

Open Spaces Financial Budget Comparison

Comparison between 01/04/13 and 04/03/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/13

	2013/2014	Rev 2013/2014	Actual Net	Balance	
Open Spaces Income					
20	Allotment Rents	£3,750.00	£3,750.00	£3,518.75	-£231.25
21	Grants	£5,800.00	£5,800.00	£4,405.35	-£1,394.65
22	Interment Charges	£28,000.00	£32,000.00	£29,287.00	-£2,713.00
23	Memorial Plaques	£23,800.00	£23,800.00	£21,455.85	-£2,344.15
24	Miscellaneous	£250.00	£250.00	£0.00	-£250.00
26	Trade Concessions	£500.00	£50.00	£50.00	£0.00
27	Wayleaves/Easements	£50.00	£50.00	£80.50	£30.50
28	Allotments Keys	£25.00	£25.00	£0.00	-£25.00
29	Parish Paths Grant	£2,000.00	£2,000.00	£1,684.24	-£315.76
30	Common Lettings	£1,500.00	£1,500.00	£2,193.00	£693.00
31	Memorial Benches	£0.00	£445.00	£445.00	£0.00
32	Admin Fees	£25.00	£25.00	£30.00	£5.00
Total Income	£65,700.00	£69,695.00	£63,149.69	-£6,545.31	
Expenditure					
200	Salaries	£57,500.00	£57,500.00	£53,030.35	£4,469.65
201	Income Tax & NI	£24,250.00	£23,000.00	£14,530.71	£8,469.29
202	Superannuation	£16,200.00	£16,200.00	£12,776.63	£3,423.37
203	Travelling Expenses	£550.00	£550.00	£397.80	£152.20
204	Cemetery Rates	£950.00	£950.00	£696.85	£253.15
205	Allotment Services	£1,500.00	£1,500.00	£617.51	£882.49
206	Allotment Maintenance	£1,000.00	£1,000.00	£1,169.00	-£169.00
207	Cemetery Maintenance	£1,200.00	£1,200.00	£1,587.56	-£387.56
208	Cemetery Services	£150.00	£150.00	£22.99	£127.01
209	Christchurch Cemetery	£4,000.00	£4,000.00	£1,616.97	£2,383.03
210	Contribution to Funds	£0.00	£0.00	£0.00	£0.00
211	Dog Bin Maintenance	£3,700.00	£3,700.00	£3,617.20	£82.80
212	Equipment & Tools	£1,000.00	£1,000.00	£1,028.52	-£28.52
213	Seats	£0.00	£0.00	£49.10	-£49.10
214	Grass Cutting/Grazing	£6,000.00	£6,000.00	£4,950.00	£1,050.00
215	Skip Hire	£1,200.00	£1,200.00	£1,200.00	£0.00
216	Tree Surgery & Inspection Reports	£5,000.00	£5,000.00	£2,460.00	£2,540.00
217	Ground Maintenance	£4,500.00	£4,500.00	£980.00	£3,520.00
218	Groewood & Tree Inspection	£1,000.00	£1,000.00	£270.00	£730.00
219	Legal fees	£2,000.00	£2,000.00	£0.00	£2,000.00
220	Maintenance of Horse track	£500.00	£500.00	£0.00	£500.00
221	Memorial Plaques	£15,000.00	£15,000.00	£13,099.36	£1,900.64
222	Miscellaneous	£1,500.00	£1,500.00	£1,494.36	£5.64
223	Refurbishment of Plaques	£0.00	£0.00	£0.00	£0.00
224	Refuse Collection	£750.00	£750.00	£416.79	£333.21
225	Mobile Telephone	£400.00	£400.00	£200.00	£200.00
226	Vehicle Maintenance	£5,250.00	£5,250.00	£3,391.88	£1,858.12
227	Litter Bins	£0.00	£0.00	£0.00	£0.00
228	Chiltern AONB	£1,900.00	£1,900.00	£958.00	£942.00
229	Health & Safety	£2,000.00	£2,000.00	£1,403.41	£596.59
230	Parish Paths	£500.00	£500.00	£30.00	£470.00
231	Allotment Competition	£350.00	£350.00	£342.74	£7.26
232	Parking Meters	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£159,850.00	£158,600.00	£122,337.73	£36,262.27	

