff. (Ensure points in 3.1 are covered)</p>			
1 7	<p>A Data Processing Agreement/Addendum should be held for all Data Processors such as:</p> <p>Twin Systems Watford Borough Council Three Rivers District Council Serco RBS Payroo etc.</p> <p>Where no current data processor agreements/addendums are in place, one should be drafted & sent to all processors. A log should be held to demonstrate which processors have provided their agreement/addendum, so that you can easily identify those that are still outstanding.</p> <p>Ensure that all data processing agreements include a retention policy that specifies how long the data is stored, where it is stored and how it will be disposed of.</p> <p>This can be done by your solicitor or you may request The DPO Centre's template Addendum and have your solicitor amend it to your needs.</p>	1 8	<p>Review contracts and ensure that any requirements passed from Controllers are understood with regards to processing personal data and if required included in any Data Processing Agreements/Addendums: Ask your solicitor to draft a Data Processing Addendum or request the DPO Centre's template Addendum and have your solicitor amend it to your needs.</p>	

1 9	<p>A formal process and procedure is required to action a Subject Access Request. Ensuring all outward facing staff are trained on what a Subject Access Request is, who to notify when a request is received and the procedure in place to ensure the request is actioned within 30 days.</p> <p>A Subject Access Request policy should be implemented and added to your website and a facility to request one (and provide the necessary confirmation of identity) should be established</p>	1 11	<p>Implement a Risk Register.</p> <p>Ensure your Risk Register is used to log Data Protection risks, and review accordingly. The register should be updated with these recommendations from the Impact Assessment. You may wish to use the DPO Centre's Risk Register template</p>
1 10	<p>Implement a formal process in relation to data breaches including a named person responsible for the reporting and management of the breach.</p> <p>Document your breach procedure including the actions, process and procedure to follow when a breach occurs and notification to the ICO within 72 hours.</p>	1 12	<p>We recommended that you review your current commercial insurance cover in line with covering possible breach related costs (Consider including 'Data breach forensic investigation costs' and 'Breach liabilities from data subjects'). A recommendation to a suitable commercial insurance broker can be provided if required.</p>

Section 4: Data Security

		1 16	<p>Review logs periodically for suspicious activity and ensure logs are encrypted and archive after 6 months before being stored for a further 18 months. All retention periods should be justified and documented in your retention schedule</p>	1 14	<p>Document and review the suitability of your network protection on at least a 6-monthly basis.</p> <p>Ask your IT Support team to investigate whether further mechanisms can be implemented to enable the Council to detect a data breach</p>
		1 17	<p>Implement or update your IT policy to include confirmation that software updates should be installed as soon as they become available, including personal devices used to access company resources</p>		

		<p>Currently, all staff know each other's passwords which could result in personal data being viewed by unauthorised members of the team.</p> <p>Implement/update the password policy for email, laptops and servers and/or consider expanding the policy to include more complex passwords e.g. uppercase, lowercase, number and special character.</p> <p>You should only set password expirations if they are absolutely necessary for your particular circumstances and only change them if there are pressing reasons, such as a personal data breach as per the password guidance provided by the ICO. https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/security/passwords-in-online-services/</p> <p>Consider using a password management tool and ensure that the chosen tool is used by all staff and that other methods of saving passwords are discouraged as part of the Password Policy</p>		
1 19	<p>A breach register must be kept. This should include incidents as well as breaches and should detail the remedial actions planned or taken in response to each occurrence</p> <p>The DPO Centre can provide a template if required</p>	1 18	1 20	
1 24	<p>The Council website does not currently have an SSL certificate. If your website collects and stores personal data from your visitors, it should have an SSL certificate.</p> <p>The GDPR / DPA 2018 do not specifically state this, but as a Data Controller, you do have a responsibility to keep personal data secure and protected</p>	1 21	1 23	<p>Implement a BYOD policy to set out clearly to staff/Councillors the acceptable use of devices.</p> <p>Prohibit the use of personal mobile phones and convert to council mobile phones where possible.</p> <p>When using council owned devices, where possible, devices should be set up to provide remote wipe facilities and monitor or restrict the installation of apps on the device.</p> <p>Ensure staff are aware of the security risks if accessing via public Wi Fi.</p> <p>Carry out vulnerability scanning and network penetration testing on 6 monthly basis. If your IT service company is unable to assist with this, we can make a recommendation, for example Cronus who offer a free trial</p>

1 25	Ensure your website presents a cookie message for first time visitors with a link to your cookie/privacy policy, which should also be accessible via a direct link (possibly on the footer)	1 26	<p>Where document shredders are used, ensure that they are cross-cut, 'level 3' DIN 66399 specification to meet the GDPR compliance standard.</p> <p>Where a third party shredding company is used ensure that a Data Processor Agreement is in place and that all documents with personal information data are stored in secure, locked receptacles whilst awaiting collection</p>
-------------	---	-------------	---

