

## CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the Common Room at the War Memorial Hall, Common Road, Chorleywood, on Tuesday 27<sup>th</sup> June 2017

### MEMBERSHIP & ATTENDANCE

Chairman: \* Jane White

Councillors: Jo Clarke \* Alison Preedy  
\* Tony Edwards \* David Raw  
\* Raj Khuroya \* Martin Trevett  
\* Rodney Kipps \* Steve Watkins  
\* Carol Kristian \* Jenny Wood  
\* Jill Leeming Jackie Worrall  
\* Geoffrey Liley Sarah Wright  
\* Ken Morris

\*Denotes Member present

Officers Present: Yvonne Merritt – Clerk  
Claire James – Deputy Clerk  
Michelle Putman – Admin Officer  
Laura Hamilton – Admin Assistant

### **17/19 PUBLIC FORUM**

There were two members of the press and public present. Michael Hyde addressed the Council on behalf of Greg Hill Chairman of the Friends of Chorleywood Common who was unable to attend. He congratulated the Council on the Nature Trail progress and raised concerns on the aesthetics of the proposed height barriers at the War Memorial Hall permissive parking area vs the inconvenience of evicting the Travellers. He also asked if there was any resolution of the Horse Riding issue.

The Clerk replied that the Parish Council had held a meeting with the British Horse Society Legal Advisor together with the Council's Legal Advisor in February of this year since when nothing had been heard back. The Parish Council were confident that the bylaws were valid, they had been tested on three separate occasions and had been signed off by the Secretary of State at the time of their creation. A deadline of the 30<sup>th</sup> June 2017 had been given to the British Horse Society for a response. If no response was received the Council would be going ahead with the permissive horse track signage. It was emphasized that it was a permissive horse track but the Council had no intention of closing it, stating that it was part and parcel of the Common. However horses were required to keep to the horse track and did not have open access.

### **17/20 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS**

There were no representations from District and County Councillors

### **17/21 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Jo Clarke, Jackie Worrall and Sarah Wright.

### **17/22 DECLARATIONS OF INTEREST AND DISPENSATION**

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

### **17/23 APPROVAL OF MINUTES**

The Council

## **RESOLVED**

To approve the minutes of the Annual meeting of 9<sup>th</sup> May 2017

These were duly signed by the Chair

## **17/24 MATTERS ARISING FROM THE PREVIOUS MEETING**

**Minute 17/11** The Chair noted that the latest edition of Chorleywood Matters had been put together by the Officers and thanked them for this, but stated that articles were welcomed from Councillors for future editions.

## **17/25 CHAIR'S ANNOUNCEMENTS**

The Chair wished Cllr Alison Preedy and the Clerk a belated Happy Birthday.

She advised that the Clerk and herself had met with the Residents Association and they were broadly working in the same direction.

The Chair advised that the cows were back on the Common. They were being kept in the May bushes for the time being as the orchids were currently coming up in Larks Meadow.

Following the sad loss of District Councillor Ann Shaw, The Chair and Clerk had attended the memorial service on behalf of the Parish Council.

The Chair and the Clerk had attended a Business Plan workshop run by HAPTC

The Chair advised that she had been elected on to the Executive Committee of HAPTC alongside a representative from Batchworth Community Council.

At the recent County Council elections it was noted that Ralph Sangster and Chris Hayward had been returned to their seats.

The Chair advised that there were currently over 100 stalls booked for Village Day. It would be a different layout this year with more zoning of areas of interest. Chorleywood Cake off was returning along with the Tug of War, with invites being issued to take on the Parish Council as the defending champions of the latter. She advised that the size of Village Day was now such that without assistance from the Councillors, help would have to be bought in and asked Councillors to volunteer for a number of activities to be covered. Cllr Stuart Marshall advised that he and Cllr Carol Kristian had attended a New Councillor training course.

## **17/26 QUESTIONS UNDER STANDING ORDER 9**

There had been no questions received under Standing Order 9

## **17/27 CLERKS REPORT**

The Clerk highlighted the following items:

**Nature Trail** – Two Wildwood Dens had now been constructed, both off the Village Day Fire Ride. They were notices advising that they were still under construction as the carving was still to be completed. The new fencing was therefore still in place. She advised that RoSPA had inspected the Wildwood Dens the previous day and had given them a complete clean bill of health which would last three years. For the type of construction, annual inspections were not required. She also advised that the Chainsaw carver was currently working on the fallen oak near Shepherds Bridge. It was noted that wood from the Common had been used in the construction of the Wildwood Dens which had therefore come in under budget.

**Copmans Wick Allotments** – The Clerk thanked Cllr Martin Trevett for the very robust fencing that had been installed on the TRDC Boundary with the allotments using TRDC budget from last year. It was noted however that the fencing did not run the complete length of the boundary and stopped at the very point that the fencing was most needed from the allotment point of view. However Cllr Martin Trevett had assured her that the work would be completed in the next three months.

**Travellers** – Cllr Martin Trevett congratulated the Clerk for dealing with the recent incursions by two sets of travellers so quickly. However it was noted that there had been a spate of travellers in the area and he

therefore urged the Council to seriously consider the proposal later on the agenda for the installation of height barriers at the War Memorial Hall permissive parking area (PPA). Whilst there had been little damage on this occasion, a recent incursion on private land at Maple Cross was costing the land owner in the region of £10k to clear. The views of Friends of Chorleywood Common were appreciated regarding the aesthetics of the Common but the Council had the right to defend the Common. It was noted that two years ago the Parish Council had spent in the region of £7k on the removal of Travellers and the clean up afterwards.

**Dates for the Diary:** The Clerk reminded Members that invites for Quiz Night would be coming out in the near future.

The Council

**RESOLVED**

To note the report.

## **17/28 COMMITTEE MINUTES**

**Open Spaces 16<sup>th</sup> May 2017:** Cllr Tony Edwards presented the minutes. Cllr Martin Trevett advised that he would follow up **Minute 17/06** regarding the availability of surveillance equipment for the monitoring of the cattle fencing. **Minute 17/06** Permissive Parking Area – A Member advised he had recently met a senior manager from Sky Vision and had raised the abuse of parking at the War Memorial Hall by their personnel. Their response had been that they tried to park in the Station car park but this was often full. It was their view that as they brought in business to the area through the purchase of food and drink, the Council should support them. The Clerk advised that permits for parking by individual companies was not legally permitted in the permissive parking areas as the Council could not be partial for an area that was for the right of air and exercise on the Common. It was however noted that permits were available to be purchased from TRDC for the Ferry Car Park in the Village and Members asked that this be made clear to Sky Vision in a letter that was being written to them regarding the parking abuse. Cllr Geoff Liley asked whether Cllr Martin Trevett had made any progress on discussing the enlargement of the Station car park. The Chair and the Clerk advised they had also been discussing the subject with the Residents Association and agreed to work together to pressure National Car Parks (NCP). Cllr Martin Trevett expressed some doubt as to whether he would be able to get Transport for London interested but would persevere.

**Planning 6<sup>th</sup> June 2017:** Cllr Steve Watkins presented the minutes. Cllr Martin Trevett asked whether the absence of any plans for consideration of planning applications was a regular occurrence. He was advised that there were usually one or two occurrences at each meeting which were always documented. The absence of plans meant that the Committee could not consider the application and it also meant that members of the public did not have access to any plans as well. Cllr Martin Trevett advised that he would take this up at TRDC.

**Village Halls 13<sup>th</sup> June 2017** Cllr Rodney Kipps presented the minutes. **Minute 17/04** In response to a question regarding the income from the Hindu Festival, Members were advised that this was a significant amount being a booking for the whole hall for over 50 hours over five days.

**Policy and Resources 20<sup>th</sup> June 2017:** Cllr Steve Watkins presented the minutes. **Minute 17/07** In response to a question from the Chair, Cllr Stuart Marshall advised that he had been speaking with both the Webmaster and the Deputy Clerk to come up with a solution to the WordPress issue. **Minute 17/11** In response to a question from the Chair as to why the Property Register was on hold, the Clerk responded that this was just due to the fact that no meeting had been held.

### **Recommendation 1 Grant Funding:**

The Council

**RESOLVED**

That the Policy & Resources Committee consider amendments to the Grant Criteria and donations which may be required for the forthcoming years with a report back to the next P&R Committee with Cllr Jackie Worrall as the Lead Councillor

This was proposed from the Chair by Cllr Jane White and carried unanimously.

**Recommendation 2 Local Council Award Scheme**

The Council

**RESOLVED**

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

This was proposed by Cllr Steve Watkins, seconded by Cllr Raj Khuroya and carried unanimously.

**Recommendation 3 Amendment to Standing Orders to reflect Change in HR Provision**

The Council

**RESOLVED**

That the footnote as documented be added to Standing Order 1

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

**17/29 ACCOUNTS FOR PAYMENT**

In response to questions from Members the following points were noted:

**Motor Insurance** – this covers 5 vehicles including the Tractor, which given the value of that vehicle alone was felt to be value for money.

The Council

**RESOLVED**

To note the report.

**17/30 HEIGHT BARRIERS AT WAR MEMORIAL HALL PERMISSIVE PARKING AREA**

In response to a question, Members were advised that the barriers had been specified in terms of location, height and width but not in terms of the foundations used for the posts. It was noted that although the quote from Company C had not yet been received, all three companies had installed height barriers for the Council in the past. Cllr Martin Trevett felt that the Council had to do something to protect the Common. It was also noted however that the barriers were only deterrents and it could not be guaranteed that Travellers would not gain access at some point. The Clerk advised that there was £9058 in the Easement budget which was for the protection of the Common.

The Council

**RESOLVED**

To install Height Barriers at the War Memorial Hall permissive parking area with the final decision on the choice of supplier delegated to the Clerk and the Chair of Open Spaces.

This was proposed by Cllr Martin Trevett, seconded by Cllr Steve Watkins and carried unanimously.

**17/31 END OF YEAR AUDIT**

**Recommendation 1** of the report was noted as in place.

**Recommendation 2** of the report was to be actioned with the separation of earmarked reserves from the General Fund.

The Council

**RESOLVED**

That the End of Year Audit report and recommendations be accepted.

This was proposed by Cllr Ken Morris, seconded by Cllr Alison Preedy and carried unanimously.

**17/32 APPROVAL OF THE ANNUAL RETURN**

It was noted that the brought forward value was slightly up. The fixed assets were up significantly which was explained to be due to the fact that previously insurance values had been worked on. Now, thanks to the efforts of the French student last summer and Cllr Steve Watkins, actual values were now able to be used. It was noted that these would be reviewed in the coming summer with the help of the summer work experience student.

The Council

**RESOLVED**

To approve the Annual return

This was proposed by Cllr Tony Edwards, seconded by Cllr Stuart Marshall and carried unanimously.

**17/33 NEIGHBOURHOOD PLAN TERMS OF REFERENCE**

Members considered the proposed Terms of Reference for the Neighbourhood Plan Steering Group with the following points noted:

- o 3 Principles First bullet point – ‘Parish Survey’ should be ‘Community Plan’
- o 3 Principles Second bullet point – ‘five parishes’ should be just ‘the parish’
- o 5 Membership of the Steering Group –
  - five members was felt to be the wrong number and should be greater
  - quorate rule should be revisited
- o 6 Roles within the Steering Group – it was suggested that a Treasurer might be required however under 8 Finance – it was noted that expenditure could only be agreed by the Parish Council and not the Steering Group. It would be the Parish Council that would apply for the grants available and the Council would therefore be responsible for the money.

In response to a question from a Member the Clerk advised that there was guidance on how the finance from Neighbourhood Plans should be dealt with.

It was noted that John Bishop, a member of the current Steering Group had offered to put together a Business proposal that would be presented to the Council in September.

The costs of a Neighbourhood plan were expected to be in excess of £20K but Members were advised that there was a lot of funding available to offset this. Members were reminded of the benefits of having a Neighbourhood plan in terms of a greater proportion of Community Infrastructure Levy (CIL) monies being available for use for the community.

The Council

**RESOLVED**

That Cllrs Jane White and Steve Watkins together with the Clerk would work on the Neighbourhood Plan Steering Group Terms of Reference and come back to Full Council when the Business Proposal was presented in September.

This was proposed by Cllr Ken Morris, Seconded by Cllr Alison Preedy and carried unanimously

**17/34 CLOSURE**

The meeting started at 7.30pm, closed at 8.36pm

These minutes have been checked by the Chairman.

Signed ..... Via Email ..... Dated .....