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 6

Date: TUESDAY 11th MARCH 2014

Subject: OPEN SPACES OFFICERS REPORT

Committee Member:

Officer Contributors: Andrew Goddard, Parish Ranger, Claire James Senior Admin Officer

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Parish Rangers, Cemetery & Allotments Administrator

1. RECOMMENDATIONS

- 1.1 Members may like to re consider the idea previously discussed and put on hold of placing a height restriction barrier in the Shepherds Bridge Permissive parking area to prevent access by HGVs that have caused repeated significant damage to the area.
- 1.2 The tree surgeons have finished the contracted work at Grovewood but in the course of this have noted a further number of trees not included in the contract that in their view now require attention. This has been estimated at a days work at a cost of around £600 plus VAT.

2. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

3. LEGAL ISSUES

None

4.BACKGROUND INFORMATION

4.1 Allotments

- A few tenants have given advance warning that they will not be renewing their tenancies this year and these plots will be let out ready for the growing season and new municipal year.

4.2 Lawn Cemetery

- The grave shoring equipment has been delivered and was used the day following delivery in the section of the cemetery where soil conditions cause the most concern. The equipment was put to good use immediately and prevented what could otherwise have been a major collapse. It is now used as a matter of course in all sections and the Rangers are becoming more familiar with its use and adapting their working practices accordingly.
- Graves are being regularly topped up and levelled.
- The mole population in the Cemetery was temporarily reduced but others have clearly taken their place with mole hills regularly being removed and the soil used for topping up graves.
- The roses are due their next prune which will take place in the next few weeks.

- The Rangers have expressed concern that in heavy rain conditions there is a virtual river that now streams through the cemetery and down the path between sections D and E and would cause issues if graves were being dug in the areas adjacent to this at the time. The causes of this new problem are currently being investigated.
- There have been four full burials and four ashes interments since the last report.

4.3 Christchurch Cemetery

- Stress testing of the memorials is still due and will take place in due course.
- Two companies have been out to inspect the Churchyard wall and have been asked to assess the priority of the work required and quote for the work based on working on a bay or number of bays at a time. These quotes are now awaited.