Data Capture & Further Security

1 25	<p>Consent from staff needs to be obtained for the use of their names/photographs on the Council website, around the Council offices, newsletters etc.</p> <p>If not already captured, this should be done retrospectively for existing staff and added to the new starters process.</p> <p>The consent form should be granular, listing each separate option, for which consent is required.</p> <p>There must also be information stating that consent can be withdrawn at any time, along with instructions on how to do this</p>	1 26	<p>Implement a privacy policy for staff and Councillors.</p> <p>Review the Allotment privacy policy for GDPR compliance</p>
1 26	<p>Consent needs to be demonstrable and so verbal consent is not sufficient. A review should be done to ensure that where consent is required (e.g. image consent from parents at events), it is granular, listing each separate option for which consent is required.</p> <p>There must also be information stating that consent can be withdrawn at any time, along with instructions on how to do this.</p> <p>In terms of the allotment application forms, it should be made clear that details are made available to the Allotment Working Party which consists of members of the public and not just Councillors</p>	1 27	

<p>Ensure meeting/event sign in sheets containing personal data are held securely, with restricted job role specific access and in line with your retention schedule</p>	<p>Encryption of your servers is recommended and, where at all possible, should be strongly considered and investigated. Having an encrypted server would significantly reduce the risk of a serious data breach</p>		
<p>Article 9 of GDPR lists the special category type of data that is prohibited unless you have a specific lawful basis under Article 6 and an appropriate 'condition of processing' under Article 9.</p> <p>Where Special Categories of data are processed, ensure you have satisfied and recorded the above</p>	<p>Key documents that you should have in place, over and above your policies and procedures include:</p> <ul style="list-style-type: none"> - Record of Processing Activities (RoPA) - Data Asset Register - Data Processor list plus DPA's 		
<p>Ensure sending sensitive data via email is covered within your wider GDPR awareness activities.</p> <p>Ensure that IT/Email related policies are updated and supported with clear procedures and training on how staff/Councillors are required to use email.</p> <p>Guidance should include what to send, what not to send, what/when to delete, attachments, printing, careful use of 'reply all' and access via personal equipment.</p> <p>Specific mention should be made that personal data should not be shared using unencrypted email, either in the email itself or as an attachment. If encrypted email is not available, a secure cloud-based document sharing portal such as DropBox should be used instead.</p> <p>Ensure staff have a good understanding of, and when to use, encrypted email and secure file sharing platforms</p>	<p>Ensure any standalone PCs have appropriate security, software patching and access restrictions in place to protect from external threats.</p>		
<p>The section covering Reports, Minutes and Agendas was incomplete. This should be completed.</p> <p>Statutory guidelines should be followed on publishing these and a retention schedule should be adopted and applied</p>	<p>It is recommended that copies of passports/driving licences used to verify identity and proof of the right to work are kept securely with restricted access. Where possible, digital copies should be stored in favour of paper records, which should be securely disposed of in line with the minimisation principle. Copies should be kept in line with your retention schedule.</p>		

<p>Consent is sought to capture next of kin details regarding religion which are then held on the cemetery system. The findings document then states this is a legal requirement. Clarity should be sought and documented on the lawful basis/condition of processing for this special category data</p>			<p>When considering the implementation of new projects, processes or tools that handle personal data, a Privacy Impact Assessment should be carried out in line with the 'Privacy by Design' principle.</p> <p>This will ensure data is managed correctly at the point the system is deployed</p>		
<p>Storage</p>					

CHORLEYWOOD PARISH COUNCIL

Full Council COMMITTEE MEETING

Agenda Item 14

Date: 16th April 2019

Subject: Council Investments

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1.BACKGROUND INFORMATION

1.1 The Council currently has a number of investments all of which are receiving minimal rates of interest.

- Nat West Business Reserve Account
- Scottish Widows
- Co-Op investment
- COIF

1.2 The Clerk has received notification from NAT West that they as there have been no recent activity on the Account that they are suggesting that the Council review its investment.

1.3 Investment for Parish Council can be difficult as they fall between business investment and Charity Investment. As the Council is investing public funds it has to ensure that any investment is safe.