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

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

## SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTIONS

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
FC 16/29 Office Refurbishment	Action	A project plan for the planned activities for the refurbishment of the Office to be provided. <b>Ongoing</b> <i>Cllr Raj Khiroya appointed as lead councillor for the project</i>	The Clerk
FC16/30 P&R 13.09.16  & FC 16/ 46 Approval of Minutes  FC 16/61 Approval of the minutes	Resolution   Resolution	To purchase and install a flagpole and flags for outside the Parish Office. <b>Completed</b> <i>Flag Pole and new Cemetery notice board now installed.</i>  Additional flags to include St Andrews, St Patricks and the Flag of Wales. That the previous decision be rescinded due to flag protocols and that only the parish logo, Union flag and Armed Forces Day be purchased <b>Completed – Flags purchased</b>	Officers
FC16/34	Resolution	To place £100 on deposit with the Solicitor <b>Completed</b>	The Clerk
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. <b>Ongoing</b> <i>Wildwood Dens in construction, carvings commenced, Notice boards to follow when carvings in place</i>	Clerk
FC 16/76 Matters Arising	Action	<b>Minute16/57</b> Cllr Geoff Liley advised the meeting that he had received no information on the parking proposals from Cllr Martin Trevett and	The Clerk

FC 17/28 Committee Minutes Open Spaces 16.05.17		requested that he be reminded for the information. <i>Ongoing The Chair and the Clerk advised they had also been discussing the subject with the Residents Association and agreed to work together to pressure National Car parks (NCP). Cllr Martin Trevett expressed some doubt as to whether he would be able to get Transport for London interested but would persevere.</i>	Cllr Martin Trevett
FC 16/80 Committee Minutes Planning 07.03.17	Resolution	That monies remaining from those put aside for the Gateway signs due to Three Rivers District Council funding half the costs be put back into the Council Reserves <b>Completed</b>	The Clerk
FC 17/28 Committee Minutes Open Spaces 16.05.17 <b>Minute 17/06</b>	Action	Cllr Martin Trevett to follow up the availability of surveillance equipment for the monitoring of the cattle fencing.	Cllr Martin Trevett
FC 17/28 Committee Minutes Open Spaces 16.05.17 <b>Minute 17/06</b>	Action	The availability of parking permits for purchase from TRDC for the Ferry Car Park in the Village to be made clear to Sky Vision in a letter that was being written to them regarding the parking abuse at WMH PPA.	The Clerk
FC 17/28 Committee Minutes Planning 06.06.17		Cllr Martin Trevett advised that he would take the non availability of plans for some planning application up at TRDC.	Cllr Martin Trevett
FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 1 Grant Funding	Resolution	That the Policy & Resources Committee consider amendments to the Grant Criteria and donations which may be required for the forthcoming years with a report back to the next	Policy & Resources Committee / Cllr Jackie Worrall

		P&R Committee with Cllr Jackie Worrall as the Lead Councillor	
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	Cllr Jane White , Officers
FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 3 Amendment to Standing Orders to reflect Change in HR Provision	Resolution	That the footnote as documented be added to Standing Order 1	The Clerk
FC 17/30 Height Barriers at WMH PPA	Resolution	To install Height Barriers at the War Memorial Hall permissive parking area with the final decision on the choice of supplier delegated to the Clerk and the Chair of Open Spaces.	The Clerk, Chair of Open Spaces
FC 17/33 Neighbourhood Plan Terms of Reference	Resolution	Cllrs Jane White and Steve Watkins together with the Clerk to work on the Neighbourhood Plan Steering Group Terms of Reference and come back to Full Council when the Business Proposal was presented in September.	The Clerk, Cllrs Jane White and Steve Watkins

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

## **CHORLEYWOOD PARISH COUNCIL**

### **FULL COUNCIL MEETING**

### **Agenda Item 10**

**Date: TUESDAY 27<sup>th</sup> JUNE 2017**

**Subject: CLERKS REPORT**

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Officers have been very busy since the last meeting.

**Village Day** – Whilst a lot of work, the Village Day was a huge success. The zoning went well and the Council have received many accolades regarding the event. A full report will be discussed in agenda item 12.

**Training** - We have a training session booked with the Mapping Company on Monday 2<sup>nd</sup> October with two spaces for Councillors. Please advise if you wish to attend. The Clerk will be attending a training session on 21<sup>st</sup> September on Successful Working Relationships and the Clerk and Deputy Clerk will be attending a training session on 24<sup>th</sup> October to learn about the new Data Protection Legislation which comes into force in April of next year.

There are still places available on the Planning Skill Seminar for October 5<sup>th</sup>. So far only one member has agreed to attend, which is disappointing.

**Travellers** – There has been one instance with the arrival of travellers since the last meeting at Christchurch where they got onto the Cricket outfield. Fortunately they were evicted by the police almost immediately. The area was protected for the following week with a skip and the area was reinforced with logs

**Height Barriers at the War Memorial Hall** – These have now been fitted at a cost of £3600. The money will come out the easement fund.

**Loft Clearance** – The loft has been completely cleared and the paperwork weeded through. Only important information and statutory papers have been kept. These are in the process of being sorted, catalogued and filed. Over 70 boxes have been sorted through over the summer.

**Halls** – work has been carried out at the Halls. At the War Memorial Hall there has been a full inventory, all the chairs and tables have been cleaned, first aid boxes checked and necessary items replaced, signage updated and small areas of maintenance undergone. The Bullsland Hall has been repainted, along with the toilets hall and kitchen; it now looks clean and fresh.

**Asbestos Surveys** – Officers have been able to source a local contractor to undertake asbestos surveys in all the Council buildings. These are now a legal requirement and the information will be held on file for use during future refurbishments.

**Quiz Night** – There has been a tremendous response rate for the Quiz Night. 22 local groups have asked for a table and after consideration officers have decided to allow all 22 groups to have a table. The bowls boxes will be moved into the Common Room, along with the Bar and this will give space in the alcove. This will be a very cosy event! Our thanks as always go to Bob and Diana Whitney for organising this event, which will be in its 8<sup>th</sup> Year and has raised nearly £50,000 for local charities.

**Council and Committee Meetings** – This meeting has been changed back to South Lodge as a large booking from the Book shop and Film Club was required for the same evening. As it was a council meeting officers felt that parking would be limited and therefore it was better to move the meeting than cancel the booking. This decision has been criticised and therefore officers would like guidance as to whether in the future a lucrative booking bringing income to the Council should be refused or that Council/ Committee meeting should be moved.

***Also as the nights are drawing in, it is requested that the Chair of all Committee ensure that the officers are not left alone to tidy the rooms and lock up after meetings.***

**Wildwood Dens and Nature Trail** – The Wildwood Dens were opened at Village Day. These have proved to be a huge success. The Parish Council have received very positive feedback with no negative reactions. The Chainsaw carving has also started with more going ahead in the autumn, once permission from TRDC tree officer is received.

**TRDC Play Space for Chorleywood** - A report will be discussed at TRDC Leisure Committee on 6<sup>th</sup> September to decide the location of the proposed play space on Chorleywood Common, with the intention of deciding whether or not to go for planning permission. The Clerk and Ranger have met with TRDC officers to advise them of the details of the Nature Trail and the success of the Wildwood Dens in a hope that there can be some more joined up thinking and partnership working to resolve this issue. At the time of writing the report had not been published.

**Dates for your Diary**

**Horticultural Show and Allotment Prize Giving – 9<sup>th</sup> September**

**Service of Remembrance at Christchurch 12<sup>th</sup> November**

**Quiz Night 2017 - 18th November 2017**

**REPORT OF THE OPEN SPACES COMMITTEE**  
**HELD ON 11<sup>TH</sup> JULY 2017**

**MEMBERSHIP & ATTENDANCE**

**Chairman:** \* Tony Edwards

**Councillors** \* Jo Clark  
Raj Khiroya  
\* Jill Leeming  
\* Alison Preedy  
Martin Trevett  
\* Steve Watkins (ex officio)  
Sarah Wright  
\* Jane White (ex officio)

\* Denotes members present

**Officers present** Yvonne Merritt – Clerk  
Claire James– Deputy Clerk

There were three members of the public present.

The Chairman opened the meeting by inviting those members of the public who had registered to speak to address the committee. Anne Pearson spoke regarding the Permissive Horse track on the Common. Greg Hill, Chairman of Friends of Chorleywood Common addressed the Committee on three points;

1. Thanking the Parish Council, Officers and Rangers for a very successful Village Day
2. Wildwood Dens
3. Permissive Horse track on the Common

**17/15 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Martin Trevett. Cllrs Raj Khiroya and Sarah Wright were absent from the meeting.

**17/16 DECLARATIONS OF INTEREST AND DISPENSATION**

None

**17/17 APPROVAL OF THE MINUTES**

The Committee

**RESOLVED**

That the minutes of the Open Spaces Committee meeting held on 16<sup>th</sup> May 2017 which had been taken at Full Council and agreed, be approved as a true and correct record.

**17/18 MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**17/19 FINANCIAL COMPARISON STATEMENT 2017/18**

The Clerk advised that there were still a couple of anomalies with the finance system that she was in the process of resolving with the Finance company.

## **17/20 OFFICER'S REPORT**

**Common Management Plan:** The Clerk advised Members that she had that morning had a meeting with Countryside Management Services (CMS). They had taken away copies of the current Management Plan and Stewardship agreement and agreed to put together a new management plan over the next six to twelve months working with the Council and officers.

**Para 1.4 Common – Brambles at Chorleywood Bottom:** It was noted that the overhanging brambles were an annual problem and were dealt with by cutting back. The question was raised as to whether a more permanent solution for eradication could be found. The Clerk responded that any solution would have to be environmentally friendly as the area was still Common Land and the brambles formed part of a habitat but she would discuss with the Rangers what could be done.

**Grazing:** Cllr Martin Trevett had followed up the possibility of any surveillance equipment that could be loaned from Three Rivers District Council to monitor the cattle fencing. Unfortunately, as the incidents had not been reported at the time to the police, this was not a current possibility. The Common Ranger had now been instructed to report all further incidents of vandalism to the police.

**Christchurch Car Park:** It was agreed that the Council should make the necessary repairs to the potholes in the tarmac at Christchurch car park. One quote had been received and a further one awaited. It was agreed that two quotes would be sufficient on this occasion.

The Committee

### **RESOLVED**

That the cheaper of the two quotes be accepted and the work undertaken during the forthcoming School Holidays.

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

The Committee

### **RESOLVED**

To note the report

## **ALLOTMENTS**

### **17/21 OCCUPATION**

It was noted that the occupancy of the allotments was increasing with fewer empty plots.

The Committee

### **RESOLVED**

To note the occupation

### **17/22 MATTERS ARISING FROM THE ALLOTMENT USERS MEETING**

The Allotment Users meeting had taken place prior to the Open Spaces Committee Meeting that evening with three allotment holders attending, two from Dog Kennel Lane and one from Copmans Wick allotment sites.

It had been noted that the two day amnesty at Copmans Wick had resulted in a lot of rubbish being cleared by the Rangers with some assistance from a small number of allotment holders. Until the site was secured by the completion of the fencing by TRDC in the next few months however, the clear up could not be completed.

It was noted that quarter plots were under consideration at all sites and the Clerk suggested that the availability of these could be raised in the next article for My Chorleywood News.

One allotment holder had raised the issue of deer getting into the site at Copmans Wick and the Clerk undertook to investigate the area of fencing being raised as the issue.

The Allotment representative at Dog Kennel Lane had raised the issue of sprinklers being left on overnight at the site. He advised that he had visited the site the previous night and found that a sprinkler had become disconnected and the tap was left running onto an empty plot wasting a considerable volume of water. He suggested that the tenancy rules be amended to prevent or limit the use of sprinklers. It was suggested that timers for the taps also be investigated. With respect to possible changes to the Allotment Tenancy Agreement, Members were advised that tenants needed advance warning of any changes with the current agreements signed up to March 2018. It was suggested that the tenancy agreements be reviewed with other council's agreements being part of the review. A revised agreement would be drafted for consideration at the next meeting of the Committee.

#### **17/23 WAITING LISTS**

The Committee

**RESOLVED**

To note the details on the waiting list.

#### **LAWN CEMETERY**

#### **17/24 INTERMENTS**

The Committee

**RESOLVED**

To note the number of interments that had taken place.

#### **COMMON AND GROVEWOOD**

**Cllr Jo Clark Joined the meeting**

#### **17/25 ORGANISED ACTIVITIES ON THE COMMON**

The Clerk advised that she had received three requests for organised activities on the Common too late for the Agenda but referred Members to a paper circulated prior to the meeting detailing the requests. She had spoken to the Cricket Club regarding the Christchurch Youth request for use of the Common on the Cricket outfield and reported that they had no issues with the plans. Members were very positive about the Playgroup but had some concerns over restrictions that this would put on others wanting to use the area. It was felt that once the story telling chair was in place others would want to use the same area. It was noted that as two of the activities were free of charge no charge would be made but that the Bootcamp which was an organised activity by a private company would be subject to a licence fee in line with the licence fee of £12.50 per hour charged to the other fitness classes on the Common

The Committee

**RESOLVED**

That permission be granted

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

This was proposed from the Chair and carried unanimously.