4.4 Chorleywood Common

- Over the winter months the Common has experienced a constant cycle of bad weather causing damage to trees which were then cleared only for more gales to damage more trees. Problems have been exacerbated by the Rangers being unable to get onto the Common with the heavy equipment required to clear fallen trees and debris due to sodden ground conditions. In these conditions the tractor would cause too much damage to the Common to justify its use. The Rangers have only managed five days so far this year where conditions were acceptable to take the equipment on the Common, therefore most of the clearance work undertaken has been carried out manually the old fashioned way and with the help of the RTV.
- Despite this most of the wind damage has been cleared with the exception of the large oak by Christchurch pond as this area is still too boggy. The Rangers have stacked the brush ready for clearing when conditions improve and all desire lines in this area are clear at the time of writing. Much of the smaller diameter wood has been logged up and was initially placed in the permissive parking areas. However it was noted that transit vans were filling up with logs who may not have been parishioners and therefore the practice was changed to leave it where it fell which genuine users of the Common would then see and could collect manually. The Rangers have received positive feedback from many residents, happy to utilise free firewood. The Rangers have cut back low and overhanging branches along the woodland paths, again manually, and again stacking the brush in the woodland. Again all the woodland paths are clear from a foliage point of view although still very boggy underfoot.
- Following a resident's request a hazel tree was reduced on the boundary to the property.
- The banks at Shepherds Bridge parking area have suffered considerable damage. On one occasion a vehicle has dug up the surface of the car park which has been re-laid as best as possible by the Rangers. Therefore Members may like to re-consider the idea previously discussed of placing a height restriction barrier in this area to prevent access by these vehicles.
- The tree work for the Golf Club agreed at Open Spaces has been undertaken in part, with two Oak trees and one Birch being removed that were growing out into the fairway and obstructing the view to the tee. Two birches between the first and second holes had blown into an Oak tree creating a hazard which was then dealt with along with numerous trees that had been damaged along the edges of many of the fairways.
- Tree surgeons completed work to 25 trees to remove hangers and reduced the crowns. The Rangers followed them undertaking the clearance works and thereby reducing the overall cost of the work. Again wood was logged up and left for parishioners.
- Another contractor undertook crown works to the Lime tree at the Vicarage and identified some fungus and decay at the base of the trunk and suggested the tree may be dangerous. The TRDC officer inspected the tree and requested that ivy be removed from the trunk up to six feet so that a clearer inspection could be made. We are waiting to hear back from TRDC on what action needs to be taken.
- It is estimated that over one hundred trees have been lost in total due to the storms and ground conditions with works being needed to a similar number this year which is exceptional.
- The Clerk and Ranger met UK Power to discuss the electricity supply for Cherry Tree Cottages.
- The Ranger met with the parking company to discuss the requirements of the proposed new parking control system. At the Full council Meeting on the 11th February 2014 resolution was passed to adopt the proposed new parking control scheme subject to the Golf Club making £1000 capital contribution and 50% of any revenue costs before the scheme is implemented. The Golf Club has since confirmed that they will pay £1000.00 towards

the capital costs of the scheme and contribute £375 towards the running costs for the first year, ongoing revenue costs to be agreed between the Parish Council and Chorleywood Golf Club before signing a further contract with the Company. In the meantime the order has been placed for the ticket machines in order that the desired implementation date of the end of March has a chance of being met. The contract and proposed signage is currently being reviewed. A verbal report on any further progress will be given at the meeting.

- A public information day was held on the 9th February to discuss the two main topics of the Nature Trail and Grazing. The grazier sent his Stockman who was busy answering questions most of the day and Bug Storeys ran educational activities for the younger members of the public. Around 90 members of the public attended. The feedback is the subject of a separate agenda item.
- A four stemmed birch tree that had blown over at Darvells pond was dealt and the three of the stumps have been carved into mushrooms. A further birch and two oak stumps have been carved into mushrooms, two oak stumps carved into seats with backrests and a 'vertical letter box' carved into a birch stump that can be used to look through or 'post' items through. The carvings have been greeted positively by passers-by and created quite a stir on Twitter. Other suitable chunks of timber have been left in situ for possible carvings by professionals.
- A large oak near Cherry Tree Dell was felled for safety reasons, the other half having blown down about eighteen months ago and was being used for climbing by children and adults. The bulk of the remaining half was left to supplement the climbing potential and more suitable for the younger children.
- The hazel stool by Church pond has been coppiced.
- Work has begun next to Apple Tree Dell to remove trees and allow light to reach the ground creating better conditions for the spread of orchids spotted in this area last year.
- Ponds have been checked over recent weeks for signs of amphibian activity. Frogs have been spotted in a number of the ponds for the last week or two and frogspawn was noted in Christchurch pond on the 28th February, a little later than when it was spotted last year in some of the other ponds. Monitoring of the ponds will continue.
- The Rangers are meeting with the Stockman from Maidencroft to walk the grazing area and discuss installation of the virtual fencing.

4.5 War Memorial and Bullsland Hall

- No tree work has been necessary at the Halls since the last report.

4.6 Grovewood.

- The tree surgeons have finished the contracted work at Grovewood but in the course of this have noted a number of trees not included in the contract that require attention. This has been estimated at a days work at a cost of around £600 plus VAT.