1.4 The CCLA is an investment company that deals solely with Public Sector investments.

1.5 The CCLA offer two types of investment

- The Public Sector Deposit Fund
 - pools investment from public sector deposits and is categorised as a short-term Low Volatility Net Asset Value Money Market Fund.
 - The fund aims to provide a high level of capital security and a competitive yield
 - The fund is suitable for short-term investments with instant access and a competitive rate of interest (Currently 0.6738%)
 - There is a management fee which is 0.20% of the investment annually
- The Local Authorities Property Fund
 - Again a collective investment for the longer term, which has a minimum investment of £25,000
 - The investment spread within three sectors, Office, retail and industrial
 - The objective of the fund is to generate long –term growth in capital and income over time

- Income is paid on a quarterly basis
- It is suggested that this type of investment should be for a minimum of 5 years to ensure good return rates, which currently would be in the region of 6.5% pa.
- There is an annual management fee of 0.65%

2. RELEVANT PREVIOUS DECISIONS

2.1 None specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 It is important that the Council obtain best returns on its investments, but with minimum risk.

3.2 It should be noted that these funds are managed by the CCLA created by local authorities for local authorities.

4. RISK MANAGEMENT ISSUES

4.1 There is risk attached to every investment and investments can go down as well as up.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The Council currently has £153650 in the Scottish Widows and Nat West investment Accounts which is obtaining 0.25% interest. By changing to a mix of deposit and property investment the Council can spread the risk but also still have funds immediately available should the need arise.

5.2 It should be noted that both the Scottish Widows Account and the Nat West Account have been opened for more than 10 years, which is considered as a long-term investment.

6. LEGAL ISSUES

6.1 None specific

7. RECOMMENDATIONS

7.1 That the Council consider the details within the report.

7.2 That the Council consider moving investment to the CCLA deposit accounts and property investment accounts

7.3 If 7.2 agreed to instruct the Clerk what funds to be allocated to each account.

7.4 That the Council considers having an investment strategy for the future.



Relationship between the Friends of Chorleywood Common and the Chorleywood Parish Council

1 The Friends have enjoyed a productive relationship with the Council during the last twenty-eight years and it is felt that this could be enhanced by adopting a more formal approach to the structure of this relationship.

2 The Friends' objectives as set out in its Constitution are as follows:

- Conserve and safeguard the Common
- Advise and support the management of the Common
- Promote local interest in and awareness of the Common
- Ensure the byelaws are upheld and modified when necessary

3 Membership of the Friends and its Executive Committee

The Friends have enjoyed the benefit of having one of its Executive Committee members being a Parish Councillor, though this has come about by invitation rather than by formal design.

The Friends would like to propose that, following the Parish Council elections in May 2019:

1. A member of the Parish Council be formally elected to the Executive Committee of the Friends as an Honorary Member of the Friends. Such a member would be entitled to take part in Executive Committee debates, but as an Honorary Member they would not be entitled to vote. This would enable such a person to express an unfettered opinion on what could be construed as a contentious issue for the Council, without being conflicted, or they may choose not to take part in such a debate.
2. This appointment would be minuted by the Friends at an Executive Committee meeting following the Parish Councillor's agreement to become an Honorary Member.
3. A serving member of the Parish Council who is already a member of the Friends and a member of the Executive Committee will continue to serve as a member of the Executive Committee until such time as their election is not renewed. Such a member should not vote at such a meeting on what could be construed as a contentious issue for the Council.
4. The purpose of such an appointment would be for the Parish Council member to act as the conduit for sharing information from the Council and be the point of contact should the Friends wish to obtain information from the Council.
5. Twice-yearly meetings be held between the Friends and the Council to discuss matters of mutual interest.

Michael Hyde

Chairman, Friends of Chorleywood Common

March 2019

Chorleywood Neighbourhood Development Plan

FAQ: Chorleywood Parish Council (Full Council)

Recommendations for presentation and decision at meeting on 16 April 2019

From: Vivien Lantree (Chair of the Neighbourhood Development Plan Committee).

Update

The Neighbourhood Development Plan (“NDP”) Committee was established late 2015, as a fall-out from the Community Plan published that same year. The Parish Council asked the Committee to draft an NDP for Chorleywood. Which we have done.

Since CWPC last received a copy of the NDP (October 2018), we took the draft to public consultation (6 weeks up to Christmas week 2018), as requested by CWPC. The consultation was not well publicised with local interest groups, which was a shame. But it was extremely well timed as a lot of concern about the Local Plan call for sites was running in parallel. Our public meetings at the library were relatively well attended, and we were able to give assurance that the NDP will help influence the design and form of any developments that take place, but cannot (of course) hinder development per se.

The draft, version 13.2, has been reviewed by Stephen Trapper of Stephen Trapper (Planning) Ltd in January (commissioned by TRDC). A copy of his report is included in the bundle of documents you will have received. Yvonne Merrit and Cllr Stephen Watkins met with TRDC to discuss the report w/c 18th February 2019. Overall TRDC were impressed at how few ‘reds’ we received and how positive the feedback was from Trapper. Their general impression was that we were in good shape. They recommended we adopt the amendments proposed by Trapper to support the final points being resolved.