**GENERAL**

**17/26 FOUR YEAR VISION**

**Nature Trail:** Members were advised that the carvings were being done and that the Clerk would progress the Welcome boards on her return from leave at the beginning of August. She advised that the Chorleywood Arts Centre would be approached as before to contribute to the pictures around the outsides of the boards. Members were updated on the current position with a local author regarding the Nature Trail.

**Permissive Parking Areas:** it was noted that a recent insurance claim regarding the height barriers was being dealt with by the insurance companies as the claimant had to prove that the barrier was lower than specified before it was hit. The Clerk advised that the barriers for the War Memorial Hall permissive parking area were on order.

**Parish Paths:** Cllr Jane White requested that the meeting with volunteers to discuss documenting the parish paths in Chorleywood be arranged sooner rather than later. It was suggested that the work done to date by Cllr Tony Edwards documenting many of the paths be circulated to all Councillors together with a list of the paths still to be reviewed.

**17/27 HEALTH AND SAFETY**

There was nothing to report on this item.

**17/28 CONFIDENTIAL BUSINESS**

The Chairman asked the members of the public to withdraw and the Councillors to stay to discuss matters of a confidential nature

**17/29 CLOSURE**

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

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

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 16/51	Resolution	To remove the arch hedge and to bury the water pipe under the path with grating to cover the pipe on the path to allow access to it should it be necessary. <i>Completed</i>	Parish Rangers
OS 16/60	Action	To investigate the costs of bringing in an outside company for parking management on Village Day. <i>Parking company details had been provided and followed up but the company was not interested in the size of event and requirements. Other solutions were therefore put in place</i> <i>Completed</i>	The Clerk
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.	Cllr Raj Khiroya
OS16/87	Action	To look into the costs of strimming and rotavating vacant plots and the costs of weed suppressant membrane for plots given up. <i>Ongoing</i>	Allotment Administrator
OS16/88	Action	To investigate whether notes could be added against budget lines in the Financial comparison statement <i>Ongoing</i>	The Clerk
OS 16/89	Action	To analyse the actual costs incurred by the officers in the preparation of a grave for burial and the ongoing maintenance to input to the meeting of the Open Spaces that discussed the fees and charges for 2018/19. <i>Ongoing</i>	The Deputy Clerk
OS 16/89	Action	To research the charges made at other Cemeteries in the surrounding area for the next committee meeting that discusses the 2018/19 Fees and Charges <i>Ongoing</i>	The Deputy Clerk
OS 16/89	Action	To arrange a parish paths meeting to move the leaflet forward <i>Ongoing</i>	Deputy Clerk
OS16/89	Action	Consideration to be given to deposits and/or advance payment of licence fees for any new to be put to the next Open Spaces Committee	The Clerk & Deputy Clerk

		<b>Completed.</b> The licence fees for the current licence holder and any new licence holder would be payable termly in advance	
OS16/92	Action	To arrange the next Allotment Users meeting prior to the July meeting of Open Spaces with a visit to the allotments to be set up for Members just prior to this. <b>Completed</b>	Allotment Administrator
OS17/04	Resolution	Quotes to repair the tarmac area of Christchurch Car Park to be sought. <b>Completed</b>	Deputy Clerk
OS 17/04	Action	Rangers to be consulted on whether the hire of a turf cutting machine would be of any practical help in returning allotments that had been covered in grass to a lettable state. <b>Completed.</b> The Rangers felt the ground to be too uneven for this to be a viable solution.	Allotments Administrator
OS 17/06	Action	That Cllr Martin Trevett be approached to see if there was any surveillance equipment that could be loaned from Three Rivers District Council to tackle the vandalism of the cattle fencing. <b>Completed</b>	Deputy Clerk
OS 17/06	Action	Formal letters to be sent to <b>Sky Vision</b> and the <b>local Taxi company</b> that were abusing the parking arrangements in the permissive parking areas. <b>Ongoing</b>	Clerk
17/06	Action	A meeting to be held with the residents who had volunteered to assist with documenting the parish paths in Chorleywood. <b>Ongoing</b>	Deputy Clerk
17/11	Action	HAPTC Running Free Consultation- question be raised whether this applied to Common Land and Nature reserves. <b>Ongoing</b>	Clerk
17/20	Action	The Clerk would discuss with the Rangers whether a more permanent eradication of the Brambles at Chorleywood Bttom could be achieved.	Clerk
17/22	Action	The Clerk undertook to investigate the area of fencing allowing deer into the Copmans Wick Allotment site.	Clerk
17/22	Action	To investigate the cost of timers for the taps at the allotment sites	Allotment Administrator
17/22	Action	To review the current allotment Tenancy agreement, including other Council's agreements in the review. A revised agreement to be brought to the September meeting of the Open Spaces Committee	Allotment Administrator

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**REPORT OF THE PLANNING COMMITTEE MEETING  
ON TUESDAY 29<sup>th</sup> AUGUST 2017  
MEMBERSHIP AND ATTENDANCE**

Chairman: \*Cllr Raj Khiroya  
Councillors: \*Cllr Rodney Kipps  
\*Cllr Geoffrey Liley  
Cllr David Raw  
\*Cllr Steve Watkins (ex officio)  
\*Cllr Jane White (ex officio)  
\*Cllr Jackie Worrall

\*Denotes members present

Also in attendance Cllr Stuart Marshall

Officers Attending: \* Michelle Putman - Admin Officer

There were four members of the public present.

The Committee read both Cllr Stuart Marshall's and Cllr Martin Trevett's comments on the Local Plan Issues and Options and Call for Sites Consultations.

The Committee was not happy with the call for sites within Chorleywood; members expressed concern with the lack of infrastructure and problems that could be caused by additional development within Chorleywood. Cllr Jane White felt that Cllr Stuart Marshall's comments were suitably adequate to be used to respond to the public consultation.

Jon Bishop of Chorleywood Residents Association was also concerned with the call for sites and had made representation with regard to the consultation. It was agreed that both Jon Bishop and Cllr Stuart Marshall would amalgamate their ideas and put together comments on behalf of the Council towards the public consultation.

**The Committee**

**RECOMMEND to Full Council**

That the paper drafted by Cllr Marshall in response to the Local Plan Issues and Options and Call for Sites Consultation is adopted by Full Council as our formal response to the consultation.

Proposed by Cllr Jackie Worrall and seconded by Cllr Jane White.

**17/053 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr David Raw

**17/054 DECLARATIONS OF INTEREST AND DISPENSATION**

There were no declarations of interest received.

**17/055 APPROVAL OF THE MINUTES**

The Committee  
RESOLVED

That the minutes of the meeting of the 1st August 2017 be approved as a true and correct record.

#### **17/056 MATTERS ARISING FROM THE MINUTES**

Cllr Jackie Worrall questions if we had received any response on the flood maps. The Officer confirmed that as to date nothing had been received. Cllr Jackie Worrall requested that officers engage Cllr Chris Hayward in this issue.

Cllr Jane White advised that she had written a response to the resident of 50 Grovewood Close regarding his official complaint. To date there had be no further correspondence received on this issue and that the application has been approved.

Cllr Jackie Worrall ask if the Officer had any further details on planning application 17/1503 Green Street Garage site and whether there was any support for the Parish's concerns on this application. The officer confirmed that no details available.

Cllr Raj Khiroya requested that any letters of objection that are not on the system be forwarded to Councillors prior to the meeting.

#### **17/057 LETTERS OF OBJECTION/EXPLANATION**

3 x letters of objected received for: 17/1588/FUL

2 x letters of objection received for 17/1479/FUL

One further letter of Objection received for planning application 17/1626/FUL 24 Wyatts Road and Land to the rear of 20,22,26 and 28 – after the agenda had been sent out.

#### **17/058 PLANNING APPLICATIONS**

At the discretion of the Chairman the meeting was suspended at 7.50pm and reconvened at 7.53 pm, and then 7.57 and reconvened at 8.00pm and the suspended again at 8.07pm and reconvened at 8.10pm in order for the Committee to hear the comments from the members of the public that were present at the meeting, who wished to object to

17/1479/FUL – Nirvana, Common Road .

17/1588/FUL – Red House, Dog Kennel Lane 20,22,26 and 28

17/1626/FUL 24 Wyatts Road and Land to the rear of 20,22,26 and 28

The Committee

RESOLVED

That the attached comments be submitted to TRDC (Appendix 1).

**17/059 PLANNING APPEALS** It was noted that there were no planning appeals this month.

#### **17/060 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES**

The Committee

RESOLVED

To note the tree applications.

Cllr Jackie Worrall asked that a notification is forwarded to the tree officers to advise our appreciation of the detailed reports.

#### **17/061 PLANNING APPLICATIONS DECISIONS RECEIVED**

The Committee

RESOLVED

To note the planning decisions received for the period ending 20th July, 2017.

**17/062 URGENT ITEMS**

Local Plan Issues and Call for sites consultation. - see recommendation.

Planning Skills Seminar - only Cllr Raj Khiroya currently attending

**17/063 COMMUNITY PLAN & NEIGHBOURHOOD PLAN**

Cllr Jane White asked Jon Bishop if the feasibility study he was preparing in the Neighbourhood Plan was ready to be presented at Full Council on Tuesday 5<sup>th</sup> September, 2017. Jon Bishop advised that unfortunately he had not completed the Neighbourhood Plan feasibility study.

The Committee felt that with the production of the new Local Plan it would be more appropriate to delay the Neighbourhood Plan until the latest Local Plan is completed, so that there are no inaccuracies in the plan.

Cllr Steve Watkins advised that Vivien Lantree would be making a presentation to Full Council on the Neighbourhood Plan.

The Neighbourhood Plan working party will be meeting Thursday 31<sup>st</sup> August.

**17/064 LICENCE APPLICATION - None to report**

**17/065 TRANSPORT**

A training course on the role of Highways Authority planning process will be held on Tuesday 5<sup>th</sup> September – Cllr Geoffrey Liley will advise if he is able to attend. If he is not able to attend can we request that the details are forwarded to the Parish Council for our information. It was felt that it was important that the Parish attend this meeting as Highways is very relevant to planning in Chorleywood, and wondered if Highways would change the date to accommodate Chorleywood Parish Council.

Cllr Geoffrey Liley was concerned with the letter that was sent to Three Rivers with regard to expanding the station car park no further comments had been received, but it was believed that Cllr Martin Trevett was now looking into the parking situation.

The Parish is obviously concerned with the parking issues within Chorleywood and is trying to assist with this situation.

**17/066 REPORTING OBJECTIONS TO TRDC.**

Cllr Jane White apologised for not forwarding the policy documents relating to Chorleywood Parish but advised they would be ready for the next meeting at the end of September.

**17/067 FOUR YEAR VISION**

**15/208 - Gateway Signs**

Cllr Martin Trevett advised that the Gateway signs are expected to be installed within two weeks.

**17/068 ATTENDANCE AT TRDC DEVELOPMENT MEETING**

Cllr Raj Khiroya will attend the Development Control Meeting on Thursday 14<sup>th</sup> September 2017, at Three Rivers District Council.

**17/070 CLOSURE - The meeting having started at 7.32pm and finished at 9.36pm**

Signed .....These minutes have not been seen by the Chairman Date .....