4.7 Parish Footpaths

- A fallen holly tree was cleared on Footpath 35 and dead wood blocking Footpath 26 cleared and Herts County Council billed for the work.

4.7 General

- Regular maintenance and checking of equipment continues.
- Repairs have been made by the Rangers to the wheel on the wheelbarrow, the bench grinder, punctures on the RTV and tractor trailer have been repaired. Parts to repair damage to the 15" and 18" chainsaws were fitted by the Rangers.
- CMS were rescued from Chorleywood House grounds after their trailer became stuck.
- The Rangers visited Kubota Headquarters at Thame specifically to investigate the replacement digger required for the Cemetery – see separate report.
- The position of Assistant Parish Ranger is currently out on advert.

Date: TUESDAY 11th MARCH 2014

Subject: REQUEST FOR MEMORIAL BIRD BATH IN THE CEMETERY

Committee Member:

Officer Contributors: Senior Admin Officer

Status (public or exempt): Public

Wards affected: All

Enclosures: Nil

Contact for further information: Senior Admin Officer

1. RECOMMENDATIONS

1.1 Members consider the request for a memorial bird bath in the cemetery.

2. RELEVANT PREVIOUS DECISIONS

2.1 None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Nil

4. RISK MANAGEMENT ISSUES

4.1 The stone bird bath chosen by the family in memory of a close relative has a weight of 110KG. The company chosen by the family to provide the bird bath states that they will put the item in place. This would therefore remove the risk to the Rangers of lifting such a weight.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Should permission be granted for this request the bird bath is purchased by the family and delivered to the Cemetery. The family have been advised that it is then treated as a donation to the Lawn Cemetery and following installation would become the property of the Parish Council and that the Parish Council would not expect it to be removed by the family at a later date. Should the item become damaged then replacement would be covered by the Parish Council insurance

6. LEGAL ISSUES

6.1 None

7 BACKGROUND INFORMATION

7.1 Following a request from a close relative of someone buried in the Lawn Cemetery for a memorial Bird bath to be placed in the Lawn Cemetery, the family was advised of the process to progress such a request and advised that permission would need to be granted by the Open Spaces Committee.

7.2 Details of the pedestal bird bath chosen by the family are as follows:

Material: Stone

Height: 86cm

Bowl Diameter: 54cm

Weight: 110KG

A picture of the bird bath will be available at the meeting or a link to the item on the internet can be provided.

7.3 An existing memorial bird bath was recently relocated to one of the flower beds on the corners of Sections E-G of the Lawn Cemetery following work to extend the path between sections D and E where it had previously stood. This opened up the opportunity to place further memorials in the other three flower beds should members be minded to grant permission.

7.4 Should permission be granted a small plaque would also be fixed to the bird bath with the details of the person in whose memory the time is.

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 11.

Date: TUESDAY 14th JANUARY 2014

Subject: CEMETERY FLOWERS

Committee Member:

Officer Contributors Senior Admin Officer

Status (public or exempt): Public

Wards affected: All

Enclosures: None

Contact for further information: Senior Admin Officer

1. RECOMMENDATIONS

1.1 The Committee to consider the request from a parishioner and grave owner to allow winter flowering plants from November to March on graves in the Lawn Cemetery with the further information on suitable containers now available.

2. RELEVANT PREVIOUS DECISIONS

Lawn Cemetery Rule 8 (approved June 2008)

(b) The registered owner of the Exclusive Right of Burial in an earthen grave space may not plant annual bedding plants, bulbs, rose bushes or similar species on such grave space. Shrubs, conifers or other ornaments shall not be permitted.

(c) The Council permits only **two** flower containers per grave in the Cemetery and these can contain either real or artificial flowers – any in excess of these **will be removed**. These containers should be lightweight with prongs at the bottom for easy removal and can be obtained from the Parish Office. When flowers in the containers have died, the Cemetery Ranger will remove the container and place it on one of the shelves at the side of the garden shed.