We met as a committee to review the feedback on Tuesday 26th February 2019 and agreed ways forward on all points outstanding and in principle that we would adopt Trapper’s recommendations as per TRDC’s suggestion. Unfortunately, one member who was unable to attend the meeting, or send points beforehand for us to consider, together with a member that was at the committee meeting have raised points some weeks after the meeting. After a lot of email exchanges on the matter, I asked them to put forward proposals to the issues they saw with the draft that came out of the meeting on 26th February (v.13.1). These points, together with notes from the committee meeting and recommendation as to whether to adopt the point or not, are included under Annex A. The recommendations are based on Trapper’s feedback and the agreed committee position. A balance of fairness to the committee view and respect for expert opinion.

There is still the matter of the SEA and HRA screening test to be resolved (see Annex B for research and position). This is for TRDC to conduct, and is still to be done.

Recommendations

1. That CWPC adopt draft v13.2, as per recommended amendments under Annex A, and final maps and photos to be added, and submit it to TRDC; along with
2. A request that TRDC conduct the required SEA and HRA screening tests against this final draft v13.2.

Annex A: Chorleywood Neighbourhood Plan Recommended Amendments

This Annex outlines the recommended amendments to the latest draft of the Chorleywood Neighbourhood plans (v13.1) along with the rationale for those amendments – **by Jon Bishop and Gareth Hunt** (as put to the NDP Committee by email on 4 April 2019).

In blue – comments by Vivien Lantree in response to proposals in preparation for recommendation to Chorleywood PC – as reflected in v13.2 of the NDP.

1. Introduction - How the NDP will be applied

1.1. Current Text

"The cumulative effect of applications on one dwelling will also be considered (i.e. the potential for "creeping development"). "

1.2. Amendment Rationale

The scope of this principle, as written, is too limited as it would not apply to anything other than single residential properties and would not apply to applications for multiple properties or non-residential applications. To provide a broader application of the policies, it is recommended to adopt the wording suggested by TRDC Consultant, Stephen Tapper.

1.3. Recommended Revised Text

"The cumulative effect of development proposals will be considered in the context of any resulting adverse impacts on social and physical infrastructure of Chorleywood, along with its environment and residential amenity."

Vivien Lantree – update to v 13.2 – Trapper's suggested wording has been added: *"The cumulative effect of development proposals will be considered in the context of any resulting adverse impacts on social and physical infrastructure the environment and residential amenity."*

2. Policy 4 - Policy 4.1

2.1. Current Text

"Proposals of 5 or more dwellings should demonstrate that evidence of accessible housing, for older and less able-bodied persons, is reflected in the type and mix of homes proposed.

This housing mix should also seek to provide the significant majority of two and three-bed properties address the following needs:

1. 2-bed bungalows
2. 3-bed bungalows
3. 2-bed flats
4. Sheltered accommodation"

2.2. Amendment Rationale

If this policy were to be adopted as phrased, all future large scale developments would mainly consist of flats and bungalows. Whilst there is a desire to ensure a sufficient stock of properties for older persons and the disabled, the evidence does not support the need for most properties to be aimed at this population. VL – this is not the case - the evidence against Policy 4.1 is, and always has been, for a mix of dwellings for "smaller/affordable homes: 59%, age restricted /homes for the elderly: 44% and bungalows: 28%" (as taken from the Community Plan survey results), with further evidence supporting the need to support elderly and those with a disability in the evidence as researched and provided by Jon Bishop.

As, under the potential sites for development in the new Local Plan, there is the potential for the building of new estates of up to 1,500 dwellings, this would also have a significant impact on the overall character of Chorleywood, directly against the objective of the Neighbourhood Plan.

It is unnecessary to specify the number of bedrooms as the developer will be required to justify how the proposed mix of dwellings fits the needs of older and less able-bodied persons which would include the size of the property. This will provide more flexibility where the needs of the community change over time. It is therefore recommended that the wording be adjusted to remove the reference to a specific proportion of flats and bungalows in a development and the number of bedrooms required. [VL – it was agreed as a committee on 26th February 2019 that the wording would be as set out above, in line with suggested text from Stephen Trapper \(please see his report feedback on this policy\).](#)

2.3. Recommended Revised Text

"Proposals of 5 or more dwellings should demonstrate that accessible housing, suitable for older and less able-bodied persons, is reflected in the type and mix of homes proposed, including:

1. Bungalows
2. Flats
3. Sheltered accommodation"

[VL recommendation – the change is not adopted. If we are to achieve the survey output \(see evidence point above\), we need to specify the size of the flats etc as otherwise we run the risk of large flats/bungalows and not achieve the objective.](#)