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

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

<b>Planning App No.</b>	<b>Address.</b>	<b>/FUL. (previously Development</b>	<b>C/W Comments</b>	<b>TRDC Decisions</b>
17/1164/FUL	1 Parkfield	Part two storey, part first floor side extension including linking garage to dwelling	<b>The Committee had Concerns with this application on the following grounds:-</b>  * <b>Concerned that there were no proposed elevations on line to view.</b>	<b>REFUSED</b>  The proposal would significantly increase the bulk and mass of the dwelling with the size, scale and design of the extensions resulting in a disproportionate development which would not respect the spacious character of the area and which be excessively prominent within the streetscene and harmful to the character of the host dwelling and visual amenities of the area. The development would therefore be contrary to Policies CP1 and CP12 of the Core Strategy (adopted October 2011) and Policy DM1 and Appendix 2 of the Development Management Policies LDD (adopted July 2013).
17/1183/FUL	Friars, The Climb	First floor rear extension with Juliet Balcony	<b>The Committee had no Objection to this application</b>	<b>APPROVED</b>
17/1367/FUL	The Annexe, 19A Berks Hill	Single storey rear extension and alterations to rear fenestration	<b>The Committee had no Objection to this application</b>	<b>APPROVED</b>
17/1280/FUL	84 Whitelands Avenue	Single storey rear extension	<b>The Committee had no Objection to this application</b>	<b>APPROVED</b>

17/1141/FUL	49 Clements Road	First floor front, side and rear extension, single storey rear extension, single storey front extension and construction of vehicular crossover, creation of carriage drive and alterations to frontage including alterations to land levels	<p>The Committee had Concerns with this application on the following grounds:-</p> <ul style="list-style-type: none"> <li>* The rear dormer window will be intrusive to the neighbouring property.</li> <li>* Another bungalow being converted.</li> </ul> <p>The Committee have no objection to the alterations to the front of the dwelling.</p>	APPROVED
17/1334/FUL	Ennismore, Station Approach	Demolish existing garage and construction of larger garage	<p>The Committee in principal had no Objection with this application.</p> <p>The Committee were concerned that Conservation Area Consent had not been applied for.</p>	APPROVED
17/1299/FUL	Beechwood, Solesbridge Lane	Two storey rear extension, alterations to drive and alteration to the existing external materials	<p>The Committee had Concerns with this application on the following grounds:-</p> <ul style="list-style-type: none"> <li>* Concern with the 45 degree</li> </ul>	APPROVED
17/1211/FUL	Jayatidwar, 50 Grovewood Close	Single storey rear extension, loft conversion including insertion of three dormers to rear and extension to raised patio	<p>The Committee had Concerns with this application on the following grounds:-</p> <ul style="list-style-type: none"> <li>* Concern with the dormer windows - nothing has changed as per previous applications. - Request that obscure glass is used.</li> </ul>	APPROVED
17/1182/FUL	Friars, The Climb	New roof over existing single storey extension	The Committee had no Objection to this application	APPROVED
17/1035/FUL	April Cottage, Bridle Lane	Demolition of existing dwelling and construction of replacement two storey dwelling with basement and construction of new vehicular access	The Committee had no Objection to this application	APPROVED
17/1269/FUL	24 Brushwood Drive	Single storey front extension, single storey side and rear extension and implementation of access and hardstanding.	The Committee had no Objection to this application	APPROVED

17/1196/RSP	34 The Clump	Part retrospective. Proposed single storey rear extension	The Committee had no Objection to this application	APPROVED
17/0804/FUL	Old Meadows Dog Kennel Lane	Subdivision of the site, demolition of existing detached garage and construction of detached dwelling and replacement garage	<p>The Committee had Objections with this application on the following grounds and wish to <b>CALL IN</b>, unless the Officers are minded to refuse this application.</p> <p><b>* This application has been called in as the applicant is known to the Councillors</b></p> <p><b>* The property is located within the Common Conservation Area - Policy DM3 The proposed is not c) i) vi) of the Development Management Policies LDD (adopted July 2013)</b></p> <p><b>* Overdevelopment of the plot -</b></p> <p><b>* Concern with the narrow access for further traffic use DM1 a) ii) of the Development Management Policies LDD (adopted July 2013)</b></p>	<p>REFUSED</p> <p>The scale, siting and design of the development would result in a significant loss of openness and would be a prominent feature which would adversely affect the character and views within the Conservation Area. The proposed dwelling would also adversely affect the setting of the adjacent Listed Building of Constables Cottage due to its height and proximity to the building and it has not been demonstrated that the siting would not have an adverse impact on trees which make a material contribution to the visual amenities of the Conservation Area. As such the proposed dwelling would cause significant harm to these heritage assets and would be contrary to Policies CP1, CP3 and CP12 of the Core Strategy (adopted October 2011), Policies DM3 and DM6 of the Development Management Policies LDD (adopted July 2013) the Chorleywood Common Conservation Area Appraisal (2010) and the NPPF.</p>

<b>17/1272/FUL</b>	<b>5 Elizabeth House, Station Approach</b>	<b>Construction of glass canopy over existing balcony</b>	<b>The Committee had no Objection to this application</b>	<b>APPROVED</b>
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**REPORT OF THE INFORMAL ALLOTMENT USERS MEETING  
HELD ON 11<sup>TH</sup> JULY 2017**

**MEMBERSHIP & ATTENDANCE**

**Chairman:** \* Tony Edwards

**Councillors** Jo Clark  
Raj Khiroya  
\* Jill Leeming  
\* Alison Preedy  
Martin Trevett  
\* Steve Watkins (ex officio)  
Sarah Wright  
\* Jane White (ex officio)

\* Denotes members present

**Officers present** Yvonne Merritt – Clerk  
Claire James– Deputy Clerk  
Laura Hamilton – Assistant Admin Officer

There were three members of the public present.

**17/01 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Martin Trevett.

**17/02 DECLARATIONS OF INTEREST AND DISPENSATION**

None

**17/03 APPROVAL OF THE MINUTES**

The Committee

**RESOLVED**

That the minutes of the informal meeting held on 8<sup>th</sup> March 2016 be approved as a true and correct record.

**17/04 MATTERS ARISING FROM THE MINUTES**

**Bees:** It was noted that responsibility for the Bees at the Swillett lay with the bee keeper. Members were advised that she was a member of the West Herts Bee Keepers Association.

The Clerk advised that the fencing at the Copmans Wick site would be completed in the next three months.

The Allotment Administrator confirmed that signs about dogs were now in place at all three allotment sites.

**17/05 REPRESENTATIONS FROM ALLOTMENT HOLDERS**

An allotment holder from Copmans Wick raised the issue of deer at this site. She explained that the deer were getting in through a dip in the fencing behind the garages and causing considerable damage and devastation on the plots.

The allotment representative for the Dog Kennel Lane site raised an issue with the use of sprinklers left on overnight. He advised that he had visited the site the previous night and found that a sprinkler had become disconnected and the tap was left running onto an empty plot wasting a considerable volume of water. He suggested that the tenancy rules be amended to prevent or limit the use of sprinklers. In the meantime, it was agreed that the Allotment Administrator would write to the allotment holder concerned. The representative detailed several plots that needed warning letters regarding the lack of cultivation.

It was noted that a nearby property appeared to have dumped tree cuttings onto the allotments. The Allotment Administrator advised that she had informed the Rangers who would be investigating further.

An allotment holder at Dog Kennel Lane Allotments raised the issue of being surrounded by overgrown plots. The allotment holder from Copmans Wick advised that overgrown plots had been a problem at Copmans Wick but that it had been reduced by recent work at that site by the Rangers. She also advised that the deer and the foxes were often to be found sleeping in the long grass on the vacant plots so if the plots were cut it helped this aspect as well.

**17/06 ALLOTMENT REPRESENTATIVES**

It was noted that there were now two allotment Representatives in place, one at Dog Kennel Lane and one at the Swillett, both were happy to continue with this role. A representative for Copmans Wick was yet to be found.

**17/07 CLOSURE**

The meeting having commenced at 7.00 pm closed at 7.16pm.

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

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

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

**CHORLEYWOOD PARISH COUNCIL**

**FULL COUNCIL COMMITTEE MEETING**

**Agenda Item 12**

**Date: TUESDAY 5<sup>TH</sup> September 2017**

Appendix 1

**Subject: Village Day**

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Comments from feedback forms.

- ✚ Excellent Event
- ✚ We were delighted with the new layout which seemed to work very well. Congratulations and many thanks and we look forward to next year.
- ✚ Very well organised.
- ✚ By far the 2017 Village Day was the best organised, the stalls on display were more interesting. It had variety, fun and was family orientated. Well done to the organisers and we hope next year will be as successful.
- ✚ Setting was fantastic and I was in a nice shady spot but I don't think people come out with loads of money to spend on anything serious. Had some great feedback.
- ✚ The day felt more organised and the event felt more structured which was good. The zoned areas worked well.
- ✚ All the family (6 adults and 2 children) spent the best part of 4 hours at village day and we all thought it was the best village day ever. We also thought that the new natural adventure areas were brilliant, especially the wood carvings on the fallen tree near Shepherds Bridge
- ✚ My mum and I thought your event was well thought out – the food stalls were split up, a good variety of stalls and in the shade!
- ✚ One of the best events we've been to! Lovely customers and the stall holders were friendly as well. Please put me on the mailing list for next year!
- ✚ We were placed in the environment zone rather than the main thoroughfare as per last year and this sadly resulted in a significant drop in footfall to our stall. I think unless people are interested in the environment they won't tend to visit that zone and this has impacted us. If we decide to take part again next year we would request that we are not placed in the environment zone again but in the main thoroughfare as previously. I am happy to discuss our positioning nearer the time.
- ✚ Each year the organisation has got better and better. This year (and the weather helps enormously of course) it was a successful day and brought out the residents of Chorleywood to get together, to mingle and chat and to meet residents whom they don't know. There were others whom we talked to who came from further afield.
- ✚ Good organized event. Parking was sufficient and easy access to the stall area. Liked the fact that the kid's one had all the children's activities and stalls in one area.
- ✚  
This was a well-organized event as usual and everyone was very helpful and efficient both when we arrived and as we were leaving. All the visitors to the event seemed to be having a great time.
- ✚ Nice people nice weather and nice location

🚩 Overall, I thought Village Day 2017 was a great success, probably the best one I've seen. I thought the stage area for children to perform was good and the wild birds of prey display was also excellent. The Friends of CWHE stall was a success in terms of interest in the history and land of the estate. Our Pimms was a success too. We thought our location (Blue 76) worked well with the CW Library volunteers adjacent to us and the U3A opposite. We could not hear the PA system from our location but I don't think that was a problem. We appreciated the response from the bouncy castle (at the end of the blue zone) that began by playing music extremely loudly – he turned it down when asked by another stall holder which made it possible for us to talk to visitors to the stalls. Stewarding and the clean-up went well, thank you to the Parish Office for your work.

🚩 Fab, top job. Well done all. Best yet. Great to be involved. Please rebook the weather for next year too.

🚩 This was my second time at the Chorleywood Village Day and I thought it worked better being in a dedicated Kid's Area. Also, it was helpful being able to park near our stall as well. I thought the event was very well organized and the set-up info given beforehand.

🚩 The weather was good, we spoke to a lot of people – many of them new to us – and were pleased with all that. However, you can lead a horse to water, but you cannot make him drink! We still would like new, younger singers!!

🚩 The organization and preparation of the site was excellent as always.

🚩 A good number of people came from outside Chorleywood, and I wonder whether we can advertise the event more widely? We are envied by many.

🚩 Yet another amazing village day. For us it was amazing and I honestly don't think you could do more. The only comment I did have from customers was that it would be nice to have bins along the main path so they could dispose of their rubbish easier. Thanks again and I can't wait for next year.

🚩 First of all, I would just like to say how much I enjoyed the Chorleywood Village Day on Saturday 8th July 2017. It was the first time I have ever visited the show and I was very impressed with the number and variety of stalls, and with the entertainment, and I thoroughly enjoyed a very pleasant afternoon.

🚩 We had a great couple of sessions it was hot and a little noisy but all good fun. We would love to be involved again next year so please put us down again.

🚩 Just wanted to say thank you so much we thoroughly enjoyed exhibiting and performing at Village day. Same place next year please

🚩 I wonder if you would be kind enough to pass on my thanks to all the team who helped at Chorleywood Village Day. Another very successful day!! It is always well run, all your helpers are friendly and helpful and I really appreciate that.

🚩

🚩 Fortunately the weather was perfect which made the numbers attending even larger, but at all times your helpers were visible, kind and patient. The event is well run, lots of thought goes into it, and that shows.

🚩 I just wanted to say a big thank you for the awesome day yesterday!

🌈 Just wanted to say what a lovely time we had today. Great community event with an interesting and diverse range of stalls. Liked the new layout which helped to ease congestion. Your hard work and planning are greatly appreciated

**CHORLEYWOOD PARISH COUNCIL**

**Full Council COMMITTEE MEETING**

**Agenda Item 12**

**Date: 5<sup>th</sup> September 2017**

**Subject: Village Day**

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**Committee Member:**

**Officer Contributors:** Clerk, Admin Assistant

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

**Wards affected:** All

**Enclosures:** Appendix 1 Feedback Comments

**Contact for further information:** Clerk

**1. BACKGROUND INFORMATION**

- 1.1 Village Day this year was a great success and was certainly enjoyed by a record number of people who attended.
- 1.2 This year we had 100 stalls made up of 40 community stalls and 60 businesses mostly local to Chorleywood. It was noted that District Cllr Phil Williams and owner of Rootz café is the Chairman of Chorleywood Business association so could be a useful contact to liaise with next year to further more improve the uptake of local businesses at Village Day.
- 1.3 It has been agreed that the Village Day format was to change slightly this year to introduce zoning and focus more on the environmental element of the Common. This certainly worked well and all feedback from Village Day goers and stall holders was very positive. The use of wooden boards to mark the zones worked very well and they are now available for use in the coming years. Colours of the areas for allocation of stalls do need to be looked at, as there was some confusion.
- 1.4 The entertainment in the arena was also changed this year by removing the dance acts and providing something different for the public to watch. CJ Birds of Prey had 2 half hour slots for their displays. A few learning points were encountered regarding the movement and space available for the birds but measures have been put in place to address these in the future. JK Dance supplied and paid for the stage in the Kids Zone, however both CKTS and Stagecoach voiced a desire to be involved next year.
- 1.5 Savills Estate agents made a great contribution to the Village Day budget with a generous sponsorship of £1500 for event as well as advertising boards being erected around the village to advertise the event.