In 2010 **Open Spaces Minute 10/29 Flowers**

The Committee

RESOLVED

To extend the Lawn Cemetery Rule No 8 regarding the removal of real flowers when they have died to include artificial flowers when they are past their best. A notice advising of this would be displayed in the Cemetery.

In January 2014 **Open Spaces Minute 13/72 Cemetery Flowers**

The Committee

RESOLVED

That the Administrator should explore the possibility of sourcing pot holders with spikes that could be used in the Winter defined as Start November to End February.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

None.

4. RISK MANAGEMENT ISSUES

4.1 Risk evaluation of any chosen option will need to take place.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

None

6. LEGAL ISSUES

6.1 None

7. BACKGROUND INFORMATION

7.1 Open Spaces Report 14.01.14 Cemetery Flowers gives the background to the request for potted plants to be allowed in the Cemetery during Winter months which the Committee defined on discussion at the meeting as between the period Start November to End February.

7.2 At the discussion at the January Open Spaces Committee Members were sympathetic to the views of the Parishioner relating to memorial flowers in the cemetery and the difficulty of sourcing ones that would last during the winter months and the possibility of allowing small pot plants during the winter months when the Rangers are not strimming and mowing the grass. The views of plastic flowers were felt to be subjective and members were reminded that some families placed these on graves as they were unable to visit the Cemetery regularly but liked something to be on the grave. Members were also concerned with the importance of the appearance of the cemetery which regularly was commented on favourably by visitors to the cemetery. Concern was raised over the stability of pots during windy or stormy days.

7.3 If members are mindful of granting this request then consideration needs to be given the enforcing of such rules and the additional work that this, and the removal of such pots at the end of February would create for both Rangers and officers.

7.4 Following resolution at the January Open Spaces the Lawn Cemetery Administrator has endeavoured to find suitable pot holders with spikes. Only one option has so far been found which in itself will cause issues with storage, robustness and availability to visitors to the Cemetery. An example of the item, known as a Henley Star Grave Vase pot is being ordered and is hoped to be available for the meeting to show members. A link to an example website can also be provided.

7.5 Members are reminder that wreaths are permitted on graves during December and January.

7.6 Members are also advised that the Cemetery Administrator regularly receives positive feedback in the course of her dealings with families and visitors to the Cemetery on the appearance and maintenance of the Cemetery.

7.7 Members are also asked to note that a large variety of pots, ornaments and memorabilia are already removed by the Rangers daily, demonstrating the range of items considered by individuals to be acceptable and evidence of this can be seen by the Summer house inside the Cemetery on the right of the Cemetery gates.

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 12

Date: TUESDAY 11th MARCH 2014

Subject: CREATION OF A COMPOUND IN THE LAWN CEMETERY

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Nil

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee agree to the compound in the Lawn Cemetery

2. RELEVANT PREVIOUS DECISIONS

2.1 None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Nil

4. RISK MANAGEMENT ISSUES

4.1 The use of an enclosed compound for equipment and tools will reduce the risk of theft and will enhance the security of the Councils property.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 There is currently £3520 in grounds maintenance budget which could be used for the compound

6. LEGAL ISSUES

6.1 None Specific

7 BACKGROUND INFORMATION

7.1 Due to the increase in equipment, storage is becoming an issue. In the past equipment has been stored at the side of the front garage; however in recent years the sheds have been subject to attempted break-ins and therefore officers do not feel that this area is now safe.

7.2 Rangers have stored equipment, fencing, the harrows etc in the north side of the cemetery.

7.3 The Rangers have suggested that it would be ecstasically more pleasing and more secure to create a compound.

7.4 The suggestion is to erect a 6 ft fence with gravel board and wooden posts. To supply and erect double leaf metal framed close board gates with a slide bolt lock. The metal frames gate is suggested to prevent warping.