3. Policy 4 - Policy 4.2 - Preservation of Existing Stock of Bungalows

3.1. Current Text

All reference to the requirement to preserving the existing stock of bungalows has been removed in this draft. [VL – it was agreed as a committee on 26th February 2019 that policies 4.1 - 4.3 would be combined under a new 4.1, as per Stephen Trapper's proposal and feedback – as above. This was voted on as a committee.](#)

3.2. Amendment Rationale

The TRDC Consultant, Stephen Tapper, recommends re-drafting of the policy on existing bungalow stock as the previous policy version applied at a single bungalow level which could be considered too onerous. He recommends that the policy be re-drafted to identify streets that are characterised by bungalows and to use this as the basis of the policy.

3.3. Recommended Revised Text

Under Policies - "4.2 In areas characterised by groups of bungalows, there will be a presumption against approval of planning applications related to either the conversion or replacement of an existing bungalow into a multi-level dwelling. "

In the background to the policy it would be supported by a comment that this policy will both maintain the character of these areas and ensure that the stock of dwellings for older and disabled persons is maintained.

[VL recommendation – the change is not adopted. This was a point of great debate at the meeting on 26th February 2019. The outcome was a vote to adopt one new combined policy and the wording was drafted, by committee, at the meeting – as above, based on Stephen Trapper's advice.](#)

4. Policy 4 - Policy 4.3 - Homes for First-Time Buyers

4.1. Current Text

All reference to the requirement to the need for homes for first-time buyers has been removed in this draft. [VL – it was agreed as a committee on 26th February 2019 that policies 4.1 - 4.3 would be combined under a new 4.1, as per Stephen Trapper's proposal and feedback – as above. This was voted on as a committee.](#)

4.2. Amendment Rationale

In the latest update, the policy requiring provision of housing suitable for first time buyers and downsizers has been removed. The TRDC Consultant did not comment on this policy and it can therefore be presumed that he found the policy acceptable.

As detailed in the evidence section of Policy 4, in the Community Plan the type of housing with the greatest support was "Smaller / Affordable Homes". As currently drafted, the NDP is silent on this point providing no support to this desire by residents to shape the type of new housing developed.

As such, it is recommended that the previous policy be re-inserted.

4.3. Recommended Revised Text

Under Policies - "4.3 New housing should seek to provide a mix of housing types and, in particular, smaller properties suited to first time buyers and downsizers. "

VL recommendation – the change is not adopted. This was a point of great debate at the meeting on 26th February 2019. See notes on previous 2 policy points. The proposed wording does not add anything additional to what is currently included in draft v.13.2. It would be too subjective to interpret what “properties suited to first time buyers and downsizers” would mean, nor are “downsizers” defined anywhere.

5. Policy 5 - Policy 5.1 - Higher Density Developments

5.1. Current Text

"5.1 Flatted and higher density developments would be supported if built in close proximity to public transport or main arterial roads, or other locations that are sustainable." *VL – it was agreed as a committee on 26th February 2019 that the term “sustainable” be included – this links to CP1 (Core Strategy Compliance within TRDC’s Local Development Framework, June 2010 – CP1: Overarching Policy on Sustainable Development) also. Proposal from Jon Bishop to include this.*

5.2. Amendment Rationale

The policy has been revised to include the term "sustainable" but this term is not defined anywhere within the plan. Without such a definition, users of the plan could be free to employ their own definition in applying this policy.

As such, it is recommended that a definition of sustainable be provided in the background to this policy.

5.3. Recommended Revised Text

In the background to this policy it is recommended that the following be included:

"The term sustainable should be considered to be aligned to the definition of sustainable development provided in the National Planning Policy Framework. Section 2 - Achieving Sustainable Development.

In particular, in relation to this policy, it requires that development of flatted and higher density developments take account of the existing historic, built and natural environment and be sited in locations that support a local carbon economy such that local facilities are easily and safely accessible by public transport, cycling and walking. As part of this, it is key that the development fulfil the safety criteria defined in Policy 7"

VL recommendation – the change is adopted in principle to define ‘sustainable’, but the reference to a ‘safety criteria’ under policy 7 doesn’t seem to achieve the objective of defining the term. Reference to the NPPF works.