- 1.6 The Parish Rangers worked well as a team to make sure the Village Day fire ride was ready for the day. All four Rangers started to set up the fire ride and arena at 5am which certainly made a difference to the smooth running of the day, with lots of compliments noted.
- 1.7 The use of Chorleywood House Estate for the event parking was a great asset to the day although volunteers to man the parking were short on the day, meaning that six paid volunteers were needed to carry out this function. In the future a minimum of six people would be required to manage the parking if the House Estate was used again. One unpaid volunteer from Herts Air Ambulance collected for her charity whilst directing people and raised over £400. She would like to be approached again for next year in good time so she is able to recruit more volunteers. With sufficient notice there have been other charities interested.
- 1.8 The Parish Council funded the, Ark Farm, Blacksmith, Birds of Prey and the Wood Turner which were all very well received and would be proposed for sponsorship again next year . However the it is suggested that the face painter which was funded by the Parish Council would need to pay for a pitch next year as this didn't seem to work and very little money was raised for the Chairman's Charity.
- 1.9 There are a number of new items that are needed for next year; new gazebo, bunting with Parish Council Logo, more high visibility jackets with Parish logo. A tug of war rope has now been purchased.
- 1.10 Waste bins were placed near the centre of the fire ride with bin bags tied to the signposts which also worked well. For next year it was noted that there are some empty barrels at the allotments which could be used as rubbish bins with the Parish Council logo on the side, which would minimise additional costs and further publicise the Parish Council's sponsorship of Village Day.
- 1.11 The TRDC mobile unit which is used as the Control Centre for Village Day works well but needs to be set back slightly so not to obstruct other stalls and be allocated three plots next year.
- 1.12 Parking for the stall holders generally works well, noted for next year it has been suggested that parking for the kid's zone was a little tight. This can be overcome by stall holders parking in the fire ride on the opposite side of the main avenue.
- 1.13 Pulse Radio again helped to make the day very successful. For next year it has been suggested that they are asked to announce that free dog bags are available from the Control Centre to encourage people to pick up after their dogs. Also more guidance to be given to them regarding announcements on behalf of the Parish Council.
- 1.14 Attendance was greater than it has been in previous years. With lots of people coming from outside of Chorleywood which is due to the publicity via our Social media channels and stall holders.
- 1.15 Feedback forms were issued to all stall holders. 23 responses in total were received. 78 % felt the event was excellent and 29% felt it was good with nobody rating it average or poor. All the comments from the feedback forms are copied in appendix 1. Also many people approached staff members on the day and after the event to comment on how excellent it was.
- 1.16 Cake off did not generate a great deal of response, it is suggested that this is not continued as the effort opposed to the amount of income generated is disproportionate to the funds raised.

## **2. RELEVANT PREVIOUS DECISIONS**

Policy and resources 8<sup>th</sup> September 2015 15/26

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

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

3.1 None specific

## **4. RISK MANAGEMENT ISSUES**

4.1 None Specific

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

5.1 The Total income for the event £6332.00 and total expenditure so far is £5367.69. There are a few invoices and receipts still to be paid. Any surplus will be used to purchase additional equipment for next year's event. These figures exclude Parish staffing costs and printing costs.

5.2 The stall costs were as follows: Charity stalls £15.00, Businesses £35.00 and food operators £75 - £100 per 3x3M stall

## **6 LEGAL ISSUES**

6.1 None Specific

## **7. RECOMMENDATIONS**

**Cllrs are asked to consider whether;**

7.1 The zoning and greater focus on the environmental aspects are to be continued.

7.2 If agreed Cllrs to consider what funding should be allocated to sponsor attractions and crafts.

7.3 If Cake-off should be continued.

7.4 The stall hire costs should be reviewed in line with other local events.



**CHORLEYWOOD PARISH COUNCIL**  
**COMMUNITY INFRASTRUCTURE LEVY**  
**REGULATION 62A**  
**MONITORING REPORT 2016/17**  
**PUBLISHED 5th September 2017**

# Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge which allows the Council to raise funds from new developments for use on infrastructure to support the growth of the District. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010. The money collected from the levy will be used to support development by funding infrastructure that the Council, local community and neighbourhoods need.

The levy will apply to most new buildings and development over 100 square metres in size. Charges will be based on the size, type and location of the new development and are set out in the Charging Schedule.

Three Rivers' CIL Charging Schedule was adopted by a decision of Full Council on 24 February 2015. It came into force on 1 April 2015.

**Further information can be found on the Three Rivers District Council Website:**

<http://www.threerivers.gov.uk/egcl-page/community-infrastructure-levy>

**In line with The Community Infrastructure Levy Regulations 2010 (as amended) the Charging Authority (TRDC) has a duty to pass a proportion of CIL receipts to local councils as per Regulation 59A, and in line with Regulation 62A, the Parish Council is required to list a yearly CIL report on its website for funds received from the Charging Authority and expenditure of such funds.**

## **Reporting by local councils**

62A. (1) A local council must prepare a report for any financial year ("the reported year") in which it receives CIL receipts.

(2) The report must include—

(a) the total CIL receipts for the reported year;

(b) the total CIL expenditure for the reported year;

(c) summary of CIL expenditure during the reported year including—

(i) the items to which CIL has been applied; and

(ii) the amount of CIL expenditure on each item; and

(d) details of any notices received in accordance with regulation 59E,

including—

(i) the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year;

(ii) the total value of CIL receipts subject to a notice served in accordance with

regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.

(e) the total amount of—

(i) CIL receipts for the reported year retained at the end of the reported year;

and

(ii) CIL receipts from previous years retained at the end of the reported year.

(3) The local council must—

(a) publish the report—

(i) on its website;

(ii) on the website of the charging authority for the area if the local council does

not have a website; or

(iii) within its area as it considers appropriate if neither the local council nor the charging authority have a website, or the charging authority refuses to put the report on its website in accordance with paragraph (ii); and

(b) send a copy of the report to the charging authority from which it received CIL receipts,

no later than 31st December following the reported year, unless the report is, or is to be, published on the charging authority's website

Chorleywood Parish Council currently receives 15% of the Levy collected by Three Rivers District Council for development carried out within the parish.

As the Parish Council has the General Power of Competence it can choose what the money is spent on. In the last twelve months up to and including 31<sup>st</sup> March 2017 the Parish Council has received a total sum of £17503.50 made up as follows:-

# CIL Summary Breakdown

Financial Year 2016/17 (covering period from 01 April 2016 to 31 March 2017)

Total CIL Summary	
Total CIL receipts for the reported year	£17503.50
Total CIL expenditure for the reported year	£0.00

CIL Fund Expenditure (Details)	
Items of infrastructure to which CIL has been applied:	Amount of expenditure on each item
None	N/A
Details of any notices received in accordance with regulation 59E including:	
(i) the total value of the CIL receipts subject to notices served in accordance with regulation 59E during the reported year;	
N/A	N/A
(ii) the total of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.	
N/A	N/A

CIL Receipts Retained	
For the reported year retained at the end of the reported year	N/A
From previous years retained at the end of the reported year	N/A

The Parish Council has agreed to spend the first £45,000 of monies collected towards the Nature Trail on Chorleywood Common which will include two Wildwood Dens, Chainsaw Carvings, Welcome Noticeboards and additional signage.

If you would like more information on this project please contact the Parish Office.

01923 285594

[info@chorleywood-pc.gov.uk](mailto:info@chorleywood-pc.gov.uk)

[www.chorleywood-pc](http://www.chorleywood-pc)

## CHORLEYWOOD PARISH COUNCIL

Full Council COMMITTEE MEETING

Agenda Item 14

Date: 5<sup>th</sup> September 2017

Subject: Neighbourhood Plan

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Committee Member: Vivien Lantree

Officer Contributors: Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 draft Neighbourhood Plan outline and policies  
Appendix 2 Policy Can and Can't  
Appendix 3 Terms of reference

Contact for further information: Clerk

**This Report will be preceded with a verbal presentation from Vivien Lantree Chair of the Neighbourhood Plan Advisory Committee.**

### 1. BACKGROUND INFORMATION

1.1 A year has passed since the Neighbourhood Plan Advisory Committee last updated the Council on the neighbourhood plan for Chorleywood.

1.2 A number of additional plans have been 'approved' since then, including one for Croxley Green, so both the Advisory Committee and TRDC are now more aware of what this relatively new initiative entails.

1.2 The purpose of the presentation and this report is to update the council with a view to opening up to discussion with all Members as to whether we proceed with developing a neighbourhood plan for Chorleywood.

1.4 The NHPAC have tried to summarise the pros and cons which are detailed below to help inform this discussion,

1.5 Since the last update in June 2016. The NHPAC have:

- Met with Claire May (Planning Officer at TRDC) to discuss the process for developing a neighbourhood plan (November 2016);
- Grown in strength with the addition of Jon Bishop to the team (member of the Chorleywood Residents' Association);
- Developed an initial draft of what a neighbourhood plan could look like for Chorleywood (please see **Appendix 1: 'draft plan outline and policies'** appended to this brief), primarily based on the results from the community plan questionnaire; and
- Attended training run by the HAPTC on how to create a neighbourhood development plan.

## 1.6 Pros and cons of developing a neighbourhood development plan

Pros	Cons
<ul style="list-style-type: none"><li>• CIL money – just by having a NDP the Parish Council is entitled to an additional portion of CIL monies and the NDP can indicate where that should be spent (e.g. infrastructure investment)</li><li>• Strengthen the PC's input to the planning application procedure through policies which influence the characteristics and nature of development within the Parish.</li></ul>	<ul style="list-style-type: none"><li>• What a NDP can actually do is limited (please see <b>Appendix 2: 'policy can and can't'</b> appended to this brief)</li><li>• Resource – time and capacity</li><li>• Process to approval – from drafting, to the consultation procedure, through to referendum – approximately 12 months from now</li></ul>

1.7 The draft policies or their principle where they are marked 'to follow' are attached and Members are asked to consider the content.

1.8 Following an article in Chorleywood Matters, the Council has received xxx from three interested parties who wish to join the group. They have specific expertise which will benefit the creation of the plan. These people will be contacted again should the Council decide to go ahead with the Neighbourhood Plan.

### 2. RELEVANT PREVIOUS DECISIONS - None Specific

### 3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Whilst the Parish Council cannot change anything that is already in the Local Development plan the Neighbourhood Plan, once agreed forms part of that plan and can protect or enhance the way that Chorleywood is shaped in the future.

### 4. RISK MANAGEMENT ISSUES - None Specific at this stage

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

5.1 Currently the Council receives 15% of the Community Infrastructure Levy collected within the Parish, if a Neighbourhood Plan is approved this rate is increased to 25%

5.2 The cost of putting together a NHP, including consultation costs and consultant fees are unknown at this time however similar NHP from similar sized parishes have cost upwards of £10,000 however some of this can be grant funded.

### 6 LEGAL ISSUES – None specific at this time

### 7. RECOMMENDATIONS

1. The Council are asked to consider proceeding with a neighbourhood plan for Chorleywood;
2. To approve the Neighbourhood Plan Advisory Committee Terms of Reference

# Chorleywood Neighbourhood Development Plan

**FOREWORD**

[An overview of the NDP and the process followed to get to this point]

## **CONTENTS**

### **INTRODUCTION**

### **CHORLEYWOOD THROUGH THE YEARS**

### **CHORLEYWOOD – TODAY AND IN THE FUTURE**

### **THE POLICIES – AN OVERVIEW**

### **THE POLICIES – IN DETAIL**

### **CONCLUSION**

## **ANNEXES:**

**A – THE DESIGNATED AREA OF CHORLEYWOOD PARISH [INSERT MAP]**

**B – LIST/MAP OF OPEN SPACES, CONSERVATION AREA, GREEN BELT LAND AND LISTED BUILDINGS IN AND AROUND CHORLEYWOOD**

**C – LIST / MAP OF BROWNFIELD SITES IN CHORLEYWOOD**

## **INTRODUCTION**

### **What is a NDP?**

The Localism Act 2011 gave communities a greater say in the development of their area, including the right for communities to develop a Neighbourhood Development Plan (NDP).

An NDP is a community-led framework for guiding the future development and growth of an area. It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development. Neighbourhood plans relate to the use and development of land and associated social, economic and environmental issues. It may deal with a wide range of issues (like housing, employment, heritage and transport) or it may focus on one or two issues that are of particular importance in a local area.