7.5 It is suggested that when ordering the beech whips for the perimeter hedge, that more are ordered which are planted around the perimeter of the compound which will reduce the impact on the fencing in the cemetery area in the long term.

Date: TUESDAY 11th MARCH 2014

Subject: Chorleywood Common Project

Committee Member:

Officer Contributors: Temporary Admin Officer

Status (public or exempt): Public

Wards affected: All

Enclosures: Nil

Contact for further information: Temporary Admin Officer/Clerk

1. RECOMMENDATIONS

- 1.1 The Committee to consider request to proceed with application including improved signage, online updates, nature trail and ideas for the Wildwood Den with discussion still to take place on exact location of carvings when/if funding is approved.

2. RELEVANT PREVIOUS DECISIONS

2.1 The Committee

RESOLVED

- 1 That the Committee agree to the concept of a nature trail

This was proposed by Cllr Mrs J Worrall, seconded by Cllr Mrs M Jarrett and unanimously agreed.

- 2 That the Committee agree to a Public Forum meeting be held in the War Memorial Hall preceded by a display in Chorleywood Library on a date to be confirmed with consideration being given to suitable timing and possible parallel running with the grazing information day for economies of scale.

This was proposed by Cllr Mrs M Jarrett, seconded by Cllr Mrs J Worrall and unanimously agreed.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 Nil

4. RISK MANAGEMENT ISSUES

- 4.1 None

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 None at present

6. LEGAL ISSUES

- 6.1 None specific

7 BACKGROUND INFORMATION

7.1 Permission was granted in January 2014 for the Parish Council to publicise the Chorleywood Common Project by means of a Common Information Day on February 9th 2014. The purpose was to both inform and also gain further knowledge of the views of the Common visitors regarding improved information/interpretation boards and also the nature trail.

7.2 A survey was carried out and while not robust in a mathematical sense, it yields some useful information as well as allowing our visitors to feel engaged in the process. It was clear that some members of the public used whole strips of stickers to vote for certain aspects and for that reason we must be clear that the findings are for guidance only.

7.3 Just under 80 people attended the event. Most of those visited the Common at least once a week, 45% over 5 times a week. Most respondents walked to the Common but around 20% drive predominantly using the WMH, Shepherd bridge and “northern” car parks. None stated that they park at the Old Shepherd. Most use the Common for walking, exploring and dog walking. However, the traditional pursuits of golf, cricket, kite flying, running, playing, enjoying the natural world and picnics are mentioned. The ages of visitors tended to fall into 65+ and families with primary school age children.

7.4 Most visitors knew that the Common is an LNR however, fewer knew about the status of County Heritage Site and HLS. We need to publicise the educational activities that we run on the Common more as over 50% were unaware of them. There is also a thirst for more knowledge about the Common in general but in particular Natural history, Local history, activities and seasonal highlights.

7.5 The Nature trail – while there were a very small number of sceptics, the general feeling was of support for the trail. Even the more contentious issues of the Wildwood den seemed popular. Stickers were predominantly “stuck on” the Wildwood den, the xylophone, the dragon, animal carvings and the holly tunnel.

7.6 Sign posts, amazingly, the most popular sign by far was the Heron totem pole which could be used as a horse track sign as well as circular walk. There was also support for the signs which replicated what we have so far.

7.7 Next steps: we have received strong support for the Play trail from Friends of Chorleywood Common and verbally from Chorleywood Mums and Chorleywood Magazine. We are preparing our application to the HLF and also to Groundwork Hertfordshire.

7.8 Further comments from visitors:

“Please improve the Woodland biodiversity. Please restrict the bridleways and horses as they ruin the paths for everyone else. Also, ensure that the golfing doesn’t encroach on the biodiversity. Remove brambles to let other undergrowth and vegetation to come through.”

“Local history tours please!”

“To help the conservation project, Dog Walkers to be requested to keep their dogs on a lead when close to the grazing area. Otherwise dog would not be “under control”. This way dog owners will not cause an unintentional disruption.”