6. Policy 7 - Transport

6.1. Current Text

All policies related to Transport have been removed in the latest draft. VL – it was agreed as a committee on 26th February 2019 to remove in line with Stephen Trapper's feedback, which reads: "Policy 7.1 is not a policy but an aspiration. The responsibility for providing such a cycle path should be identified, according to whether it would be on- or off-road. It may be possible to identify sections that could be constructed or funded by the developers of major sites. Policy 7.2 is also aspirational. It is onerous in respect of developments of three dwellings. An acceptable policy approach might be to require all major developments (10 or more dwellings) to include in a Transport Assessment an appraisal of sustainable travel opportunities between the site and local destinations and to identify improvements that could be implemented or funded by the developer...". In v.13.1 both policy 7.1 and 7.2 were moved to the 'aspirations' section at the beginning of the NDP. They were not removed.

6.2. Amendment Rationale

The area of Chorleywood, is characterised by many narrow rural roads, often with only the width for one car and no provision for safe pedestrian or cycle use. In the list of proposed sites for the new Local Plan, the majority of sites that are positioned on these lanes. This is the largest problem that the new Local Plan is likely to cause the parish and therefore, policies to influence design and transport provision will be essential for the foreseeable future.

To ensure that any sites developed in the future are truly sustainable, it is essential that these sites are readily accessible from local amenities and village / town centres by means other than car.

The TRDC Consultant, Stephen Tapper, found that the previous policy, which required developers to provide pedestrian and cycle links, was too onerous and that instead the policy might include a Transport Assessment including an appraisal of sustainable travel opportunities between the sites and local destinations, including potential improvements that could be funded by the developer.

It should be noted that many made plans (i.e. those approved by the Planning Inspectorate and local residents) include very strict transport policies, for example Harpenden which requires "All new housing developments must provide safe pedestrian access to link up with existing or proposed footpaths, ensuring that residents can walk safely to bus stops, schools, work and other facilities."

6.3. Recommended Revised Text

It is recommended that the Transport section be re-inserted and a policy included as follows:

"Larger developments, which for purposes of this policy are defined as all developments delivering, in total, over 20 bedrooms, must include a Transport Assessment that demonstrates how the development is or could be practicably made accessible to Chorleywood Village centre or Rickmansworth Town centre by safe pedestrian and cycle routes."

In the background, the guidance on what constitutes safe routes could then be provided as:

- "• Safe pedestrian routes are those which separate pedestrians from vehicular traffic through the use of pavements, footpaths or pedestrian routes with clear separation, e.g. pathways along verges.
- Safe cycle routes are those which either;
 - provide routes are separated from traffic, or
 - provide routes that are wide enough to accommodate both cyclists and vehicles simultaneously, i.e. when cars and cycles are passing each other, whilst ensuring at least 1 metre separation between them."

As explained in the evidence for the policy, currently found in Appendix G, these definitions of safe pedestrian and cycle routes are supported by existing government and local authority definitions.

VL recommendation – the change is not adopted. If we are to achieve a NDP that can be adopted, then we cannot include aspirations. This approach, as set out in my notes above, was as agreed by the Committee on 26th February 2019. The proposal put forward by Jon and Gareth goes against expert advice.

7. Appendix F - Thresholds For Larger Developments

7.1. Current Text

Allows for different definitions dependent upon policy

7.2. Amendment Rationale

It would be more logical and less open to challenge if a single definition of Larger Developments was adopted. It is proposed that this should be "developments delivering, in total, over 20 bedrooms".

Use of a definition based upon bedrooms rather than dwellings, this avoid the problem of applying policies in the same way to developments that probably only have about 8 residents (5 one bedroom properties) and those that have 25-30 residents (5 five bedroom properties).

7.3. Recommended Revised Text

Use of the 20 bedroom definition to all policies referring to the scale of development.

Amend the wording of Appendix F. to replace the existing final paragraph with:

"In the local context, sustainable transport to any new development is particularly important and the additional burden of any development will be more affected by the number of residents likely to occupy that development rather than the number of dwellings.

Since the number of residents in any development is likely to correlate closer to the number of bedrooms therein rather than number of dwellings, this plan has adopted bedroom numbers to defined Larger Developments"

VL – it was agreed as a committee on 26th February 2019 to adopt feedback from Trapper as follows (where references to "Larger Developments" were used):

- Policy 2.1 – replace with "all developments"
- What was policy 7.1 – move policy to 'aspirations' section
- What was policy 7.3 – remove policy

So whilst the proposal is recommended to be adopted in principle (and has been reflected in v13.2), it only now applies to the aspirations section.

Annex B: SEA and HRA screening assessment research and rationale

Copy of email sent to TRDC in October 2018.

Hi Lauren

I am hoping you can help me. Over the Summer you kindly reviewed our draft NDP and we responded to your feedback in September. We are now moving to the consultation phase of the NDP and have are considering the need for a Strategic Environmental Assessment (SEA) and a Habitats Assessment.