All NDPs must meet Basic Conditions<sup>1</sup> - including: it cannot conflict with Three Rivers District Council (TRDC) Local Development Plan, and we must encourage sustainable development.

An NDP will be subject to examination and referendum and then form part of the Local Development Plan, giving it statutory status once passed.

### **How have we developed the Chorleywood NDP?**

In October 2013, the Parish Council decided to use the powers of the Act and invited local community interest groups and associations to form a Community Planning Steering Group.

In November 2014 the Group issued a questionnaire to all households in the Chorleywood Parish covering matters of interest and concern to the local area; from transport and security to education and housing.

The results were analysed by the Group and they formed the basis of the Chorleywood Community Plan (published [month] 2016). Those from the Group that were interested in the Planning aspects of the Community Plan formed the Neighbourhood Development Plan Steering Committee. This included Gareth Hunt, a member of the Royal Institute of Chartered Surveyors, whose expertise has helped us enormously.

The Committee took the planning and development questions from the questionnaire results to draft an NDP that fits with Chorleywood's residents' wishes whilst meeting the Basic Conditions.

[The draft NDP was put to TRDC, who arranged for an independent examination of the NDP.

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<sup>1</sup> [The Basic Conditions](#) for Neighbourhood Plans are specified by law:

- must be appropriate having regard to national policy
- must contribute to the achievement of sustainable development
- must be in general conformity with the strategic policies in the development plan for the local area
- must be compatible with human rights requirements
- must be compatible with EU obligations.

Now it has been approved by the independent examiner, TRDC are going to hold a referendum where you can vote “yes” or “no” as to whether we, as a community, ask them for formally adopt the NDP and bring it in to force.]

#### **CHORLEYWOOD THROUGH THE YEARS**

[Overview of Chorleywood as it has developed, particularly over the last 150 years. Photos and other documents to demonstrate its heritage]

#### **CHORLEYWOOD – TODAY AND IN THE FUTURE**

[Summary of the changes anticipated in Chorleywood – urbanisation spreading down the Metropolitan Line. How we can use the NDP as an opportunity to influence the demand that will come to further develop the Parish.]

**THE POLICIES - OVERVIEW**

1. Parking/access [to follow]
2. Provision of housing on brownfield should be encouraged
3. Characteristics of developments within the Conservation Areas [to follow]
4. Characteristics of new property developments outside a conservation area [to follow]
5. Development designed to match population
6. Variety of retail
7. Secured by Design
8. Street furniture and phone masts
9. Community leisure facilities
10. Environment and health – A. Transport network, B. Community facilities
11. Flood risk [to follow]
12. Community buildings [to follow]

## THE POLICIES – IN DETAIL

### **Policy 1 – Parking/access**

[To follow – to account for demands on parking, such as current parking permit restrictions along the high street and areas within walking distance putting potential shoppers off.]

### **Policy 2 – Planning development applications**

#### ***Background***

- 'Brownfield' land is an area of land or premises that has been previously used, but has subsequently become vacant, derelict or contaminated. This term is derived from its opposite, undeveloped or 'greenfield' land.
- Availability of 'clear' sites for development are rare in the Village.
- As a result, there has been a move to increase the density of development on brownfield sites, often by replacing a single house with multiple dwellings, be it flats or multiple houses. For example: Beulah House (Old Common Road), Homefield Road, Quickley Lane, Sunrise on Rickmansworth Road.
- Whilst the use of brownfield land is preferred over the development of greenfield land, it is the increase in density of housing, the impact on the 'look and feel' of the Village and the utility space and support such development demands that planning applications should account for.
- [Reference relevant parts of Local Plan re parking spaces etc that have to be accounted for in planning applications. Link to 'Character' policies.]

#### ***Policy***

1. *Applications for development on brownfield land will be encouraged.*
2. *Applications which increase the density of dwellings within a site which include sufficient provision for parking and utility access and support will be encouraged.*

#### ***Evidence***

*Question 9. Of the Community Plan questionnaire asked: If there are to be more homes provided in and around Chorleywood, where would you prefer them to be built? The responses were:*

*Brownfield: 97%*

*Infill land: 29%*

*Greenfield sites (meaning previously undeveloped as opposed to Green Belt) 7%*

*Within Chorleywood's 3no Conservation Areas: 5%*

### **Policy 3 – Characteristics of development within the Conservation areas**

[To follow – development must continue to be sympathetic to both the built and natural environment, reference conservation areas and provide photographic evidence of characteristics to be maintained and continued.]

### **Policy 4 – Characteristics of new property developments outside a conservation area**

[To follow – development non-Conservation areas still have their own characteristics. For example, the Swillett and Whitelands Avenue/Carpenters Wood Drive, reference areas and provide photographic evidence of characteristics to be maintained and continued].

### **Policy 5 - Development Designed to Match Population**

#### ***Background***

- Over the period from 2001 - 2011 (Census years), there was a 7% increase in the population from 16 - 30 years old and an 11% increase in the population older than 60 years of age. Population estimates indicate that the trend of the increase in population in the higher age segment (60+) have and will continue to increase over the period after 2011.
- Over recent years there has been a trend of replacing smaller properties with significantly larger ones and, in particular, the replacement and conversion of bungalows suitable for elderly and disabled residents with larger multi-level residences.
- From the Community Plan questionnaire, there was a clear desire for more smaller / affordable homes and, to a lesser extent, homes for the elderly.
- Under CP12 of the Local Plan Core Strategy "In seeking a high standard of design, the Council will expect all development proposals to:
  - a) Have regard to the local context and conserve or enhance the character, amenities and quality of an area
  - b) Conserve and enhance natural and heritage assets
  - c) Protect residential amenities by taking into account the need for adequate levels and disposition of privacy, prospect, amenity and garden space
  - d) Make efficient use of land whilst respecting the distinctiveness of the surrounding area in terms of density, character, layout and spacing, amenity, scale, height, massing and use of materials"

This limits the neighbourhoods plan to develop flats, etc, in the area as there are few flats in the area and generally these would not align with CP12 a) and d).

- In response to the Community plan, only 11% of respondents stated that flats where a

#### **Policy**

1. *There will be a presumption against approval of planning applications related to either the conversion or replacement of an existing single level bungalow into a multi-level residence unless it can be clearly demonstrated that the application will not reduce the available stock of property available of for elderly and disabled persons.*
2. *There will be a presumption that planning applications for the construction of units suitable for elderly and disabled persons will be approved subject to their compliance with other local policy requirements.*
3. *New housing should provide a mix of housing types but give preference of smaller properties suited to first time buyers and downsizers.*

suitable type of new property.

#### **Evidence**

- *Census data from Office of National Statistics for 2001 and 2011 for the age distribution in Chorleywood Parish and Wards. [Note: Further data analysis required to confirm proper data alignment across periods and to further analyse detailed data available on disabled resident numbers].*
- *High level analysis of planning applications for 2016. [Note: Further detail analysis of planning applications is required both to further analyses 2016 data but also to extend to a three year period to provide confidence in longer term trends].*
- *Question 7 of the Community Plan questionnaire asked: If there are to be more homes provided in Chorleywood, which types would you like to see? The responses were:*
  - *Smaller/Affordable Homes: 59%*
  - *Age Restricted/Homes for the Elderly: 44%*
  - *Bungalows 28%*
- *Question 8. Of the Community Plan questionnaire asked: In your opinion, is there sufficient choice of living accommodation for the elderly within Chorleywood. The responses were:*
  - *Yes 16%*
  - *No 31%*
- *Further data on analysis of property types has been requested from TRDC Planning Dept. [Note: Census data does not separate bungalows from other detached and semi-detached properties.]*

## **Policy 6 – Variety of retail**

### ***Background***

- The range of retail outlets in the Village is small.
- We have 3 charity shops, 5 coffee shops and 4 estate agents.
- The survey demonstrated a demand for a greater variety of shops.
- Our existing shops are seeing a downturn in footfall, a great variety of retail outlets would hopefully attract more visitors and dissuade residents from venturing outside the

### ***Policy***

1. *Applications which would bring a greater variety of shops within the village would be supported, particularly casual dining and licensed premises.*

Village for their shopping trip or social occasion.

### ***Evidence***

*Question 11. Of the Community Plan questionnaire asked: Which, if any, of the following would you like to see more of in Chorleywood?*

*59% responded 'A greater variety of shops' and 27% responded 'Pubs/restaurants'*

## **Policy 7 – Secured by design**

### ***Background***

- 'Secured by design' (SBD) is an official Police initiative to assist property developers and private individuals to design and build with crime prevention as a high priority from an early planning stage.
- Help is given via consultations with Architectural Liaison Officers and Crime Prevention Design Advisors.
- SBD awards are given to developers when projects are built to guidelines set by the police. Security advice is given for the following: houses, hospitals, schools, youth

### ***Policy***

1. *The Police's "Secured by Design" Specifications' and design features should be reflected in planning applications.*

hostels, rail stations, sport systems and commercial properties.

### ***Evidence***

*Question 13. Of the Community Plan questionnaire asked: Which, if any, of the following issues concern you most about living in Chorleywood?*

*43% answered Burglary and Bogus callers / scams was 35%. Whilst Chorleywood has a relatively low crime rate, the relatively aging population and proximity to the M25 makes it vulnerable to burglaries committed by persons outside the Parish, hence ensuring properties have high levels of protection helps prevent attempted burglaries and ultimately acts as a deterrent.*

## **Policy 8 – Street furniture and phone masts**

### **Background**

- The proliferation of phone masts across the country has already led to Councils taking action to reduce the number of masts and their accompanying cabinets by asking the various service providers to share equipment where possible.
- Street signs and other street furniture come in a variety of designs; the design chosen

### **Policy**

1. *Applications which include the need of additional street furniture should demonstrate that the possibility of ‘sharing’ with existing provision has been exhausted.*
2. *Restraint should be shown in the excessive use of signage and duplication should be avoided.*

for street furniture should reflect the character of the area.

## **Policy 9 - Community leisure facilities**

### **Background**

- The range of leisure facilities available to the public is limited and there is no public swimming pool within the Parish boundary.
- Public recreational areas (Common, Chorleywood House – tennis courts and wood carvings, Swillett – play area and football pitch) and privately run exercise classes and team sports held at the Village Halls and in other privately run facilities such as the local schools.
- St Clement Danes secondary school does not have a swimming pool.
- The Community Infrastructure Levy (“CIL” – a general levy on all development, received by local authorities to raise funds for infrastructure, and maintenance of infrastructure needed in the community) could be used to contribute towards the development of such infrastructure.

### **Policy**

1. *An application for the development of a swimming pool for public use (parish schools and paid public) would be fully supported.*

### **Evidence**

[To add, question in the community plan survey question re leisure facilities]

## **Policy 10 - Environment & Health**

### **A. Transport network**

#### **Background –**

- Transport to our neighbouring towns of Rickmansworth and Little Chalfont relies heavily on railway or motor vehicle, be it bus or car.
- Travel to these neighbouring towns is a daily ritual for many, be it to go to school, work, shopping or social reasons.
- The southbound railway connection between Chorleywood and Rickmansworth, particularly during ‘peak’ times is heavily subscribed.
- The A404 running between Rickmansworth to Little Chalfont slows to a crawling pace during ‘peak’ times, and regularly slows on the weekend.
- Parking in Chorleywood is difficult, particularly around the parade of shops, and discourages vital foot-fall to our shops.
- Obesity is on the increase; our health and the encouragement to exercise is important to reduce health issues.

#### **Objective –**

- To provide the option of travelling to neighbouring villages by bike and ensure public transport is available, encouraging a good transport network.
- To encourage residents from neighbouring towns, and beyond, to visit us.
- To reduce congestion on our roads and trains and encourage exercise.
- To reduce carbon emissions by using ‘green’ transport such as cycling or walking.

#### **Policy –**

1. *The development of a cycle path connecting Chorleywood with a) Little Chalfont and b) Rickmansworth, would be fully supported. Please see map below [insert map marking cycle path to run almost parallel to the Met train line where existing footpath is].*
2. *Large developments to be made accessible to Chorleywood Village centre by means other than by car.*

**Note – ‘crowd funding’ / sponsored by schools and businesses? Even a cycle business like Halfords?**

### **B. Community facilities**

#### **Background –**

- Chorleywood has an aging population demographic.

- Facilities for both young and older members of the community should be considered.

**Objective –**

**Policy –**

1. *Large developments to include provision of community centre facilities.*

- To provide all age demographics with community centre facilities.