“Play trail - will you be appointing an external supplier to install preferences or are the Rangers?”

“this is not a Country Park”

“Open the air raid shelters and have local history tours”

“How will you use this information? General public have place more than one sticker on questions, therefore cannot be taken as 1 person 1 vote”

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES COMMITTEE MEETING

Agenda Item 14

Date: TUESDAY 11th MARCH 2014

Subject: MOTH SURVEY

Committee Member:

Officer Contributors: Senior Admin Officer

Status (public or exempt): Public

Wards affected: All

Enclosures: Nil

Contact for further information: Senior Admin Officer

1. RECOMMENDATIONS

1.1 Members consider the request for the survey of moths on Chorleywood Common to continue this year with vehicle access onto the Common.

2. RELEVANT PREVIOUS DECISIONS

2.1 None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 Nil

4. RISK MANAGEMENT ISSUES

4.1 None

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 None

6. LEGAL ISSUES

6.1 None

7 BACKGROUND INFORMATION

7.1 Permission was granted in 2012 to record what moths could be found on the Common and a variety were recorded including some less than common species. In 2013 242 different species were recorded which demonstrates what a good site Chorleywood Common is for wildlife. The person who undertook this survey has asked for permission to continue this survey this year with vehicle access to the Common.

Date: TUESDAY 11th MARCH 2014

Subject: PURCHASE OF A NEW MINI EXCAVATOR

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Nil

Contact for further information: Clerk

1. RECOMMENDATIONS

- 1.1 Members consider the proposal within the report to purchase a new Kubota Mini Excavator in part exchange of the current digger and bucket.
- 1.2 If 1.1 is agreed if the committee wish to spend an additional £450.00 for an engine immobiliser

2. RELEVANT PREVIOUS DECISIONS

- 2.1 None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 Nil

4. RISK MANAGEMENT ISSUES

- 4.1 Purchase of the new mini excavator with a longer arm will ensure that the Rangers no longer have to enter the grave space which currently poses a potential hazard.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 There is currently £48,191 in the capital budget this will be topped up to £60,486 with the 2014/15 capital allocation. Purchase of the new mini excavator will leave a balance of £45,832
- 5.2 A price has been obtained for a new mini excavator as follows

Purchase of new Kubota KX019-4VG Mini Excavator

- Closed Window Cabin
- Rubber Tracks
- Variable undercarriage
- Anti-theft ignition system
- Springlock manual coupler
- 18" digging bucket
- 30" digging bucket
- 30" grading bucket

Price	£21,654.00
Less part exchange	£ 7,000.00
Balance	£14,654.00

6. LEGAL ISSUES

6.1 None Specific

7 BACKGROUND INFORMATION

7.1 In 2003 the Council purchased a mini digger to excavate graves in the Lawn Cemetery. This digger can extend to 7 ft.

7. Due to the grave shoring the Rangers have had to change the way they dig the graves which in itself is safer but requires a longer arm to reach the corners of a double depth grave.

7.3 At present to ensure that the grave is dug correctly a Ranger has to enter the grave to dig out the corners by hand. The hole at this stage is approx. 6 ft deep.

7.4 The proposed mini excavator has been adapted specifically for grave digging and has an approx. 9 ½ ft reach which means that at no time will a Ranger have to enter the grave space. Graves have to be dug 30" wide, currently the largest size digging bucket that can be used is 24" wide. The new machine is slightly more powerful and therefore can facilitate a 30" bucket. This will enable Rangers to dig the graves more efficiently.

7.5 The proposed mini excavator also comes with three different sized buckets which will enable the machine to be used on the common when carrying out work on the smaller ponds which in the long term will save money as we will not have to use contractors or hire in equipment.

7.6 The supplier has offered free training on the new machinery. It should be noted that the price is due to increase by 2% on the 1st April 2014.