From my reading of the [guidance provided by the government](#) and a stab at reading the relevant Regulations, I am struggling to see for certain **that we do not need one**, but for the following reasons, feel we **don't** (just my interpretation!):

- An SEA is needed if a NDP is *“likely to have significant environmental effects”*
- What is a ‘significant environmental effect’ is set out under [regulation 9 of the Environmental Assessment of Plans and Programmes Regulations 2004](#) –
 - As set out under Reg 5(4)a) where the plan is first formally prepared on/after July 2004 (*Yes, that applies here*), **and** b) the plan set out framework for future development consent of projects (**No, not applicable to the Chorleywood NDP – no specific projects are identified**); or
 - As set out under Reg 5(6)a) – an SEA is not required “for a plan or programme of the description set out in paragraph (2) or (3) [of Reg 5] which determines the use of a small area at local level”; (**No, not applicable to our NDP**)* or
 - As set out under Reg 5(6)b) “for a minor modification to a plan or programme of the description set out in either of those paragraphs [i.e. Reg 5(2) and (3)]” (**No, not applicable to our NDP**)*.

“unless it has been determined under regulation 9(1) [circular reference to the last 2 bullets above] that the plan, programme or modification, as the case may be, is likely to have significant environmental effects, or it is the subject of a direction under regulation 10(3) [i.e. Sec of State instruction].”* (No, not applicable to our NDP**)

- As we do not seem to fall under any of the grounds which require a SEA to be completed (and from what I can see a HA is needed if a SEA is), then I cannot see how we need one.

In summary

The Chorleywood NDP does not include anything that would/likely to have a significant environmental effect. The examples given in the guidance (extracts below) include

- a neighbourhood plan allocates sites for development – *we have not identified / allocated any sites for development*

- the neighbourhood area contains sensitive natural or heritage assets that may be affected by the proposals in the plan – *there are no proposals in the plan that affect such assets, in fact quite the contrary – we seek to conserve them.*
- the neighbourhood plan is likely to have significant environmental effects that have not already been considered and dealt with through a sustainability appraisal of the Local Plan. *Unlikely, but TRDC is best placed to comment.*

Either way, I understand it falls to the Local Planning Authority (TRDC in our case) to determine if one is needed, and if it is to conduct one and if it isn't to provide a statement to that effect. So I welcome TRDC's help on this.

We are planning to commence our consultation w/c 5 November. So any impact the finding as to whether an SEA and/or a HA are needed are much appreciated as soon as possible. Otherwise, we will continue as planned.

Kind regards

Vivien

Does a neighbourhood plan require a strategic environmental assessment?

In some limited circumstances, where a [neighbourhood plan](#) is likely to have significant environmental effects, it may require a strategic environmental assessment. Draft neighbourhood plan proposals should be assessed to determine whether the plan is likely to have significant environmental effects. This process is commonly referred to as a “screening” assessment and the requirements are set out in [regulation 9 of the Environmental Assessment of Plans and Programmes Regulations 2004](#).

If likely significant environmental effects are identified, an environmental report must be prepared in accordance with [paragraphs \(2\) and \(3\) of regulation 12 of those regulations](#).

One of the basic conditions that will be tested by the [independent examiner](#) is whether the making of the neighbourhood plan is [compatible with European Union obligations](#) (including under the Strategic Environmental Assessment Directive).

Paragraph: 027 Reference ID: 11-027-20150209

Revision date: 09 02 2015 See [previous version](#)

How do you know if a draft neighbourhood plan might have significant environmental effects?

To decide whether a draft [neighbourhood plan](#) might have significant environmental effects, it must be assessed (screened) at an early stage of the plan's preparation according to the requirements set out in [regulation 9 of the Environmental Assessment of Plans and Programmes Regulations 2004](#). These include a requirement to consult the environmental assessment [consultation bodies](#).

Each consultation body will be able to advise on particular topics relevant to its specific area of expertise and responsibility, and the specific information that it holds.

Where it is determined that the plan is unlikely to have significant environmental effects (and, accordingly, does not require an environmental assessment), a statement of reasons for the determination should be prepared. A copy of the statement must be submitted with the neighbourhood plan proposal and made available to the independent examiner.

The local planning authority, as part of its duty to advise or assist, should consider putting in place processes to determine whether the proposed neighbourhood plan will require a strategic environmental assessment. The qualifying body should work with the local planning authority to be sure that the authority has the information it needs.

Paragraph: 028 Reference ID: 11-028-20150209

Revision date: 09 02 2015 See [previous version](#)

What do you do if a neighbourhood plan is likely to have a significant environmental effect?

Where a [neighbourhood plan](#) is likely to have a significant effect on the environment a strategic environmental assessment must be carried out and an environmental report prepared in accordance with [paragraphs \(2\) and \(3\) of regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004](#).