**11. Flood risk**

[To follow]

**12. Community buildings**

[To follow]

**ANNEX A – THE DESIGNATED AREA OF CHORLEYWOOD PARISH**

**ANNEX B – LIST/MAP OF OPEN SPACES, CONSERVATION AREAS, GREEN BELT LAND AND LISTED BUILDINGS IN AND AROUND CHORLEYWOOD**

**ANNEX C – LIST / MAP OF BROWNFIELD SITES IN CHORLEYWOOD**

## What can policies do (and what they cant) - examples

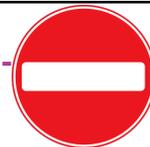


- Influence the mix of property size being developed
  - Yes provided there is evidence of demand for the mix you are advocating
- reduce the number of retrospective applications/Certificate of Lawful Development
  - No, this would be a policy about planning policy not a policy about spatial development
- protect Green Belt boundaries
  - No, review of green belt boundaries is a matter strictly for the Local Plan
- limit "tower block" style development
  - Yes, styles of housing can be influenced, provided that this does not frustrate Local plan housing targets
- Improve the local train service?
  - No, this is a matter for the railway company not a spatial planning policy
- Introduce a 20mph zone?
  - No, but it can ensure that the design of new residential streets encourages people to drive at no more than 20mph



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## What can policies do (and what they cant) - examples



- Protect the natural environment and green space amenity areas
  - Yes, through general provisions and, where appropriate, designation of local green spaces
- encourage a good transport network for public transport and cycling
  - Yes, particularly where this is necessary to mitigate the effects of development
- address parking problems
  - Yes, by encouraging development of parking areas or setting parking standards
- promote employment opportunities
  - Yes, by designating employment areas/encouraging development of business units or change of use
- promote community cohesion
  - Yes, by encouraging community facilities are constructed, protecting community green spaces, encouraging 'build for life' & more
- Be a protest against the Local
  - No, Neighbourhood Plans must be in general conformity with the strategic policies of the Local Plan!



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## **CHORLEYWOOD PARISH COUNCIL**

**Full Council COMMITTEE MEETING**

**Agenda Item 15**

**Date: 5<sup>th</sup> September 2017**

**Subject: SOUTH LODGE**

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**Committee Member:**

**Officer Contributors:** Clerk,

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

**Wards affected:** All

**Enclosures:** Appendix 1 draft floor plan for the office refurbishment

**Contact for further information:** Clerk

### **1. BACKGROUND INFORMATION**

- 1.1 Following a health and safety inspection of South Lodge a number of years ago, it was ascertained that the office space was inadequate for the number of staff and visitors.
- 1.2 Access to the Council chamber when dealing with the public is difficult especially with some of the older visitors.
- 1.3 The Council have carried out the first stage of the refurbishment to create additional space at the War Memorial Hall for Council meetings, and the Council also has use of the Bullsland Hall if the need arises.
- 1.4 Stage two is to re-organise the office space to allow space, storage and access to be improved.
- 1.5 The Council have sort advise from professionals and attached in appendix 1 is a draft design of the building which addresses the issues raised in 1.2.
- 1.6 The next stage should the Council agree to the design is to seek permission from TRDC.;
- 1.7 Once this is achieved a specification can be drawn up for the works to go out to tender.

### **2. RELEVANT PREVIOUS DECISIONS**

<b>PR 16/41</b>	ACTION	Cllr Raj Khiroya agreed to act as lead Cllr for the office Refurbishment project
<b>PR 17/11</b>	Action	The Clerk to see key officers at TRDC to discuss the Parish Office lease renewal and the proposed refurbishment works.

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

- 3.1 The Council as an employer has a legal obligation to provide suitable facilities for staff. The new layout for South Lodge will address all these issues.
- 3.2 The office refurbishment will include disability access however there is currently no provision for facilities for those in a wheel chair such as access to the kitchen and WC facilities.

#### **4. RISK MANAGEMENT ISSUES – None Specific**

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

5.1 The Council currently has a budget of £30,000 for the refurbishment and £11,860 for updating the IT.

#### **6 LEGAL ISSUES –**

6.1 The Office Lease is due for renewal in January 2018, and therefore it would be timely to renegotiate the lease at the same time as the refurbishment.

#### **7. RECOMMENDATIONS**

1. That the Council approve the proposed design of the South Lodge refurbishment
2. That the Council agree to officers and the surveyor seeking permission from TRDC for the works to go ahead
3. That the specification and tender process be delegated to the P&R Committee to oversee with Cllr Raj Khiroya as lead officer.
4. That the Council decide whether, within the design to incorporate all the facilities to make the building disability compliant.

At : 08:11

## Current Account

## List of Payments made between 27/01/2017 and 31/07/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/03/2017	CJ's Birds of Prey	409974	116.00		Village Day deposit
31/03/2017	War Mem Hall	410001	371.98		Vat Refund
01/04/2017	Mrs I watts	409955	0.03		Correction on Amount
03/04/2017	British Gas	DD	27.59		Homecare- Boiler
03/04/2017	Affinity 4 Business	DD	490.30		Water Allotment DKL
03/04/2017	Shire Leasing	DD	237.41		Telephone system Lease
05/04/2017	Came & Company	409951	2,074.60		Motor Insurance
05/04/2017	Three Rivers District Council	409952	663.00		Trade Refuse Collection
05/04/2017	Three Rivers District Council	409953	530.00		Refuse Collection -HY lawn Cem
05/04/2017	Three Rivers District Council	409954	193.00		Refuse Collection HY- BH
06/04/2017	Bank Instant Access Account	trans1	127,952.10		TMP
10/04/2017	co-op Credit Card	DD	417.12		Co-op Credit Card
18/04/2017	Mrs L Watts	409955			Salary
18/04/2017	Mr D Dynes	409956			Salary
18/04/2017	Mr A Goddard	409957		Total Salaries	Salary
18/04/2017	Mr P Palmer	409958			Salary- April
18/04/2017	Mr C Watts	409959	£14224.41		Salary April
18/04/2017	Miss I H Hamilton	409960			Salary April
18/04/2017	Mrs C james	409961			Salary April
18/04/2017	Mrs y Merritt	409962			Salary April
18/04/2017	Mrs M Putman	409963			Salary April
18/04/2017	BT	DD	28.44		Parish - Broadband Line
18/04/2017	BT	DD	492.60		Parish Office- 2 Lines
18/04/2017	TRDC	DD	85.26		Cem - NNDR
24/04/2017	Inland Revenue	5746.48	5,746.48		Tax & NI
24/04/2017	Affinity 4 Business	DD	23.64		Water- south Lodge
24/04/2017	Affinity 4 Business	DD	46.74		Cem Water
25/04/2017	Herts County Council	409965	5,525.01		Superannuation
25/04/2017	War Memorial Hall	409967	5,000.00		Grant
25/04/2017	CPRE	409979	36.00		Membership Renewal
25/04/2017	Falon Nameplates LTD	409966	738.48		Mem Plaque Paton FN -194
25/04/2017	PHILEC	409968	254.75		Defib & Projector
25/04/2017	PHILEC	409969	100.00		Electrical Inspection RH
25/04/2017	PHILEC	409970	200.00		Electrical Inspection
25/04/2017	Institute of Cemetery Management	409971	90.00		Membership Renewal
25/04/2017	Neopost Finance LTD	409972	164.58		Quarterly Lease
25/04/2017	Watford Borough Council	409973	4,560.00		90111364/312/Watford Borough Co
25/04/2017	George Browns LTD	409975	72.10		Throttle Cable
25/04/2017	George Browns LTD	409976	109.99		Safety Harness strimmer
25/04/2017	George Browns LTD	409977	415.66		Tractor Repairs-Belt & Filter
25/04/2017	Banham Aegis Security	409978	753.60		Alarm Mant and Monitoring
25/04/2017	E.ON	DD	47.52		elec south Lodge
26/04/2017	E.ON	DD	52.65		Gas- South Lodge
01/05/2017	Input Mistake	DD	-0.30		cem Rates
02/05/2017	affinity 4 Business	DD	76.48		Copmans Wick Allotments
02/05/2017	BT	DD	442.81		Parish Office Lines
02/05/2017	BT	DD	30.60		Internet Services Parish

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/05/2017	British Gas	DD	27.53		Boiler & Home Care Servicing
08/05/2017	Peter Fleming	409980	72.00		Website
08/05/2017	YODO CREATIVE LTD	409981	846.00		CW Matter Spring 17
08/05/2017	D2D Distribution LTD	409982	594.00		Distribution of CW Matters
08/05/2017	Twin Systems PLC	409984	834.16		Quarterly System Support
08/05/2017	Urban Architecture LTD	409985	495.00		Building Survey
08/05/2017	Arco LTD	409986	13.15		Safety Glasses
08/05/2017	Co-op	DD	62.89		Credit Card
08/05/2017	WMH	409983	270.00		Vat refund
11/05/2017	BT	DD	189.80		Internet services
15/05/2017	TRDC	DD	87.30		Cem Rates
15/05/2017	TRDC	DD	87.00		Cem Rates
16/05/2017	Gristwood & Toms	409996	1,560.00		Stump Grinding Common
16/05/2017	HAPTC LTD	409997	285.00		Neighbourhood Planning Worksho
16/05/2017	Christchurch PCC	409998	549.00		1/04/17-30/06/17
16/05/2017	Mr D Dynes	409987			Salary - May
16/05/2017	Mr A Goddard	409988			Salary- May
16/05/2017	Mr P Palmer	409989		Total Salaries	Salary- May
16/05/2017	Mr c Watts	409990	£14388.55		Salary - May
16/05/2017	Miss L Hamilton	409991			Salary- may
16/05/2017	Mrs C James	409992			Salary - May
16/05/2017	Mrs Y Merritt	409993			Salary - May
16/05/2017	Mrs M Putman	409994			Salary- May
16/05/2017	Mrs L watts	409995			Salary- May
17/05/2017	BT	DD	28.44		Broadband Line
22/05/2017	E.ON	DD	48.07		Gas- south Lodge
22/05/2017	E.ON	DD	164.60		Elec South Lodge
25/05/2017	Mills Window Cleaning Services	410002	30.00		Window Cleaning Parish
25/05/2017	Falon Nameplates LTD	410003	356.46		Q410B Moseley - Mem Plaque
25/05/2017	Arco LTD	410004	68.42		Tarpaulin
25/05/2017	RBS Software	410005	645.84		Yearend Closedown
25/05/2017	Malcom Lane	410006	2,706.00		Notice Board - Cem
25/05/2017	Falon Nameplates LTD	410007	356.46		Mem Plaque- French
25/05/2017	Falon Nameplates LTD	410008	356.46		Mem Plaque- Murray FM319
25/05/2017	Falon Nameplates LTD	410009	356.46		Mem Plaque
25/05/2017	Open Spaces Society	410010	45.00		Annual Subscription
25/05/2017	District Enforcement LTD	410012	483.60		Feb, March & April
25/05/2017	TBs Hygiene LTD	410013	338.40		Dog waste Collection - April
25/05/2017	Falon Nameplates LTD	410014	738.48		Cattermole - Mem Plaque
25/05/2017	Glasdon UK	410015	627.16		Bollards
25/05/2017	4Imprint.co.uk	410016	303.54		Message Bugs
25/05/2017	Arco LTD	410017	15.17		Safety Glasses
25/05/2017	George Browns LTD	410018	260.32		Bearing on Roller
25/05/2017	UK Safety Management LTD	410021	84.00		Electrical testing
25/05/2017	Mrs J Ayers	410011	80.00		Refund of Exclusive Right
25/05/2017	Beat The Killer Cold	410019	50.00		Donation
25/05/2017	Chiltern Society	410020	30.00		Chiltern Society