Whether a neighbourhood plan proposal requires a strategic environmental assessment, and (if so) the level of detail needed, will depend on what is proposed. A strategic environmental assessment may be required, for example, where:

- a neighbourhood plan allocates sites for development
- the neighbourhood area contains sensitive natural or heritage assets that may be affected by the proposals in the plan
- the neighbourhood plan is likely to have significant environmental effects that have not already been considered and dealt with through a sustainability appraisal of the [Local Plan](#).

Paragraph: 046 Reference ID: 11-046-20150209

Revision date: 09 02 2015

What is the relationship between a Strategic Environmental Assessment and a Habitats Assessment?

Strategic environmental assessment is a process for evaluating, at the earliest appropriate stage, the environmental effects of a plan before it is made. A Habitats Regulations assessment identifies whether a plan is likely to have a significant effect on a European site, either alone or in combination with other plans or projects. This assessment must determine whether significant effects on a European site can be ruled out on the basis of objective information.

If the conclusion is that the plan is likely to have a significant effect on a European site then an appropriate assessment of the implications of the plan for the site, in view of the site's conservation objectives, must be undertaken. If a plan is one which has been determined to require an appropriate assessment under the Habitats directive then it will normally also require a Strategic Environmental Assessment.

Guidance on statutory obligations concerning designated sites and protected species is published separately because its application is wider than planning. Updated guidance on the law affecting European sites, protected species and Sites of Special Scientific Interest is being prepared by the Department for

Environment, Food & Rural Affairs and will replace the advice set out in [Circular 06/05: Biodiversity and Geological Conservation](#)

Paragraph: 047 Reference ID: 11-047-20150209

Revision date: 09 02 2015

When should a plan-maker start producing a strategic environmental assessment?

Where it is determined that a [neighbourhood plan](#) is likely to have significant effects on the environment and that a strategic environmental assessment must be carried out, work on this should start at the earliest opportunity. This is so that the processes for gathering evidence for the environmental report and for producing the draft neighbourhood plan can be integrated, and to allow the assessment process to inform the choices being made in the plan.

Paragraph: 029 Reference ID: 11-029-20150209

Revision date: 09 02 2015 See [previous version](#)

What level of detail is required in a strategic environmental assessment?

The strategic environmental assessment should only focus on what is needed to assess the likely significant effects of the [neighbourhood plan](#) proposal. It should focus on the environmental impacts which are likely to be significant. It does not need to be done in any more detail, or using more resources, than is considered to be appropriate for the content and level of detail in the neighbourhood plan.

Paragraph: 030 Reference ID: 11-030-20150209

Revision date: 09 02 2015 See [previous version](#)

Who is responsible for ensuring that the strategic environmental assessment requirements have been met?

It is the responsibility of the local planning authority to ensure that all the regulations appropriate to the nature and scope of a [neighbourhood plan](#) proposal submitted to it have been met in order for the proposal to progress. The local planning authority must decide whether the neighbourhood plan proposal is compatible with EU obligations (including obligations under the Strategic Environmental Assessment Directive):

- when it takes the decision on whether the neighbourhood plan should proceed to referendum; and
- when it takes the decision on whether or not to make the neighbourhood plan (which brings it into legal force).

A qualifying body should make every effort to ensure that the draft neighbourhood plan that it submits to the local planning authority:

- meets each of the basic conditions
- has been prepared in accordance with the correct process and all those required to be consulted have been
- is accompanied by all the required documents

One of the following documents must be included with a neighbourhood plan proposal when it is submitted to the local planning authority:

1. a statement of reasons for a determination under [regulation 9\(1\) of the Environmental Assessment of Plans and Programmes Regulations 2004](#) that the proposal is unlikely to have significant environmental effects or
2. an environmental report prepared in accordance with [paragraphs \(2\) and \(3\) of regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004](#)

The local planning authority should discuss the steps that the qualifying body needs to take and what needs to be produced in order to comply with the [Environmental Assessment of Plans and Programmes Regulations 2004](#) as part of meeting its duty to advise or assist the qualifying body with neighbourhood planning.

The local planning authority should consider what further assistance it can provide to help a qualifying body comply with the regulations, for example making available information and evidence that may help a qualifying body that is preparing the environmental report where one is required.

Paragraph: 031 Reference ID: 11-031-20150209

Revision date: 09 02 2015 See [previous version](#)

How should the strategic environmental assessment process be applied to neighbourhood plan preparation?

The key stages of [neighbourhood plan](#) preparation and their relationship with the strategic environmental assessment process are shown [at paragraph 33](#).

Paragraph: 032 Reference ID: 11-032-20140306

Revision date: 06 03 2014