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/05/2017	Inland Revenue	409999	5,792.68		Tax & NI
25/05/2017	Herts county council	410000	5,439.33		Superannuation
01/06/2017	Ashridge Surveyors	410040	990.00		Inspections & maintenance rep
01/06/2017	BT Retail	DD	30.60		Mobile Broadband
05/06/2017	Archer Safety Signs	410022	286.08		Parking Signs
05/06/2017	Peter Fleming	410023	76.50		Website - May 17
05/06/2017	Falon Nameplates LTD	410024	356.46		Mem Plaque Antony- Q403 Scully
05/06/2017	George Browns LTD	410025	87.31		Vehicle Maint
05/06/2017	Falon Nameplates LTD	410026	738.48		Mem Plaque - Cole Q342
05/06/2017	HAPTC LTD	410027	80.00		CIlr Training
05/06/2017	Neopost Finance LTD	410028	101.53		Postage - Credit
05/06/2017	Amberol LTD	410029	850.32		Planter
05/06/2017	Hertfordshire County Council	410030	34.98		Polish, Batteries, Pens
05/06/2017	Wildlife Fencing	410031	740.23		Newt Fencing - Wildwood Dens
05/06/2017	CASH	410032	181.11		Petty Cash
05/06/2017	British Gas	DD	27.53		Boiler Service June
05/06/2017	Falon Nameplates LTD	410024	34.38		Overpayment Adjust
06/06/2017	Falon Nameplates LTD	410033	738.48		Mem Plaque Taylor - A333B
06/06/2017	Harrison EDS	410035	38.34		Flag Accessories
06/06/2017	Falon Nameplates LTD	41004	390.84		Mem Plaque Gilder - Q395
07/06/2017	CLA	DD	297.00		CLA SUBS
07/06/2017	co-op	DD	27.00		Credit Card
13/06/2017	HAPTC LTD	410036	80.00		CIlr Train- Kristian & Marshal
13/06/2017	Rainer Security Products LTD	410038	105.00		Allotment Keys
13/06/2017	HAPTC LTD	410039	120.00		Training - Plan & business
13/06/2017	TBs Hygiene LTD	410041	338.40		DWC - May
13/06/2017	Falon Nameplates LTD	410044	738.48		Mem Plaque Q1086- Smith
13/06/2017	Urban Architecture LTD	4140037	495.00		Feasibility Study -
15/06/2017	TMA Bark Supplies LTD	410045	3,916.80		Bark - wildwood Dens
15/06/2017	Mr D Dynes	410101			Salary June
15/06/2017	Mr A Goddard	410102			Salary June
15/06/2017	Mr P Palmer	410103		Total Salaries	Salary- June
15/06/2017	Mr C Watts	410104	£14426.19		Salary
15/06/2017	Mrs Y Merritt	410046			Salary- June
15/06/2017	Mrs C James	410047			Salary- June
15/06/2017	Miss L Hamilton	410048			Salary- June
15/06/2017	Mrs M Putman	410049			Salary June
15/06/2017	Mr I Watts	410050	112.17		Salary - JUNE
15/06/2017	TRDC	DD	87.00		NNDR CEM June
19/06/2017	E.on	DD	32.64		Gas South Lodge
19/06/2017	E.on	DD	93.25		Elec South Lodge
19/06/2017	BT	DD	25.44		Broadband Office Line
19/06/2017	bt	DD	3.00		Amended Amount
26/06/2017	Davies Brothers Nursery LTD	410106	1,093.74		Flowers fro CWIB
27/06/2017	Pear Technology Services LTD	410107	180.00		Village Day Map
27/06/2017	CDA Herts	410108	35.00		Membership
27/06/2017	Falon Nameplates LTD	410109	738.48		Mem Plaques - Q352

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27/06/2017	Falon Nameplates LTD	410110	34.38		Mem Plaques - Q1086 Smith
27/06/2017	J. Byne Haulage LTD	410111	240.00		Skip- Copmans Wick
27/06/2017	Konica Minolta	410116	328.14		Lease Charge- Photocopier
27/06/2017	J. Byne Haulage LTD	410117	240.00		Skip- South Lodge Garden Waste
27/06/2017	Konica Minolta	410118	143.99		Copies - 17.03,17 -16.06.17
27/06/2017	Mr J Ruth	4100112	22.80		Hanging Baskets
27/06/2017	Mrs Y Merritt	410124	45.49		Village Day Prizes
27/06/2017	CJ Birds of Prey	410121	580.00		Village Day 17
27/06/2017	Mr J Ormshaw	410120	150.00		Service of Section 77 Notice
27/06/2017	Penman Sedgwick	4100119	389.40		4100119
27/06/2017	Mr P Williamson	410115	200.00		Demo - Village Day 17
27/06/2017	Mr A King	410114	100.00		Cw Village Day 17
27/06/2017	Frankie's Facepaints	4140113	195.00		Cw Village day 17
27/06/2017	Inland Revenue	410122	5,778.73		Tax & NI
27/06/2017	Herts CC	410123	5,547.50		Superannuation
29/06/2017	Bt Retail	DD	30.60		Broadband
11/06/2017	Mr J Merritt	410143	127.65		Village Day Resources
27/06/2017	Hollybush Montessori LTD	410105	2,000.00		Fencing for Hollybush
03/07/2017	British Gas	DD	27.53		British Gas Service Plan
03/07/2017	BT	DD	102.00		Line Rental Parish
03/07/2017	shire Leasing	DD	237.41		Hire of Telephone Equipment
04/07/2017	Falon Nameplates LTD	410125	450.84		Mem Plaque, Mcguik FN-45B
04/07/2017	Neopost Finance LTD	410126	50.00		Postage Recredit
04/07/2017	Three Rivers District Council	410127	1,033.00		Chiltern Conservation Board
04/07/2017	The Ultimate Promo Company LT	410128	189.96		Workwear
04/07/2017	Travis Perkins Ltd	410129	108.55		Fencing Pins & Buckets
04/07/2017	District Enforcement LTD	410130	148.80		Parking Enforcement
04/07/2017	Playsafety LTD	410131	474.00		Post Installation Inspection
04/07/2017	Ark Farm LTD	410132	642.00		Village Day Farm
04/07/2017	Sarratt Office supplies	410134	82.80		Paper
04/07/2017	Peter Fleming	410135	76.50		Website - June
04/07/2017	Wildwood Uk LTD	410136	25,379.00		Wildwood Dens
04/07/2017	Arco LTD	410139	124.61		Line Paint
04/07/2017	Arco LTD	410140	35.90		Buckets & Tape
04/07/2017	Harrison EDS	410141	65.89		Flag
04/07/2017	D2D Distribution LTD	410151	594.00		Chorleywood Matters - Summer
04/07/2017	Hampshire Flag Company	410152	329.16		Sail Banners
04/07/2017	HAPTC LTD	410153	1,630.47		Affiliation to NALC
04/07/2017	Neopost Finance LTD	410154	164.58		Franking Machine Lease
04/07/2017	Mrs Y Merritt	410133	179.75		Refund of Petty cash
05/07/2017	Co-op	DD	30.00		Bank Charge- Auto Sweep
07/07/2017	Mr J Ruth	410137	85.61		Hall Maint
07/07/2017	Mr J Ruth	410138	45.33		CWIB
07/07/2017	CASH	410146	206.46		Petty Cash
10/07/2017	Co-op	DD	373.46		Credit Card
11/07/2017	Maydencroft farm	410145	579.18		Cattle fencing repairs
11/07/2017	Butler Fuels	410147	840.00		FUEL

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11/07/2017	TBs Hygiene LTD	410148	423.00		Dog Waste Collection
11/07/2017	Right Maintenance LTD	410150	858.00		Soak Away
11/07/2017	Mr D Merritt	410144	349.30		Village Day Resources
11/07/2017	Mrs C James	410149	50.80		Engraving
11/07/2017	CASH	410142	150.00		Village Day Parking Attendants
17/07/2017	Miss L White	410155			Salary- July
17/07/2017	MRs M Putman	410156			Salary- July
17/07/2017	Miss L Hamilton	410157			Salary June
17/07/2017	Mrs C james	410158		Total Salaries	Salary- July
17/07/2017	Mrs Y Merritt	410159	£14678.28		Salary- July
17/07/2017	Mr D Dynes	410160			Salary- July
17/07/2017	Mr A Goddard	410161			Salary - July
17/07/2017	Mr P Palmer	410162			Salary July
17/07/2017	Mr C Watts	410163			Salary July
17/07/2017	Mrs L Watts	410164			Salary -July
17/07/2017	Inland Revenue	410165	6,994.91		Tax & NI
17/07/2017	HCC	410166	6,332.78		Superannuation
17/07/2017	Bt Group	DD	28.44		Broadband Line Office
17/07/2017	BT	DD	477.76		Parish lines x 2
17/07/2017	TRDC	DD	87.00		Cem rates July
24/07/2017	E.ON	DD	22.65		Elec Bill- south Lodge June
24/07/2017	E.ON	DD	30.75		Gas- South Lodge June
31/07/2017	Bt Group	DD	146.70		Fax Line& Alarm Line
31/07/2017	BT Retail	DD	30.60		Parish Office Line Rental June
<b>Total Payments</b>			<u>324,190.40</u>		

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02/05/2017	BT	DD	87.00		Bullsland Hall Wifi
02/05/2017	BT	DD	182.96		Hall Booking Line
03/05/2017	Castle Water	DD	17.91		Hollybush Hall water
08/05/2017	Hertfordshire County Council	W403562	163.20		Catering Kettle
08/05/2017	Mr M Field	W403863	16.98		HDmi Adaptor for Common Room
08/05/2017	Mr J Ruth	W403864			Salary - May
08/05/2017	Co-op	DD	2.00		Co-op Crdit Card
09/05/2017	BT	DD	102.00		broadband Services
15/05/2017	TRDC	DD	13.00		NNDR- Bullsland Hall
15/05/2017	TRDC	DD	18.00		NNDR - Hollybush
15/05/2017	TRDC	DD	77.00		NNDR - WMH
16/05/2017	Mr M Arnold	W403865			Salary
16/05/2017	Mr G Smith	W403866	Total Salaries		Salary- May
16/05/2017	Mrs L Watts	W403867	£2234.49		Salary- May
16/05/2017	Mrs M Putman	W403868			Salary- May
16/05/2017	Mrs L Watts	W403867			Salary May
18/05/2017	E.ON	DD	30.18		Hollybush Elec
22/05/2017	E.ON	DD	17.99		Gas Bullsland
22/05/2017	E.ON	DD	23.24		Elec Bullsland
22/05/2017	E.on	DD	63.87		Elec WMH
22/05/2017	E.ON	DD	98.48		Gas- WMH
24/05/2017	BT	DD	28.44		Bullsland Hall Wifi
25/05/2017	Mills Window Cleaning Services	W403869	35.00		Window Cleaning- WMH
25/05/2017	Uk Safety Management LTD	W403870	48.00		Electrical test
25/05/2017	Uk Safety Management LTD	W403871	60.00		Electrical Testing
25/05/2017	Inland Revenue	W403872	347.67		Tax & Ni
25/05/2017	Herts CC	W403873	759.06		Superannuation - May
01/06/2017	Castle Water	DD	17.91		Hollybush Water
05/06/2017	Herts CC	W403874	68.41		Cabinet & Noticeboard
05/06/2017	Mr J Ruth	W403875			Salary - June
08/06/2017	PHS	DD	165.20		WMH Quarterly charge
08/06/2017	Co-op	DD	2.00		Credit Card Charge
13/06/2017	PHILEC	W403876	229.45		Remedial Work to WMH
13/06/2017	PRS for Music	W403877	975.89		Music Licence
15/06/2017	Mr M Arnold	W403878			Salary- June
15/06/2017	Mr G smith	W403879	Total Salaries		Salary- June
15/06/2017	Mrs M Putman	W403880	£2073.55		Salary June
15/06/2017	Mrs L Watts	W403881			Salary June
15/06/2017	Inland Revenue	W403883	350.96		Tax & Ni June
15/06/2017	TRDC	DD	13.00		Bullsland Hall NNDR
15/06/2017	TRDC	DD	18.00		Hollybush Rates
15/06/2017	TRDC	DD	77.00		WMH Rates
19/06/2017	E.on	DD	14.25		Gas Bullsland
19/06/2017	E.on	DD	22.51		Elec Bullsland
19/06/2017	E.on	DD	84.53		Elec Hollybush
19/06/2017	E.on	DD	63.74		Gas WMH
19/06/2017	E.on	DD	60.44		Elec WMH

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26/06/2017	BT	DD	28.44		Bullsland Hall Wifi
27/06/2017	Herts County Council	W403884	789.43		Superannuation
27/06/2017	Mr J Ruth	W403882	552.24		Hall Maint
03/07/2017	Castle Water	DD	17.91		Hollybush Water
04/07/2017	Minatol LTD	W403885	87.16		Paper Towels - Bullsland
04/07/2017	Hertfordshire County Council	W403889	43.08		Consumables for Hall
04/07/2017	Right Maintenance LTD	W403890	510.00		WMH- Frames And Sills
04/07/2017	Mr M Field	W40388	34.47		Hall Sound System- Maint
05/07/2017	E.ON	DD	1.91		Elec Bullsland
05/07/2017	Co-op	DD	2.00		Credit Card
07/07/2017	Mr J Ruth	W403886	570.06		Salary- July
17/07/2017	TRDC	DD	13.00		Bullsland Hall Rates
17/07/2017	TRDC	DD	18.00		Hollybush Rates
17/07/2017	TRDC	DD	77.00		WMH- Rates
17/07/2017	Mrs M Putman	W403891			Salary July
17/07/2017	Mr L Smith	W403892	Total Salaries		Salary- July
17/07/2017	Mr M Arnold	W403893	£2356.84		Salary- July
17/07/2017	Mrs L Watts	W403895			Salary- July
17/07/2017	Inland Revenue	W403896	414.37		Tax & NI
17/07/2017	Herts County Council	W403897	838.35		Superannuation
<b>Total Payments</b>			<u>14,447.51</u>		